

# METHOD OF FOOD PREPARATION – Part A: Food Preparation

Provide the food preparation steps for all menu items. For each menu item:

- Provide a narrative of all food preparation steps
- Fill out the Method of Food Preparation Chart.

## **Narrative Instructions and Examples**

**Instructions:** List by number the order of food preparation steps used for the menu item you will be serving. Include preparation steps that include cooling, grill marking, partial cooking, packaging, smoking, sous vide, unattended and overnight cooking, reduced oxygen packaging, **etc.** Include how each menu item is obtained, stored, thawed, prepared, cooked, cooled, and how it is kept hot or cold before serving. Include anticipated quantities. Indicate if the menu item has multiple ingredients and list them. Menu items that are prepared in an identical way may be grouped together (such as BBQ beef and pork).

### **Example 1: Roasted Chicken Breast –**

1. Chicken breasts are delivered frozen and are stored in the walk-in refrigerator to thaw.
2. Raw chicken is kept in the walk-in refrigerator until it is time to cook it in the oven.
3. Raw chicken is cooked in the oven to an internal temperature of at least 165°F.
4. Chicken is then held hot in the display case.
5. Leftover chicken is cooled in a single layer, on a sheet pan that is uncovered in the walk-in refrigerator. When the temperature reaches 41°F, we cover the chicken with plastic wrap.
6. The cooled chicken is cut up and used in our chicken salad.

### **Example 2: Chicken Salad –**

1. We use leftover roasted chicken breast. Salad ingredients are first rinsed in the morning in the food prep sink and then cut up.
2. Salad ingredients are held in the refrigerator.
3. Chicken is mixed with greens and salad toppings per order. Salad toppings include canned cranberry sauce, green onion, celery, pickles, hard boiled eggs, almonds, grapes, cubed apple and commercial dressing.

### **Example 3: Hamburgers –**

1. Frozen patties are placed on the grill once ordered. Hamburger patties are not cooked in advance.
2. We cook them on the grill until they reach at least 155°F. We use a digital thermometer to check the temperature.
3. Patties are served with buns. Toppings include cheese, lettuce, tomato, onion, guacamole made on-site, and commercial condiments (catsup, mustard, mayo).

### **Example 4: BBQ Beef/Pork –**

1. Beef and pork are delivered frozen and stored in the walk-in refrigerator to thaw.
2. They are marinated in our special sauce in the walk-in refrigerator overnight.
3. Meats are cooked in the smoker. We use our thermometer to make sure they reach at least 145°F.
4. The beef and pork are shredded while still hot and mixed with our BBQ sauce.
5. We hot hold the meat for use during the day.
6. Leftover meat is cooled in hotel pans with a 2 inch food depth in the walk-in refrigerator. After meats are cooled to 41°F, they are covered with plastic wrap.
7. Meats are reheated in the steamer as needed and kept in the steam table until served. Leftover items are cooled uncovered in the walk-in refrigerator with a 2 inch food depth.

## Method of Food Preparation Chart Instructions and Examples

### Instructions:

1. Place an “X” indicating if the food will be purchased already prepared or made on site. Place an “X” indicating if the menu item is made with raw meat (beef, pork, or poultry), raw seafood or unpasteurized eggs.
2. Then, list, by number, the order of food preparation steps used for the menu item you will be serving. If food is purchased prepared, you do not need to complete the food preparation steps unless you plan to add additional ingredients. You can use the same food preparation step multiple times for the same food if needed.

**Example 1: Roasted chicken breast** - This food is prepared on-site, so an “X” is marked in that column. Since the chicken is raw, this column is also marked with an “X”. Thawing chicken is the first step in preparation so that box is given a “1”. After thawing, the raw chicken is held cold, so that box is given a “2”. Next, the chicken is cooked so that box is given a “3”. The chicken is then hot held, so that box is given a “4”. Any leftovers are cooled in a single layer in the walk-in refrigerator, so that box is given a “5”. The cooled chicken is served on top of a salad, so the serve box is given a “6”; See the example in the chart below.

**Example 2: Chicken Salad** – This food is prepared on-site, so an “X” is marked in that column. Since the chicken is raw, this column is also marked with an “X”. The process for the chicken is outlined above already. The leftover cold chicken is diced, so that box is given a “1”. Next the chicken is mixed with other chilled ingredients and held cold, so that box is given a “2”. The chicken salad is then served, so this box is given a “3”.

**Example 3: Hamburgers** – This food is prepared on-site, so an “X” is marked in that column. Since the hamburger is raw, this column is also marked with an “X”. Keeping the patties frozen in cold holding is the first step, so that box is given a “1”. Next, the frozen patty is placed on the grill to cook, so that box is given a “2”. Once cooked, the hamburger is assembled, so this box is given a “3”. Then, the hamburger is served. See the example in the chart below.

### Method of Food Preparation Chart Examples:

Food or menu item	Food purchased prepared		Is menu item made with raw meat, seafood or eggs?	Thaw	Cut or assemble	Cook (include final cooking temperature)	Hot Holding at 135F or more	Cooling	Cold Holding at 41F or less	Choose one reheating method per menu item			Serve	Office use only
										Reheat food cooled on site to 165F	Reheat to order per customer order 135F for hot holding	Reheat commercially made product to 135F for hot holding		
Roasted Chicken breast	X	X		1		3 165F	4	5	2				6	
Chicken Salad	X	X			1				2				3	
Hamburgers	X	X			3	2 155F			1				4	
BBQ Beef/Pork	X	X		1	4	3 145F	5	6	2	7			8	
Potato salad	X								1				2	
Chili		X	X		1	2 165F		3	4		5		6	
Pad Thai		X	X		1	3 165F			2				4	

Complete your menu narrative and method of food preparation chart on the next pages.





## METHOD OF FOOD PREPARATION – Part B: Cooling

Cooling is when:

- Hot foods are properly cooled down to 41°F or less with the intention of reheating the food at a later time, either for hot holding (such as soup in a soup warmer) or for immediate service (such as BBQ pork in a microwave), or
- Hot foods or ingredients are properly cooled down with the intention of serving food cold (such as pasta salad), or
- Ingredients that are over 41°F (or that warm to over 41°F during preparation) are cut, mixed or assembled with the intention of offering the food cold (such as tuna salad, bean salad made with canned beans, sandwiches, salads).

Allowed cooling methods:

- Shallow pan (food depth in pan is 2 inches or less and uncovered while cooling in refrigerator)
- Food is cut into smaller portions ≤4 inches thick (roasts and whole poultry)

Alternative methods: If you choose an alternative method, you must provide written documentation that the food item cools from 135°F – 70°F in 2 hours and 69°F - 41°F in 4 hours with the total time not exceeding 6 hours.

- Ice and water bath
- Ice paddle or cooling wand
- Blast chiller

Here is an example of a cooling table:

Food Item	Cooling Method Used	Amount of food cooled in gallons, quarts, pieces, or pans (include volume or size)	Number of times per week food is prepared and cooled.
Chicken	Shallow pan	One hotel pan – chicken pieces in single layer	Every 3 days
Soup	Cream based – shallow pan	Leftovers only	Every 2 days
Chili	Shallow pan	5 gallons	Once a week
Pork roast	Meat cut into 4 inch pieces	Approx. 15 pounds	Once a week



# METHOD OF FOOD PREPARATION – Part C: Consumer Advisory

Will you be offering any of the following items undercooked or raw?

Eggs (over easy/poached or raw as part of an entrée, salad, dessert, recipe)? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, list menu items: _____  _____  _____	Hamburgers	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Steaks	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Roasts	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Fish or seafood	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Oysters or other shellfish	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Other:	

If you marked yes to any of the above, you will be required to provide a consumer advisory on your menu and/or at your point of sale.

Provide a sample consumer advisory for the menu items you plan to offer raw or undercooked.

Consumer advisories are made of up two parts: Disclosure and Reminder.

1. **Disclosure:** Identifies which food items are raw. Disclosure is satisfied when the cooking status is explained in the menu description:
  - “Oysters on the half shell (raw oysters)”
  - “Caesar salad dressing (contains raw egg)”
  - “Our steaks and hamburgers are cooked to order”.

Or a footnote with an asterisk or other indicator at the menu item and at the bottom of the menu page stating that the menu item is:

- Served raw or undercooked or
- Contains raw or undercooked ingredients

2. **Reminder:** Reminds the customer that there is a health risk associated with eating raw or undercooked food. Example: “Consuming raw or undercooked meats, seafood, shellfish or egg may increase your risk of foodborne illness”.

The consumer advisory must be placed at the point where the food is ordered by the customer which may include menu, table tent, or menu board. Statements on menu boards must be readable from a point at which customers would normally stand.

## EXAMPLES OF CONSUMER ADVISORIES

MENU	
<u>Hamburgers*</u>	
Bacon Cheeseburger	Jr. Burger
Deluxe Burger	Cheeseburger
* Can be cooked to order. Consuming raw or undercooked meats may increase your risk of foodborne illness.	

MENU
Garden Salad
Chef’s Salad
Caesar Salad (contains raw eggs)
NOTICE: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

Beverages
Soda Pop (Sm, Med, Lg)
Milkshakes (Chocolate or Strawberry)
Strawberry Fruit Smoothie
Apple Cider*
(SQUEEZED ON-SITE EVERY 3 DAYS)
*Notice: Unpasteurized juice may increase the risk of foodborne disease to people with certain medical conditions.

More information on consumer advisories can be found at:  
<http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-017.pdf>

## METHOD OF FOOD PREPARATION – Part D: Other Questions

1. Do you plan to do any of the following?

Smoking fish/meats <input type="checkbox"/> Yes <input type="checkbox"/> No	Sous vide <input type="checkbox"/> Yes <input type="checkbox"/> No
Vacuum packaging or reduce oxygen packaging <input type="checkbox"/> Yes <input type="checkbox"/> No	Making yogurt on site <input type="checkbox"/> Yes <input type="checkbox"/> No
Water bath or pressure canning <input type="checkbox"/> Yes <input type="checkbox"/> No	Fermenting or pickling <input type="checkbox"/> Yes <input type="checkbox"/> No
Using food additives as preservatives (nitrite/nitrate, vinegar) <input type="checkbox"/> Yes <input type="checkbox"/> No	Curing <input type="checkbox"/> Yes <input type="checkbox"/> No
Par-cooking or grill marking <input type="checkbox"/> Yes <input type="checkbox"/> No	Dehydrating <input type="checkbox"/> Yes <input type="checkbox"/> No
Sprouting seeds or beans <input type="checkbox"/> Yes <input type="checkbox"/> No	Juicing wheatgrass <input type="checkbox"/> Yes <input type="checkbox"/> No
Live shellfish tank (mollusk or crustacean) <input type="checkbox"/> Yes <input type="checkbox"/> No	Juicing produce <input type="checkbox"/> Yes <input type="checkbox"/> No

If you marked yes, you may need to submit a HACCP plan or variance request along with this application. Please contact the Health Department for more information.

2. Is sushi or sashimi offered on your menu?  Yes  No  
*If yes, you will need to submit the supplemental application.*

3. Will you be cooking any raw chicken, beef, pork, fish, shellfish, eggs  Yes  No  
 If yes, please list items you will be cooking from raw: \_\_\_\_\_

4. The Food Code requires fruits and vegetables to be washed under running water before preparation. Will produce be washed on site?  Yes  No

- If yes, which produce items will be washed on-site?

\_\_\_\_\_

- If no, which produce items will be purchased pre-washed?

\_\_\_\_\_

5. Will any foods be unattended while cooking or hot holding (such as overnight):  Yes  No  
 If yes, list food items: \_\_\_\_\_

6. Do you have to go outside to access any refrigeration / freezers, food storage, equipment, cooking (such as a BBQ or smoker) or preparation areas?  Yes  No ***All locations must be clearly marked on the floor plans. Note these areas must be protected from sources of contamination.***

7. Are all ice machines, ice bins, dish machines, food preparation sinks, drip trays, espresso machines, beer taps, and dipper wells indirectly drained with an air gap?  Yes  No

8. Are all food and single-service items protected from customer contamination by a sneeze guard? This includes self-service condiment bars, salad bars, buffet lines, espresso counters, and all other food preparation areas.  Yes  No If no, explain: \_\_\_\_\_

\_\_\_\_\_