

HACCP-Based SOPs – New Mexico

Preparing Cold Foods

PURPOSE: To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature.

SCOPE: This procedure applies to foodservice employees who prepare or serve food.

KEY WORDS: Cross-Contamination, Temperatures, Cooking

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.

Temperatures of all cold foods will be taken during preparation to ensure safety of all food served to children. All foods will be prepared using appropriate practices and procedures to ensure safety and sanitation.

Employees preparing cold food should:

Prepare cold foods:

1. Pre-chill ingredients for foods served cold (sandwiches and salads) to 40°F or below before combining.
2. Prepare foods at room temperature in 2 hours or less, working with small batches of food items. TOTAL time of food at room temperature must not exceed 4 hours. This includes time spent at receiving, assembly and holding.
3. Prepare raw products away from other products. This reduces the opportunity of cross contamination with any ready-to-eat foods.
4. Discard thawed potentially hazardous foods that have been above 40°F for more than 4 hours.

Maintain food contact surfaces:

1. Clean and sanitize all surfaces, cutting boards, and utensils that have been used in the preparation of raw meats, poultry, and fish prior to using for fruits, vegetables, and ready-to-eat foods. Cleaning and sanitizing steps MUST be done separately in order to be effective.

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Preparing Cold Foods, continued

INSTRUCTIONS, continued:

Take temperatures:

1. Use a calibrated thermometer to take the temperatures of designated food products.
1. Wipe the thermometer stem with alcohol wipes prior to and after taking the temperatures of each food; or wash stem, rinse, and sanitize.
2. Record temperatures in the Cooking and Reheating Temperature Log.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Monitor these procedures daily.
3. Take corrective action as necessary.
4. Follow up as needed.
5. File logs in HACCP records.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue cooking food until the internal temperature reaches the required temperature.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log.

Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking and Reheating Temperature Log is to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____