

Standard Operating Procedure (SOP): Food Preparation and Portion Control Standards

This SOP establishes **food preparation and portion control standards** to ensure consistency, quality, and hygiene in culinary operations. It includes guidelines for ingredient selection, preparation methods, cooking temperatures, portion sizes, and plating techniques. The objective is to maintain food safety, optimize ingredient usage, reduce waste, and deliver a consistent dining experience that meets nutritional and customer satisfaction requirements.

1. Scope

This SOP applies to all kitchen staff, culinary operations, and food production areas.

2. Responsibilities

- Executive Chef / Kitchen Manager:** Ensure compliance, provide training, and supervise implementation.
- All Kitchen Staff:** Adhere strictly to the procedures outlined below.

3. Ingredient Selection

- Source ingredients from approved suppliers.
- Check for freshness, quality, and expiration dates on arrival.
- Store perishable items at correct temperatures immediately.
- Use First-In, First-Out (FIFO) inventory rotation.

4. Preparation Methods

- Wash hands and sanitize all work surfaces prior to food preparation.
- Use separate cutting boards and utensils for raw and cooked foods.
- Follow the standardized recipes exactly for all menu items.
- Prepare ingredients in measured quantities as per recipe card.

5. Cooking Standards

| Food Type | Minimum Internal Temperature | Rest Time (if applicable) |
|--------------------------------|------------------------------|---------------------------|
| Poultry (whole, parts, ground) | 74°C / 165°F | None |
| Ground Meat (beef, pork, lamb) | 71°C / 160°F | None |
| Seafood | 63°C / 145°F | 3 minutes |
| Egg Dishes | 71°C / 160°F | None |

- Use a calibrated thermometer to verify temperatures.
- Hot food must be held above 60°C (140°F), cold food below 4°C (40°F).

6. Portion Control

- Refer to the portion size chart for each menu item (see below).
- Use standardized measuring tools (scales, scoops, ladles, cups).
- Avoid over-portioning to control costs and nutritional consistency.

| Menu Item | Portion Size | Measuring Tool |
|------------------------|---------------|----------------|
| Grilled Chicken Breast | 150g (5.3 oz) | Digital Scale |

| | | |
|--------------------|---------------|---------------|
| Steamed Rice | 120g (4.2 oz) | 8 oz Scoop |
| Salad Greens | 60g (2.1 oz) | 2-cup Measure |
| Saut ed Vegetables | 100g (3.5 oz) | 6 oz Ladle |

7. Plating Techniques

- Follow the plating diagram or photo provided for each menu item.
- Arrange food attractively and wipe plate rims for cleanliness.
- Garnish dishes according to standardized procedures.

8. Monitoring & Records

- Maintain daily logs for ingredient usage and portion measurements.
- Conduct portion audits weekly to uphold standards.
- Document corrective actions for non-compliance.

9. Training

- All kitchen staff must receive orientation and ongoing training on preparation and portion standards.
- Refresher training will occur quarterly or as needed.

10. Review

- This SOP will be reviewed annually and updated as required to ensure best practices.

11. References

- Local Health Codes
- Food Safety Authority Guidelines
- Company Recipe Book