**PRE-PREPARED FOODS**

**Signature of Responsible Person** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date completed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pre-prepared foods are menu items (or menu ingredients) prepared in advance for future service beyond a specific meal. These items are foods cooked or prepared in-house and then frozen for future use. Examples include browned ground beef, spaghetti sauce, chili, and breads. These items have a frozen shelf life of four weeks. Pre-prepared foods are NOT the same as leftovers. Leftovers are menu items prepared and held for a specific day’s service and are not served.

Only the items on this pre-prepared list can be frozen for up to four weeks. For all items on the list, procedures for packaging, labeling, and storing MUST also be clearly described on the standardized recipe/procedure. Pre-prepared foods must be properly cooled and stored in shallow containers, so the item will freeze quickly. The container must be covered with a lid or freezer wrap appropriate for frozen storage. All pre-prepared foods must be labeled as Pre-prepared NAME OF FOOD with the DATE and TIME the item was prepared. This must be written directly on the freezer wrap or on freezer tape/label secured to the lid or wrap using a permanent marker.

If a menu item is not on this list and/or the handling procedures are not on the recipe, then the item must be handled as a leftover and so used within 72 hours. Furthermore, once an item on the list is prepared for service, any remaining portions must be handled as a leftover.

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| **Recipe Name for Pre-prepared Foods** | **Recipe #** |
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