

MENU & FOOD PREPARATION STEPS



Facility Name: _____

The menu review and the flow of food through an establishment is one of the most vital processes to prevent food borne illness. A menu or listing of all of the food and beverage items being offered to consumers must be submitted.

During this plan review process KCHD staff look at food flow through receiving, storage, preparation, and end service to the consumer. The source of food and quantity of food served is reviewed along with how you prepare and store food. It is important to note here that having the correct facilities will often control what menu items can be served.

There are three standard food processes the majority of establishments use;

1. FOOD PROCESSING WITH NO COOKING STEP

- a. Receive. Store. Prepare. Hold. Serve
 - i. Examples include; salads, deli meats, sandwiches, cheeses, sashimi

2. FOOD PREPARATION FOR SAME DAY SERVICE

- a. Receive. Store. Prepare. Cook. Hold. Serve.
 - i. Examples include; hamburgers, fried chicken, hot dogs

3. COMPLEX PROCESSES

- a. Receive. Store. Prepare. Cook. Cool. Reheat. Hot Hold. Serve.
 - i. Examples include; refried beans, leftovers, rice
 - ii. Some complex processes may require a variance or HACCP

Knowledge of how the food flows through the establishment from receiving to the consumer is extremely important and very useful when establishing critical control points to prevent foodborne illness. Knowing these critical control points is also crucial for active managerial control. During review special attention is given to food items and processes that involve;

- **Multiple ingredients being assembled or mixed**
- **Time and temperature control for safety (TCS) foods**
- **Foods prepared or held for several hours prior to service**
- **Foods requiring cooling and reheating**
- **Foods with multiple step processing (passing through the danger zone multiple times)**

Provide the food preparation steps for all menu items. Include how each menu item is obtained, stored, prepared, cooked, hot held before serving, or thawed. Menu items that are prepared in an identical way may be grouped together. Ready to eat items with minimal food preparation steps can be omitted.

The next page contains a few examples of proper food preparation steps. You may also opt to use a traditional food flow chart.

MENU & FOOD PREPARATION STEPS



Examples:

BBQ Pork/Beef/Chicken: All meats are delivered frozen and stored in the walk-in refrigerator to thaw. After the meats are thawed, they are marinated in our house sauce over night in the walk-in cooler. Meats are then cooked in the smoker; pork cooked to 145F, beef cooked to 145, and chicken cooked to 165F. After cooking, the meats are shredded and mixed with our BBQ sauce and cooled in hotels pans at a 2 inch food depth in the walk-in cooler. After the meats reach 41F we cover them with plastic wrap. Meats are then reheated to 165F in the steamers then adjusted to hot hold at 135F. Leftover items are cooled in the walk-in cooler with hotel pans at a 2 inch food depth.

Ham/Turkey/Roast Beef Sandwiches: All deli meats are purchased pre-cooked and delivered at or below 41F. Items are transferred to the deli walk-in cooler to cold hold. Deli meats are sliced, portioned, and placed in the preparation reach-in refrigerator daily. All fruits and vegetables are rinsed each morning in the food preparation sink and stored in the reach-in deli refrigerator. Sandwiches are made to order cold, or heated on a panini grill. Employees will don gloves during the preparation of all ready to eat sandwich items.

Bubble Tea: Tapioca pearls are purchased dehydrated. Two cups of tapioca pearls are cooked on the stove in boiling water for 30 minutes. Once the pearls are soft, they are placed in the colander to drain and then placed at 2 inch food depth uncovered in the walk-in refrigerator to cool. The next day, cold tapioca pears are portioned and then placed in the reach-in cooler. Flavors are mixed and tapioca pearls are added per customer order.

Chicken Salad: Raw chicken is purchased frozen and thawed in the walk-in refrigerator. Chicken is marinated overnight in the walk-in refrigerator. Chicken is then cooked on the grill to 165F. After the cooking process, the chicken is sliced, placed in a hotel pan, and cooled overnight in the walk-in cooler. After the chicken is cooled to 41F, it is portioned into individual servings and placed in the reach-in refrigerator until order. Chicken is then mixed with greens and salad toppings per order. All salad greens are rinsed each morning in the food preparation sink and stored in the reach-in cooler.

Please attach your method of food preparation steps to this example.