

Daily Food Safety Policy

This process outlines the mandatory tasks for every shift to ensure compliance with food safety regulations, cleanliness, and efficiency in the kitchen.

Hourly Time and Temperature Checks

1. Monitoring Hot Food Items:

- Every hour, check the temperature of **queso**, **beer cheese**, and **marinara** in the steam table.
 - If any of these items are under **135°F**, follow these steps:
 - Remove the item from the steam table.
 - Heat it back up to over **165°F**.
 - Return it to the steam table once the correct temperature is reached.
 - Record the time and temperature on the **whiteboard** to document compliance.
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Labeling and Dating

1. Labeling Standards:

- Ensure every **bottle** and **pan** is clearly labeled with:
 - The contents (what is in the bottle or pan).
 - The **date** it was prepared or stored.
 - Check all labels regularly and replace any missing or unclear labels immediately.
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Sanitization

1. Station Cleaning:

- After using any station (prep areas, line stations, etc.), sanitize the entire station thoroughly.

- Use approved sanitizing solutions and clean all surfaces, cutting boards, and utensils.
 - Ensure the area is ready for the next task or shift.
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Phone Usage

1. Health Code Compliance:

- **No phone use is allowed in the kitchen.** This is a health code violation.
 - If you need to use your phone, you must take a break outside the kitchen.
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Key Points of Emphasis

- **Consistency:** All tasks must be completed as outlined to ensure food safety and a clean, organized workspace.
 - **Accountability:** Each employee is responsible for following these guidelines every shift. Supervisors will verify compliance.
 - **Respect for Rules:** Non-compliance with these rules will lead to disciplinary action.
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By following these procedures, we can maintain the highest standards of food safety and professionalism in the kitchen.