

# Standard Operating Procedures for

Facility Name: \_\_\_\_\_

## Hot Holding

<b>Why:</b>	Bacteria can multiply in food if it is held at temperatures between <b>41 ° F</b> and <b>140 ° F</b> .
<b>Who:</b>	Food production employees who are responsible for hot holding. <input type="checkbox"/> _____
<b>When:</b>	Hot holding Potentially Hazardous Food (PHF) for display or service. <input type="checkbox"/> _____
<b>Where:</b>	All hot holding units used for service, display, hot holding and transport such as: <input type="checkbox"/> display line <input type="checkbox"/> soup pots <input type="checkbox"/> service line <input type="checkbox"/> hot holding cabinets <input type="checkbox"/> steam tables <input type="checkbox"/> other _____ .
<b>How:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep food above <b>140 ° F</b>, check with calibrated, clean and sanitized thermometer at determined frequency.</li> <li><input type="checkbox"/> Protect food from contamination.</li> <li><input type="checkbox"/> Prepare and cook only as much food as needed.</li> <li><input type="checkbox"/> Do not mix old food with fresh batches of food.</li> <li><input type="checkbox"/> Follow manufacturer’s directions for hot holding equipment operation.</li> <li><input type="checkbox"/> Do not overload hot holding equipment – follow manufacturer’s directions.</li> </ul> <input type="checkbox"/> _____
<b>Optional Records:</b>	“Hot Holding Log” - Record time and temperature _____ <input type="checkbox"/> each time <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> other _____
<b>Correction:</b>	If the hot holding equipment can not hold food at <b>140° F</b> have it repaired. <input type="checkbox"/> If the temperature falls below <b>140 °F</b> , throw away food after <b>4</b> hours. <input type="checkbox"/> If the temperature falls below <b>140 °F</b> for less than <b>2</b> hours, reheat it to <b>165 °F</b> . Foods may be reheated only one time. <input type="checkbox"/> _____
<b>PIC Verification:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Randomly check hot holding procedures and temperatures.</li> <li><input type="checkbox"/> Check that thermometers are used and calibrated.</li> </ul> <input type="checkbox"/> _____

Prepared or revised by:

Signature: \_\_\_\_\_ Date \_\_\_\_\_