

SOP Template: Hot and Cold Food Replenishment Procedures

This SOP details the **hot and cold food replenishment procedures**, encompassing guidelines for maintaining appropriate food temperatures, safe handling practices, timely replenishment schedules, monitoring and recording temperature checks, ensuring food quality and freshness, preventing cross-contamination, and complying with food safety standards. The goal is to provide safe, fresh, and high-quality food to customers while minimizing food waste and adhering to health regulations.

1. Purpose

To establish standardized procedures ensuring safe, effective, and hygienic replenishment of hot and cold foods with a focus on food safety, freshness, and compliance with regulatory requirements.

2. Scope

This SOP applies to all staff responsible for the preparation, display, and maintenance of hot and cold food items at [Facility/Location Name].

3. Responsibilities

- Food Handlers:** Follow SOP procedures and maintain hygiene standards.
- Supervisors:** Monitor staff compliance and maintain records.
- Quality/Safety Manager:** Ensure training and adherence to food safety standards.

4. Procedure

4.1 General Guidelines

- Wash hands thoroughly before handling any food items.
- Wear appropriate Personal Protective Equipment (PPE), such as gloves and hairnets.
- Use separate utensils and equipment for hot and cold foods to prevent cross-contamination.

4.2 Hot Food Replenishment

- Maintain hot food at **at least 60°C (140°F)**.
- Check temperature of hot holding units before and after replenishment.
- Use clean utensils and avoid direct hand contact.
- Replenish food in small batches to ensure consistent temperature and minimize food waste.
- Discard any hot food that has fallen below 60°C (140°F) for more than 2 hours.

4.3 Cold Food Replenishment

- Maintain cold food at **at or below 5°C (41°F)**.
- Check temperature of cold holding units prior to replenishment.
- Minimize exposure time during replenishment to prevent temperature rise.
- Replace any food items showing signs of spoilage or exceeding allotted holding time.
- Keep cold food covered when not in use.

4.4 Replenishment Schedule

- Set intervals for checking and replenishing foods (e.g., every 30 minutes for high-turnover areas).
- Document each replenishment on the **Replenishment Log**.

4.5 Monitoring and Recording

Activity	Frequency	Responsible	Record
Temperature Check - Hot Foods	Every 2 hours	Food Handler	Temperature Log
Temperature Check - Cold Foods	Every 2 hours	Food Handler	Temperature Log

Replenishment	As scheduled/needed	Food Handler	Replenishment Log
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4.6 Preventing Cross-Contamination

- Use color-coded utensils for different food types.
- Clean and sanitize work surfaces and utensils after each use.
- Store raw and ready-to-eat foods separately.

4.7 Food Quality and Freshness

- Check appearance, odor, and expiration dates before replenishing.
- Rotate stock using First-In, First-Out (FIFO) principles.
- Ensure items are attractively arranged and promptly remove deteriorated food.

5. Documentation

- Maintain **Temperature Logs** and **Replenishment Records** for at least [X] months.
- Report any deviations or issues to supervisor immediately.

6. Compliance

- Adhere to all local and national food safety standards and regulations.
- Participate in regular training and internal audits.

7. Revision History

Date	Revision	Description	Approved by
[MM/DD/YYYY]	1.0	Initial SOP Release	[Manager Name]