METHOD OF FOOD PREPARATION CHART

List menu item* and place a check in each box that applies to that item.**

MENU ITEM	FROZEN STORAGE	THAW	HOLD COLD	CUT/ ASSEMBLE	COOK	HOT HOLD	COOL HOT FOOD OR INGREDIENTS* (see below)	REHEAT	PACKAGE
Examples: Soups				X	X	X			
Clam Chowder				X	X	X	X	X	
Potato Salad			X	X	X		X		

***Similar items such as soup, may be listed together. Each individual soup need not be listed unless preparation procedures are different.

*If you checked cooling for any item, please indicate batch sizes and frequency for each item you plan to cool. Cooling is allowed only in an approved commissary with approval from the Health Department. Adequate commercial style refrigeration must be provided.

Date _____ Signature _____