

Leftovers SOP

Purpose

- This guide will help you avoid leftovers, determine what is an acceptable form of food to reserve, and safely save foods for re-service.

Scope:

This procedure applies to any Food Service staff responsible for preparing or serving food.

Keywords:

Cross-Contamination, Temperatures, Cooling, Holding, Reusing

Instructions:

1. Train food service staff to use the procedures in this SOP. For more information, refer to the Cooling Potentially Hazardous Foods SOP.
2. Follow State or local health department requirements.
3. Follow the Personal Hygiene and Washing Hands SOPs.
4. Modify menus, production schedules, and staff work hours to allow for the implementation of proper cooling procedures.
5. Develop criteria for which foods, such as uncooked, untouched, and overproduced foods, could potentially be reserved in your food service program.
6. Develop criteria for which leftover foods could be put on a share table. Refer to the Share Table SOP.
7. Develop criteria for ways to avoid potentially having leftovers; for example:
 - a. Utilize production records and use previous menu numbers for planning.
 - b. Batch cook whenever possible.
 - c. Communicate daily with the school office to learn about potential field trips, absences, or other items affecting daily participation.

When deeming foods acceptable to be reserved:

8. Chill food rapidly using an appropriate cooling method:
 - a. Place food in shallow containers no more than 4 inches deep and keep uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - b. Use a quick-chill unit such as a blast chiller.
 - c. Stir the food in a container placed in an ice water bath.
 - d. Add ice as an ingredient.
 - e. Separate food into smaller or thinner portions.
 - f. Pre-chill ingredients and containers are used to make bulk items such as salads.
9. If State or local requirements are based on the current FDA Food Code, chill cooked, hot food from:
 - a. 135°F to 70°F within 2 hours. If food is not chilled from 135°F to 70°F within 2 hours, take corrective action immediately.
 - b. 70°F to 41°F or below in the remaining time. The total cooling process from 135°F to 41°F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135°F to 41°F within the 6-hour cooling process.
10. Prepared, ready-to-eat foods such as tuna salad and cut melons should be chilled from 70°F to 41°F or below within 4 hours. If ready-to-eat food is not chilled from 70°F to 41°F within 4 hours, take corrective action immediately.
11. Reheat the following products to 165 °F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding.
 - Leftovers are reheated for hot holding.
 - Products made from leftovers, such as soup.
 - Precooked, processed foods that have been previously cooled.
12. Reheat food for hot holding in the following manner:
 - Heat processed, ready-to-eat foods from a package or can to at least 135 °F for 15 seconds.

- Heat leftovers to 165 °F for 15 seconds.
- Rotate (or stir) and cover foods while heating.
- Allow to sit for 2 minutes after heating.

Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed 2 hours.

13. Serve reheated food immediately or transfer to an appropriate hot holding unit.
14. All foods that have been held out of temp, have been cross-contaminated, or have already been reheated once should be discarded.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. Monitor temperatures of products every hour throughout the cooling process by inserting a probe thermometer into the center of the food and at various locations in the product.
3. Label all foods being saved with item name and date.
4. Document leftovers and discards on production records.

Corrective Action:

1. Retrain any Food Service staff not following the procedures in this SOP.
2. Reheat cooked, hot food to 165°F for 15 seconds and start the cooling process again using a different cooling method when the food is:
 - a. Above 70°F and 2 hours or less into the cooling process, and
 - b. Above 41°F and 6 hours or less into the cooling process.
3. Discard cooked, hot food immediately when the food is:
 - a. Above 70°F and more than 2 hours into the cooling process, or
 - b. Above 41°F and more than 6 hours into the cooling process.

4. Discard prepared ready-to-eat foods when the food is above 41°F and more than 4 hours into the cooling process.

Verification and Record Keeping:

- Food Service staff will record temperatures and dates on logs and production records.
- Keep the Cooling Temperature Logs on file for at least 3 years.

Date Implemented _____ By _____

Date Reviewed _____ By _____

Date Revised _____ By _____