

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

# H8

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Subject: **COOLING FOODS**

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**PURPOSE:** To prevent foodborne illness by ensuring that all foods are cooled properly.

**SCOPE:** This procedure applies to foodservice employees who handle food.

**KEY WORDS:** Cross-Contamination

## INSTRUCTIONS

1. Train food service employees on using the procedures in this Standard Operation Procedure (SOP).
2. When cooked food will not be served right away (or is left over and will be served once more), it must be cooled as quickly as possible. To prevent microbial growth:
  - a. Reduce the quantity of the food being cooled. Cut large food items into smaller pieces or divide larger containers of food into smaller containers.
  - b. Use ice water baths. Divide cooked food into shallow pans or smaller pots, then place pans or pots in ice water. Stir food items frequently.
  - c. Stir foods to cool them faster and more evenly.
3. The Two-Stage (six hour) Method is the acceptable process for cooling food: ([Attachment](#))
  - a. Cool hot cooked food from 135°F to 70°F within 2 hours. If food has not cooled to 70°F in four (2) hours, reheat food to above 165°F and start cooling again.
  - b. Reduce the temperature from 70°F to 41°F or colder within the additional 4-hour period.

## MONITORING

The food service manager/satellite assistant will visually observe that food service employees are following this procedure.

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## **CORRECTIVE ACTION**

1. Retrain any food service employee found not following the procedures in this SOP.
2. Discard food products that were improperly cooled.

## **VERIFICATION AND RECORD KEEPING**

The food service manager/satellite assistant will verify that foodservice employees are following this procedure by visually observing employees during all hours of operation. The food service supervisor will review the [HACCP Food Safety Checklist](#) to verify that monitoring is being conducted. The [HACCP Food Safety Checklist](#) is to be kept on file for a minimum of five (5) years.

*For Action By: Principals, Food Service Managers, Satellite Assistants and All Food Service Employees*

*Refer Questions to: Department of Food and Nutrition*

*Created: July 2006*

*Revised: December 2018, July 2021, July 2023*

*Reviewed: July 2023*