[COMPANY LOGO]

Standard Recipe Preparation

Last Updated: 22/01/2024

Employee Responsible: Kitchen Cook

Purpose:

To outline the complete steps in successfully preparing and storing recipes according to standardized recipes.

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.

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Procedure Outline

1. Locating the Recipe Sheet
2. Retrieving Recipe Ingredients
3. Preparing the Recipe
4. Approving & Storing the Recipe

Locating the Recipe Sheet

1. Locate a kitchen tablet in the kitchen area
2. Log-in to your Google Drive account and click on the recipe you will prepare to view the assigned recipe sheet

Retrieving Recipe Ingredients

1. Calculate how much of the given recipe you must prepare (Ask the supervisor if you are unsure of how to calculate this)
2. Locate the storage area of the items you will need to complete the recipe
3. If you are not sure where to find an ingredient, ask a more experienced kitchen cook or the kitchen supervisor
4. Take the item that your recipe requires from the front of the storage unit shelf, or the top container in the storage area. (Follow the First-in, First Out method)
5. **Do not take items from the newest received inventory.**
6. Only take the exact quantity of the ingredient called for in the recipe you are producing. Do not take more than what is called for. If you need more of the ingredient while preparing a recipe, retrieve more from the designated storage area

7. Place all unused ingredients in a neat and organized manner back in the designated storage area where you retrieved it
8. Do not misplace any items in the kitchen or place items in containers which they don't belong in.

Preparing the Recipe

1. Read over the ingredients on the recipe list, and understand what must be prepared prior to beginning the "Preparation/Storage Procedure" for the recipe (Ex: Red Onions, Small Diced - Small dice the onions before beginning the recipe)
2. Prepare all of the recipe ingredients according to the ingredient specifications (Ex. Red Onions, Small Diced or Milk, Warm)
3. Measure each ingredient separately by placing a container onto a digital scale and weighing out the correct measurement of the ingredient
4. Group all containers of accurately measured ingredients in a neat line or group on your prep station
5. Gather all utensils and equipment which will be required for you to successfully complete the recipe
6. Begin preparing the recipe exactly as instructed on the recipe sheet under the "Preparation/Storage Procedure"

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Approving & Storing the Recipe

1. Once you have completed all steps of preparing the recipe, notify the supervisor to review the recipe
2. You will taste the recipe together as he/she informs you what adjustments must be made (if any)

3. Once the food item has been tasted, adjusted, and approved by the supervisor, prepare the food item for storage
4. All sauces, soups, dressing, or any liquid food items will be stored in a plastic cambro container or round plastic liter container with a lid
5. Refer to the storage procedure of the recipe to ensure you are storing the food item in the correct container (Ask the supervisor if you are unsure)
6. Large quantities of **hot** food items must be brought down to temperature safely according to the standard Cool Down Procedure. When storing prepared hot food items, ask the supervisor how to properly store the item for safe storage
7. Create a recipe preparation label or "Prep Date Label" of the item by tearing off a small piece of blue masking tape, and use a sharpie marker to neatly record the:
    - Food Item Name
    - Preparation Date
    - "Use By" Date
    - Your Initials
8. Neatly attached the sticker label to the center face of storage container
9. Place the labeled container in the designated storage location behind or below the old batch of the food item to ensure that employees are using the old food item batch before the new batch

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Monitoring

The kitchen supervisor will be incharge of supervising each employee during the entire recipe preparation process from beginning to end. The commissary supervisor will monitor the recipe preparation data via the IMS system. Both the commissary and satellite kitchen supervisors will ensure all recipes are being stored correctly in their designated storage locations.

SIGNATURES

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

Staff Member Name	Signature	Date

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