

SOP Template: Meal Preparation and Portion Control Guidelines

This SOP provides comprehensive **meal preparation and portion control guidelines** to ensure consistent food quality, nutritional balance, and efficient kitchen operations. It covers standardized recipes, ingredient measurement techniques, portion sizing, food safety practices, and presentation standards to optimize meal service, reduce waste, and maintain customer satisfaction in food service environments.

1. Purpose

To establish a uniform process for meal preparation and portion control that ensures quality, consistency, and nutritional value across all food service operations.

2. Scope

This SOP applies to all kitchen staff, cooks, food handlers, and servers involved in meal production and service.

3. Responsibilities

- **Kitchen Staff:** Adhere to approved recipes, use correct measurement and portioning techniques, and follow food safety standards.
- **Supervisors:** Ensure compliance with SOP, provide training, and monitor portion accuracy.
- **Food Service Manager:** Review processes periodically for improvement opportunities and address non-conformance.

4. Procedures

4.1 Standardized Recipes

1. Use only approved and standardized recipes for meal preparation.
2. Display up-to-date recipes in the kitchen for ease of reference.
3. Do not substitute or alter ingredients without managerial approval.

4.2 Ingredient Measurement Techniques

- Use calibrated scales and measuring utensils for accuracy.
- Refer to standardized recipes for exact amounts.
- Level off dry ingredients and measure liquids at eye level.
- Document any deviations for quality control review.

4.3 Portion Sizing

1. Refer to the portion control chart for each menu item (see below for example).
2. Use portion scoops, ladles, or weighing scales as specified.
3. Serve all items according to the established standard serving size.
4. For bulk service, pre-portion items in advance where possible.

Menu Item	Portion Size	Tool/Method
Grilled Chicken Breast	120 grams (4 oz)	Scale
Steamed Rice	150 grams (1/2 cup)	Portion scoop #8

Menu Item	Portion Size	Tool/Method
Mixed Green Salad	85 grams (3 oz)	Tongs or Scale

4.4 Food Safety Practices

- Wash hands and sanitize surfaces before and after food preparation.
- Cook foods to recommended internal temperatures.
- Store prepared foods at correct temperatures (hot: $\geq 60^{\circ}\text{C}/140^{\circ}\text{F}$, cold: $\leq 4^{\circ}\text{C}/40^{\circ}\text{F}$).
- Avoid cross-contamination by using separate utensils and cutting boards for different foods.

4.5 Presentation Standards

- Arrange food neatly on plate according to plating guidelines.
- Garnish as specified in recipe or plating guide.
- Ensure each plate is clean and free from spills or smudges before service.

5. Documentation & Records

- Maintain completed batch production records.
- Log portion sizes and waste on relevant tracking sheets.
- File deviations and corrective actions for supervisor review.

6. Training

All new food service employees must complete meal preparation and portion control training within two weeks of hire and attend annual refresher sessions.

7. Review & Continuous Improvement

This SOP shall be reviewed annually or when significant menu changes occur. Staff feedback and audit findings will be used to update best practices.