

SOP Template: Food Preparation and Portioning Standards

This SOP establishes **food preparation and portioning standards** to ensure consistency, quality, and safety in meal production. It covers guidelines for ingredient selection, preparation methods, hygiene practices, portion control techniques, and presentation standards. This procedure aims to maintain nutritional value, reduce waste, and deliver uniform servings that meet customer expectations and regulatory requirements.

1. Purpose

To standardize food preparation and portioning processes, leading to consistent quality, safety, and customer satisfaction while minimizing waste and ensuring regulatory compliance.

2. Scope

This SOP applies to all kitchen staff, including chefs, cooks, and servers involved in meal preparation and plating.

3. Responsibilities

- **Kitchen Manager:** Ensure staff compliance with SOP, oversee training, and monitor adherence to standards.
- **Chefs/Cooks:** Follow SOP in daily operations, maintain hygiene, and execute proper portion control.
- **Servers:** Plate and present food according to standards.

4. Procedures

4.1 Ingredient Selection

- Use only approved ingredients from authorized suppliers.
- Inspect all ingredients for freshness, quality, and expiration dates.
- Store ingredients following FIFO (First In, First Out) method and proper temperature guidelines.

4.2 Preparation Methods

- Follow standardized recipes for all menu items.
- Utilize correct cooking techniques as specified (baking, grilling, steaming, etc.).
- Maintain equipment cleanliness and calibrate regularly.

4.3 Hygiene Practices

- Wash hands before and after food handling.
- Sanitize work surfaces, utensils, and equipment before use.
- Wear appropriate personal protective equipment (PPE)-aprons, gloves, hairnets.

4.4 Portion Control Techniques

- Use designated measuring tools (scales, scoops, ladles) for each menu item.
- Refer to portion control chart for specific weights/volumes per item.
- Verify portions before plating and serving to ensure consistency.

Sample Portion Control Chart

Menu Item	Portion Size	Measuring Tool
Grilled Chicken Breast	150g	Digital Scale
Mashed Potatoes	120g	4 oz Scoop
Steamed Broccoli	70g	2.5 oz Ladle

4.5 Presentation Standards

- Follow plating diagrams or photos for each dish.
- Ensure portions are arranged neatly and attractively on the plate.
- Garnish as specified in the menu recipe.
- Wipe plate edges prior to serving.

5. Monitoring and Records

- Document temperatures, weights, and batch numbers as required.
- Kitchen manager conducts regular audits for compliance and documents findings.

6. Training

- All kitchen staff receive initial and periodic training on food preparation, hygiene, and portion control methods.
- Refresher courses are provided annually or when updates are made to the SOP.

7. References

- Company Food Safety Manual
- Local Health Code Regulations
- Standardized Recipe Book

8. Revision History

Version	Date	Description of Changes	Approved By
1.0	2024-06-01	Initial SOP release	Kitchen Manager