

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **CONTROLLING TIME AND TEMPERATURE DURING PREPARATION**

PURPOSE: To prevent foodborne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation.

SCOPE: This procedure applies to foodservice employees who prepare food.

KEY WORDS: Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone

INSTRUCTIONS

1. Train food service employees on using the procedures in this Standard Operating Procedure (SOP). Refer to [Food and Nutrition Procedure H-6](#).
2. Wash hands prior to preparing foods. Refer to [Food and Nutrition Procedure H-2](#).
3. Use clean and sanitized equipment and utensils while preparing food.
4. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to [Food and Nutrition Procedure H-14](#).
5. Pre-chill ingredients for cold foods (e.g., mayonnaise and tuna), such as for sandwiches and salads to 41°F or below before combining with other ingredients.
6. Prepare foods as close to serving times as the menu will allow.
7. Prepare food in small batches.
8. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving or being returned to the refrigerator.
9. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to [Food and Nutrition Procedure H-8](#).



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MONITORING

1. Use a clean, sanitized and calibrated probe thermometer.
2. Food service employees must record on the [Meal Service Temperature Record](#) the date, item name, times ,internal temperature of food items and any corrective actions taken.
3. Temperature must be recorded when ready to serve and one time during holding.
4. Monitor the amount of time that food is in the temperature danger zone. It must not exceed four (4) hours.

CORRECTIVE ACTION

1. Retrain any food service employee found not following these procedures.
2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.
4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
5. Discard food held in the temperature danger zone for more than four (4) hours.

VERIFICATION AND RECORD KEEPING

The food service manager/satellite assistant will verify that food service employees are taking the required temperatures and following the proper preparation procedure by visually monitoring food service employees. The food service manager/satellite assistant will complete the [HACCP Food Safety Checklist](#) weekly. The food service supervisor will review the [HACCP Food Safety Checklist](#) to verify that monitoring is being conducted. The Food Safety Checklist is to be kept on file for a minimum of five (5) years.

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

Refer Questions to: Department of Food and Nutrition

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