

Standard Operating Procedure (SOP): Portion Control Standards for Meal Preparation

This SOP details **portion control standards for meal preparation**, emphasizing consistent serving sizes to ensure nutritional balance, cost efficiency, and customer satisfaction. It includes guidelines on measuring ingredients, using standardized utensils, monitoring portion accuracy, and maintaining quality throughout the meal preparation process to support menu consistency and reduce food waste.

1. Purpose

To ensure all meals are prepared with consistent portion sizes according to standardized recipes and nutrition requirements, promoting cost control, quality, and customer satisfaction.

2. Scope

This SOP applies to all food preparation staff and supervisors responsible for portioning ingredients and finished meals in the kitchen.

3. Responsibilities

- **Food Preparation Staff:** Properly measure and portion all ingredients and finished meals as per guidelines.
- **Kitchen Supervisors:** Ensure compliance, provide oversight, and address deviations from portion standards.
- **Management:** Review portion standards periodically and update utensils/equipment as needed.

4. Procedure

1. **Refer to Standardized Recipes:**
 - Use recipes that specify the correct portion size and ingredient amounts for each menu item.
2. **Select Proper Measuring Equipment:**
 - Use calibrated scales, measuring cups, ladles, and scoops matching specified serving sizes.
3. **Measure Ingredients Accurately:**
 - Weigh or measure each ingredient according to the recipe before combining or cooking.
4. **Portion Finished Meals:**
 - Use standard serving utensils for plating to ensure uniform portions for each customer.
5. **Monitor Portion Accuracy:**
 - Perform random checks with a scale or visual inspection to verify correct portions.
6. **Correct Deviations:**
 - Immediately address and adjust any detected inaccuracies in portioning.
7. **Document and Report:**
 - Record portion sizes as needed for inventory and cost control; report any discrepancies.

5. Quality Control

- Calibrate measuring equipment at least monthly or as needed.
- Regularly audit portions and provide staff with ongoing portion control training.
- Ensure plated meals match photographs/guidelines provided in training materials.

6. Review

Review this SOP annually or upon menu or equipment changes. Update as necessary to reflect best practices.

7. References

- Standardized Recipes
- Kitchen Equipment Calibration Logs
- Nutritional Guidelines (as applicable)

8. Revision History

Date	Change Description	Author
2024-06-15	Initial SOP creation	Kitchen Manager