



**Title: Standard Operating Procedure (SOP) for Refrigerator Use at Attended Hot Food Stand**

**Element: Cold food Handling**

**Version: 09/30/2024**

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# Standard Operating Procedure (SOP) for Refrigerator Use at Attended Hot Food Stand

## Purpose

To ensure the safe storage of food items, maintain quality, and comply with food safety regulations at our attended hot food stand.

## Scope

This SOP applies to all staff responsible for operating the refrigerator at the hot food stand.

## Food Safety Guidelines

### 1. Temperature Control

- **Refrigerator Temperature:** The refrigerator must be maintained at or below 40°F (4°C) to prevent bacterial growth.
- **Temperature Monitoring:**
  - Use a temperature monitoring system or log daily temperatures.
  - Log temperature readings twice per shift, noting any fluctuations.
  - If the temperature exceeds 40°F for more than 2 hours, discard all perishable items.

### 2. Food Storage Practices

- **Labeling:** All food containers must be clearly labeled with:
  - The name of the food item
  - Date of preparation
  - Expiration date (5 days from the date of preparation)
- **Tamper-Evident Packaging:** Use tamper-evident containers or apply tamper tape to all containers to ensure food safety.
- **Arrangement:** Store food items based on type:
  - Ready-to-eat items at the top
  - Raw items (if any) at the bottom to prevent cross-contamination

# Canteen Kitchens

Standard Operating Procedures



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## Menu Guidelines

### 1. Meals and Desserts

- **Hot Food Options:**
  - **Meal 1:** Grilled Chicken with Roasted Vegetables
  - **Meal 2:** Vegetarian Chili (slow mover, encourage sales)
- **Dessert Options:**
  - Chocolate Chip Cookies
  - Fruit Cups

### 2. Vegetarian Option

- Feature the **Vegetarian Chili** as the weekly vegetarian option. Promote it actively to boost sales.

## Maintenance and Cleaning

### 1. Daily Checks

- Staff must check and record refrigerator temperatures at the start and end of each shift.
- Inspect food items for freshness, proper labeling, and compliance with expiration dates.

### 2. Cleaning Procedures

- Clean refrigerator surfaces weekly.
- Dispose of expired items promptly.
- Maintain an organized refrigerator to facilitate easy access and monitoring.


## Training

- Staff must receive training on:
  - Food safety practices
  - Proper use of the refrigerator and temperature monitoring systems
  - Labeling and tamper-evident packaging procedures

## Documentation

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- Maintain a temperature log in the designated binder.
- Document any incidents of temperature violations, along with corrective actions taken.

## Conclusion

Adhering to this SOP will help ensure the safety and quality of food served at the hot food stand, promoting customer trust and satisfaction. All staff are responsible for following these guidelines consistently.