



School District: \_\_\_\_\_

Department: \_\_\_\_\_

Policy No: \_\_\_\_\_

## Standard Operating Procedure

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### Preparing Cold Foods

**Policy:** 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.

**Procedure:** Employees preparing cold food should:

#### Take temperatures:

1. Use a calibrated thermometer to take the temperatures of all potentially hazardous food products.
2. Wipe the thermometer stem with alcohol wipes prior to and after taking the temperatures of each food; or wash stem, rinse, and sanitize.

#### Prepare cold foods:

1. Pre-chill ingredients for foods served cold (sandwiches and salads) below 41°F before combining.
2. Discard thawed potentially hazardous foods that have been above 41°F for more than four hours.
3. Discard cold potentially hazard foods after four hours if they have not been properly held below 41°F.

#### Maintain food contact surfaces:

1. When possible use color-coded cutting boards for all products. Red for raw meat, green for vegetables or fruits, and yellow for raw poultry.
2. Food contact surfaces should be smooth, easily cleaned and sanitized, and appropriate material.
3. Clean and sanitize all food contact surfaces prior to and after use. Cleaning and sanitizing steps need to be done separately in order to be effective.

#### Prepare foods:

1. Prepare foods at room temperature in two hours or less, or the food item should be returned to the refrigerator. TOTAL time of food at room temperature shall not exceed four hours.
2. Prepare raw products away from other products.
3. 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.

Policy last revised on: \_\_\_\_\_



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### Preparing Cold Foods, continued

The unit supervisor will:

1. Monitor preparation procedures daily.
2. Take corrective action as necessary.
3. Follow-up as needed.
4. File logs in HACCP records.

Policy last revised on: \_\_\_\_\_