Cooling and reheating food procedure

SOP TEMPLATE

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Purpose

To cool and reheat food quickly enough to keep it out of the temperature range in which bacteria grow.

Scope

All cooked food that is cooled to serve later, such as stocks, sauces, rice, meats and curries.

Responsibilities

Role	Responsibility
Cooks	Cool, label, reheat and record food as this procedure sets out.
Head chef	Checks the records each day and acts on any failure.

What you need

- Calibrated probe thermometer
- Shallow trays, ice baths or a blast chiller

Procedure

1. **Start cooling straight away**

   Don't leave cooked food to stand. Divide large batches into shallow trays or smaller containers.

2. **Cool it fast**

   Use an ice bath, stir it, or put it in a blast chiller. Meet the time limits your local food rules set for each cooling stage.

   > **Caution:** Rice, stocks and large joints are the highest risk. Never cool them slowly at room temperature.

3. **Probe and record**

   Probe the centre at each stage and record the time and temperature.

4. **Label and store**

   Cover and label the food with what it is and the date made, and store it in the fridge.

5. **Reheat thoroughly**

   Reheat until the centre reaches the temperature your food rules set, and probe it to check. Reheat only once.

6. **Hold hot or serve**

   Keep reheated food hot or serve it straight away. Throw out anything that fails.

Records

- The cooling and reheating record with times and temperatures.

Related documents

- Food temperature log

Revision history

Version	Date	What changed	Approved by