

SOP Template: Cooking and Food Assembly Guidelines

This SOP details **cooking and food assembly guidelines** to ensure food safety, quality, and consistency. It covers proper cooking temperatures, food handling practices, hygiene standards, ingredient preparation, cross-contamination prevention, and assembly procedures. The goal is to maintain high standards of food safety and optimize workflow in food preparation areas, thereby enhancing overall customer satisfaction and compliance with health regulations.

1. Purpose

To establish standardized procedures for cooking and assembling food, ensuring the safety, consistency, and quality of all menu items.

2. Scope

Applies to all kitchen staff, food handlers, and assemblers in food preparation and service areas.

3. Responsibilities

- All kitchen staff must follow these guidelines at all times.
- Supervisors are responsible for training and monitoring staff compliance.
- Management ensures that all resources and equipment are available and maintained.

4. Procedure

A. Ingredient Preparation

- Wash hands thoroughly before handling any food.
- Use clean, sanitized utensils and cutting boards for each ingredient.
- Prepare ingredients as specified in the recipe (e.g., chopping, marinating).
- Store prepped ingredients in labeled, dated containers at appropriate temperatures.

B. Cooking Guidelines

- Cook foods to the following minimum internal temperatures:
 - Poultry: 74°C (165°F)
 - Ground meat: 71°C (160°F)
 - Beef, pork, lamb: 63°C (145°F) with 3 min rest
 - Fish and seafood: 63°C (145°F)
- Use a calibrated food thermometer to verify temperatures.
- Hot food must be held at 60°C (140°F) or above; cold food at 4°C (40°F) or below.

C. Food Handling & Hygiene

- Wash hands:
 - Before working with food
 - After handling raw ingredients
 - After using the restroom, touching face, or disposing of waste
- Wear clean uniforms, aprons, and use hair restraints (caps/hairnets).
- Do not handle food if ill or with open wounds.

D. Cross-Contamination Prevention

- Keep raw and ready-to-eat foods separate at all stages.
- Use color-coded cutting boards and utensils for different food groups.
- Sanitize surfaces and equipment between task changes.

E. Food Assembly Procedure

- Assemble dishes according to standardized recipes and plating instructions.
- Minimize hand contact with ready-to-eat foods; use gloves or utensils.
- Garnish and portion dishes consistently for presentation and portion control.

- Verify allergen information and prevent cross-contact during assembly.

5. Documentation

- Record cooking temperatures and holding logs for all batches.
- Maintain cleaning/sanitizing checklists and staff hygiene logs.

6. Training

- All staff must undergo initial and periodic food safety and SOP training.
- Refresher training must be provided as necessary or when procedures are updated.

7. References

- Local health department food safety guidelines
- Food Code / HACCP standards
- Internal company policies

8. Revision History

Date	Revision	Description	Approved By
2024-06-23	1.0	Initial issuance	Management