

# FOOD AND NUTRITION PROCEDURES

Number	H-8
Reviewed	July 2008
Effective	July 2006
Page	1 of 2

## Miami-Dade County Public Schools

---

Subject: COOLING FOODS

For Action By: PRINCIPALS, FOOD SERVICE ADMINISTRATORS, FOOD SERVICE MANAGERS, ALL FOOD SERVICE EMPLOYEES

Refer Questions To: FOOD SERVICE ADMINISTRATORS DEPARTMENT OF FOOD AND NUTRITION

---

**PURPOSE:** To prevent foodborne illness by ensuring that all foods are cooled properly.

**SCOPE:** This procedure applies to foodservice employees who handle food.

**KEY WORDS:** Cross-Contamination.

### INSTRUCTIONS:

1. Train food service employees on using the procedures in this Standard Operation Procedure.
2. When cooked food will not be served right away (or is left over that will be served once more), it must be cooled as quickly as possible to prevent microbial growth.
  - Reduce the quantity of the food being cooled. Cut large food items into smaller pieces or divide larger containers of food into smaller containers.
  - Use ice water bathes. Divide cooked food into shallow pans or smaller pots, then place pans or pots in ice water. Stir food items frequently.
  - Stir foods to cool them faster and more evenly.
3. The One-Stage (four hour) Method is the acceptable process for cooling food:
  - Cool hot cooked food from 140°F to 41°F within 4 hours.
  - Take temperatures at 4 hours to make sure that the appropriate temperature was reached.
  - Reheat food to above 165°F if food has not cooled to 41°F in 4 hours.

### MONITORING:

The Manager will visually observe that food service employees are following the Cooling Foods S.O.P.

### CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this S.O.P.
2. Discard food products that were improperly cooled.

# FOOD AND NUTRITION PROCEDURES

Number	H-8
Reviewed	July 2008
Effective	July 2006
Page	2 of 2

## Miami-Dade County Public Schools

### COOLING FOODS (Continued)

#### **VERIFICATION AND RECORD KEEPING:**

The Manager will verify that food service employees are following procedures of this S.O.P. for cooling foods using the appropriate method. The Manager will complete the Food Safety Checklist weekly and indicate any discarded items on the Production and Menu Record. The Coordinator will review the Food Safety Checklist to verify that monitoring is being conducted. The Food Safety Checklist is to be kept on file for a minimum of one (1) year.