



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

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

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

## Standard Operating Procedure

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### Transportation of Foods from Central or Regional Kitchens to Satellite Locations

**Policy:** Food will be transported in a manner to ensure quality and safety of the food.

**Procedure:** Employees involved in the production or transportation of food from a central or regional kitchen to a satellite location must both be responsible for the safety of food they handle. Steps include:

1. Preheat holding equipment.
2. Use calibrated thermometers to take temperatures of foods.
3. Calibrate thermometers weekly or sooner if dropped.
4. Record temperature and time in temperature log and initial.

#### Employees at Central or Regional Kitchen:

1. Take temperature of food when it leaves the central kitchen. Hot foods should be above 135°F and cold food should be below 41°F.
2. Record temperatures in log and initial.
3. Take temperature of food when it is returned from a satellite location.
4. Discard cold foods that are not below 41°F.
5. Discard hot foods that are not above 135°F.
6. Chill hot foods that are above 135°F. The product must be cooled to 70°F in two hours from the last 135°F reading. If that is not possible, dispose of food. If it is possible, cool to 70°F in two hours and to 41°F or below in four additional hours.
7. Record temperature in log and initial.
8. Record the product name, date, temperature, and time.
9. Place chilled food in freezer.

#### Employees at Satellite Location:

1. Take temperature of food when it arrives at the satellite location and record.
2. Check temperature of food on serving lines every two hours, or more often if temperatures are near the temperature danger zone (41 °F – 135 °F).

The unit supervisor will:

1. Review logs daily to ensure the temperatures and corrective actions are being met.
2. Follow-up as necessary.
3. File temperature logs in HACCP file.

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