

# SOP: Standardized Recipe Preparation and Portion Control

This SOP details the procedures for **standardized recipe preparation and portion control**, ensuring consistency in taste, presentation, and nutritional value of dishes. It includes guidelines on ingredient measurement, preparation techniques, portion sizing, and quality checks to minimize waste and maintain cost efficiency. The objective is to guarantee uniformity across all servings, enhancing customer satisfaction and operational efficiency in food service establishments.

## 1. Purpose

To establish uniform standards for recipe preparation and portion control, ensuring every dish meets quality, cost, and customer satisfaction objectives.

## 2. Scope

This SOP applies to all kitchen staff involved in food preparation and service within the establishment.

## 3. Responsibilities

- **Chefs & Cooks:** Follow recipes and portion guidelines strictly.
- **Supervisors:** Monitor adherence, address deviations, and conduct periodic training.
- **Inventory staff:** Ensure availability of standardized measuring tools and equipment.

## 4. Procedure

1. **Recipe Verification**
  - Use only approved and documented recipes.
  - Keep latest recipe versions at all preparation stations.
2. **Ingredient Preparation & Measurement**
  - Prepare all ingredients as per recipe specifications (washing, chopping, marinating, etc.).
  - Measure ingredients with standardized measuring equipment (e.g., digital scales, measuring cups/spoons).
  - Record any substitutions or variations with supervisor approval.
3. **Cooking & Assembly**
  - Follow standardized cooking methods and timing.
  - Adhere strictly to sequence of steps as outlined in the recipe.
4. **Portion Control**
  - Use specified portion tools (portion scoops, ladles, scales) for plating and serving.
  - Refer to portion charts for quantity per serving.
  - Discard or re-process (as per policy) any over/under-portioned servings.
5. **Quality Check**
  - Visually inspect the finished dish for consistency in presentation and portion size.
  - Periodically taste test to ensure flavor consistency.
  - Record results and report deviations to the supervisor.

## 5. Documentation

- Completed recipe cards and logs.
- Portion control records and waste sheets.
- Quality check reports.

## 6. Review & Training

Conduct periodic reviews of procedures and provide refresher training to staff as needed.

## 7. References

- Standard Recipes Booklet
- Portion Control Chart
- Kitchen Equipment User Manuals