[COMPANY LOGO]

Butchering/Portioning Raw Meat

Last Updated: 22/01/2024

Employee Responsible: Kitchen Cooks

Purpose:

To outline the steps in safely and successfully butchering and portioning raw meat.

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

Procedure

1. To set up the butchering station: Place a damp kitchen rag near the edge of a stainless steel table including and set up a clean cutting board over the rag to prevent the board from sliding (Use a blue cutting board when preparing fish, or a red cutting board for butchering meat)
2. Place the butchering or filet knife beside the right side of the cutting board with the blade tucked underneath the side of the cutting board
3. Place a food safe container in front of the cutting board for the final butchered/portioned meat
4. Place a stainless steel bowl beside the plastic container for the waste scraps
5. If weighing to portion is required, wrap the weighing plate of a digital scale with a layer of plastic wrap (or zero out a flat kitchen plate) and place the scale in front of the cutting board, digital screen facing you
6. Place a folded, sanitized, damp kitchen rag on the left side of the cutting board
7. Place the box of the raw product you will be preparing beside the cutting board on the left-hand side
8. Begin butchering/portioning the product according to the set butchering/portioning procedure of the item
9. Place all scraps into the stainless steel scrap bowl, and all portioned/butchered product neatly in the final product container
10. Wipe down the blade of the knife, cutting board, and surrounding area often in between cuts using the damp, sanitized rag
11. Save the meat scraps if instructed to do so by the supervisor, otherwise, discard into a trash bin
12. Return all dirtied dish items to the dishwashing station and store the finished product properly
13. Follow the "Food Surface Contact Sanitation Procedure" to clean and sanitize all station and table surfaces

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Monitoring

The kitchen supervisor will observe employees throughout the butchering and portioning procedure of raw meats to ensure that all procedures are being followed as outlined in this document.

SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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