

SOP: Food Preparation and Portioning Guidelines

This SOP provides comprehensive **food preparation and portioning guidelines** designed to ensure consistent quality, food safety, and accurate portion control in all meal services. It covers standardized food preparation techniques, portion size measurements, hygiene practices, and proper handling to maintain nutritional value, prevent cross-contamination, and reduce food waste, thereby enhancing customer satisfaction and operational efficiency.

1. Purpose

To establish clear procedures for food preparation and portioning to ensure consistency, food safety, quality, and operational efficiency in all meal services.

2. Scope

This SOP applies to all kitchen staff and food handlers involved in food preparation, cooking, portioning, and serving within the facility.

3. Responsibilities

- Kitchen Staff:** Adhere to preparation and portioning procedures and maintain hygiene standards.
- Supervisors/Chefs:** Ensure compliance, provide training, and monitor portioning accuracy.
- Management:** Maintain and update SOP as required and ensure availability of necessary tools and resources.

4. Standardized Food Preparation Techniques

- Follow approved recipes and preparation methods at all times.
- Use calibrated kitchen equipment (scales, measuring cups, spoons) for accuracy.
- Prepare ingredients as specified: washing, cutting, marinating, cooking temperatures, and times.
- Document any deviations or substitutions and notify the supervisor.

5. Portion Size Measurements

- Refer to standardized portion charts for each menu item.
- Use designated measuring tools to portion cooked and raw ingredients.
- Weigh or measure each portion before serving to ensure accuracy.

Menu Item	Portion Size	Measuring Tool
Grilled Chicken Breast	120g	Digital Scale
Steamed Rice	1 cup (150g)	Measuring Cup
Vegetable Side	1½ cup (75g)	Ladle/Measuring Cup
Soup	200ml	Soup Ladle

6. Hygiene and Food Safety Practices

- Wash hands thoroughly before handling food and after handling raw ingredients.
- Wear appropriate PPE (aprons, gloves, hairnets).
- Sanitize all surfaces, equipment, and utensils between tasks.
- Store perishable and non-perishable items according to safety guidelines.
- Monitor and record cooking and storage temperatures.

7. Proper Handling to Maintain Nutritional Value

- Minimize holding times for cooked foods; serve promptly after preparation.
- Avoid overcooking to preserve nutrients and texture.

- Store leftovers in labeled, dated containers and use within safe time frames.

8. Prevention of Cross-contamination

1. Use separate cutting boards and utensils for raw and cooked foods.
2. Store raw meats below ready-to-eat foods in refrigeration units.
3. Clean and sanitize equipment after each use, especially between allergen-containing foods.

9. Waste Reduction Measures

- Prepare only as much food as needed for service periods.
- Track and document overproduction and waste for continuous improvement.
- Utilize food scraps for stocks, soups, or compost where feasible.

10. Documentation and Record Keeping

1. Maintain records of portioning checks and deviations.
2. Keep logs of food temperatures, production, and waste.

11. Review and Training

- All staff must be trained in this SOP before handling food.
- Review and update SOP annually or as menu/processes change.

Approved By: _____ Date: _____

Next Review Date: _____