

# FOOD AND NUTRITION PROCEDURES

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Reviewed	July 2008
Effective	July 2006
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## Miami-Dade County Public Schools

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Subject: CONTROLLING TIME AND TEMPERATURE DURING PREPARATION

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

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**PURPOSE:** To prevent foodborne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation.

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

**KEY WORDS:** Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this Standard Operating Procedure. Refer to the Using and Calibrating Thermometers SOP.
2. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
3. Use clean and sanitized equipment and utensils while preparing food.
4. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Prevention of Cross-Contamination of Foods SOP.
5. Pre-chill ingredients for cold foods, such as sandwiches and salads, to 41 °F or below before combining with other ingredients.
6. Prepare foods as close to serving times as the menu will allow.
7. Prepare food in small batches.
8. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
9. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Foods SOP.

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## CONTROLLING TIME AND TEMPERATURE DURING PREPARATION (Continued)

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### MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Foodservice employees will record the date, product name and internal temperature of food items and any corrective actions taken on [Meal Service Temperature Record](#).
3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.

### CORRECTIVE ACTIONS:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.
4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
5. Discard food held in the temperature danger zone for more than 4 hours.

### VERIFICATION AND RECORD KEEPING:

The Manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees. The Manager will complete the Food Safety Checklist weekly. 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.

# MEAL SERVICE TEMPERATURE RECORD

SCHOOL NAME \_\_\_\_\_ DATE \_\_\_\_\_

## BREAKFAST

FOOD ITEMS	TEMPERATURE			INITIALS	CORRECTIVE ACTION
	READY TO SERVE	PERIODIC CHECK #1	PERIODIC CHECK #2		
HOT ENTREES (140°-165°)					
COLD FRUITS/JUICES(35°-40°)					
MILK (33°-40°)					

## LUNCH

FOOD ITEMS	TEMPERATURE			INITIALS	CORRECTIVE ACTION
	READY TO SERVE	PERIODIC CHECK #1	PERIODIC CHECK #2		
HOT ENTREES (140°-165°)					
HOT VEGETABLES (140°)					
COLD FRUITS/JUICE (35°-40°)					
COLD SALADS (35°-40°)					
COLD SANDWICHES (35°-40°)					
MILK (33°-40°)					