

Standard Operating Procedures for

Facility _____

Hot Holding

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

Prepared or revised by _____ Date _____