SOP Template: Menu Planning and Recipe Standardization

Purpose:

This SOP defines the process for **menu planning and recipe standardization**, including guidelines for nutritional balance, ingredient selection, portion control, recipe development, and quality consistency. The purpose is to ensure the creation of well-balanced menus that meet customer expectations, maintain food safety standards, and standardize recipes for consistent taste, presentation, and cost control across all food service operations.

Scope

This SOP applies to all food service staff responsible for menu development, recipe creation, and preparation in [Company/Organization Name].

Responsibility

- Executive Chef / Head Cook: Oversee menu planning and recipe creation.
- Nutritionist/Dietitian: Review menu for nutritional adequacy.
- Foodservice Staff: Follow standardized recipes and portion controls.
- Purchasing Staff: Source approved ingredients.

Procedure

1. **Menu Planning**
   - Create seasonal or cycle-based menus.
   - Ensure menus reflect customer preferences and dietary needs.
   - Incorporate variety in food groups, flavors, textures, and colors.
   - Balance nutritional values by following recommended dietary guidelines.
2. **Ingredient Selection**
   - Use quality, fresh, and approved suppliers for ingredients.
   - Choose ingredients based on availability, cost-effectiveness, and nutrition.
   - Minimize use of processed foods and additives.
3. **Recipe Development and Standardization**
   - Develop new recipes with detailed ingredient lists and step-by-step instructions.
   - Test recipes to validate taste, texture, presentation, and preparation time.
   - Document standardized recipes using the approved format (see below).
   - Ensure recipes include portion size, yield, and allergen information.
4. **Portion Control**
   - Define standard portion sizes for each menu item.
   - Use calibrated equipment (scales, scoops) for serving.
   - Train staff to follow portion control guidelines to manage costs and maintain consistency.
5. **Quality Consistency**
   - Conduct regular taste tests/evaluations.
   - Monitor food presentation and portioning regularly.
   - Update recipes as needed, keeping records of all changes.
6. **Food Safety & Allergen Control**
   - Follow all food safety protocols during preparation and storage.
   - Identify and communicate allergen information for each recipe.

Standardized Recipe Template

Recipe Name	[Insert Recipe Name]
Portion Size	[e.g. 150g/serving]
Yield	[Number of servings]
Ingredients	[Ingredient 1, amount, unit] [Ingredient 2, amount, unit] [etc.]
Instructions	1. [Step 1] 2. [Step 2] 3. [etc.]
Allergens	[e.g. Eggs, Milk, Wheat]
Presentation	[Describe plating/garnish]
Cost per Serving	[Optional]

Documentation and Review

- Review menus and standardized recipes at least annually or upon significant ingredient/vendor changes.
- File and maintain records of all approved and updated recipes.
- Document all recipe changes and updates for traceability.

References

- [Insert applicable food safety and nutrition guidelines, e.g. FDA, USDA, local regulations]