[COMPANY LOGO]

Cooking, Holding, Cooling, & Reheating Food Items

Last Updated: 22/01/2024

Employee Responsible: Kitchen Cooks

Purpose:

To outline the proper steps in cooking, holding, cooling, and reheating food items in the [Company Name] kitchen in accordance with the HACCP guidelines.

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 Outline

1. Cooking Food Items
2. Holding Hot Food Items
3. Cooling Hot Food Items
4. Reheating Food Items

Cooking Food Items

Procedure

1. Cook all food items in accordance with the recipe preparation procedure or "Order Fire Procedure" found on the item's recipe card
2. If a recipe contains a combination of meat products, cook the product to the highest temperature required for that component
3. Use a probe thermometer to check the temperature of each piece of meat as you remove it from the heating element (Follow the "Probe Thermometer Usage" procedure)

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Holding Hot Food Items

Purpose: To prevent foodborne illness by ensuring that all potentially hazardous foods are held at the proper temperature.

Procedure

1. Hot food items will be stored in covered stainless steel pans, bowls, or heat-safe containers
2. The hot holding food pans will be stored in a table top food warming well or food warming box
3. The warm vessel will be set to a minimum temperature of 60 C
4. All hot holding food items must be covered with a lid, foil, or plastic wrap
5. All food items must be stirred at least once every hour

Cooling Hot Food Items

Purpose: To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly.

Procedure

1. Place the hot food item in a storage container
2. Place the storage container with the lid off in the cooler (preferably walk-in), on the correct storage shelf until the item has reached 21 C
3. If the hot food item exceeds 20 liters, place the container of hot food into a large ice bath bin in the cooler until the item has reached 5 C
4. Once all items have reached 21 C in the walk-in cooler, place a lid onto the container for storage
5. All hot foods must be chilled from 57 °C to 21 °C within 2 hours, 21 °C to 5 °C or below within 4 hours. The total cooling process from 57 °C to 5 °C may not exceed 6 hours.

Reheating Food Items

Purpose: To bring the food to a temperature which is safe for human consumption.

Procedure

Reheating Using the Stove Top:

1. Place the food item in a stainless steel pot or pan.
2. Place the stainless steel pot or pan over low-medium heat while stirring frequently using a kitchen spoon or until the temperature of the food has reached 60 C for 15 seconds.
3. Use a probe thermometer to check the temperature of the reheated food.

Reheating Using the Oven:

1. Place the food flat onto a stainless steel sheet tray pan or hotel pan.
2. Place the food into the preheated oven at the temperature instructed on the recipe sheet.
3. Heat the food in the oven until the food has reached the temperature outlined on the recipe sheet or until the temperature of the food has reached 60 C for 15 seconds.
4. Use a probe thermometer to check the temperature of the reheated food.

All reheated food must reach 60 C in under 2 hours or else the food item must be discarded.

Monitoring

The kitchen supervisor will be responsible for monitoring all procedures instructed on this document and ensuring employees are consistently following all Procedures.

SIGNATURES

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

Staff Member Name	Signature	Date

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