



The Flow of Food

The paths our ingredients take from their source to the plate, or To-Go box, can be long & full of potential dangers. It is our responsibility to do everything we can to ensure that the food we serve our guests has gone through the **Flow of Food** as safely as possible. We can usually prevent any unsafe growth of microorganisms by following each stage of the **Flow of Food**.

The **Flow of Food** consists of four stages: **Receiving, Storage, Preparation, & Holding**.

Stage 1: Receiving

Each Hideaway Pizza location receives food from outside vendors almost every day of the week. These vendors have their own internal systems designed to ensure food quality & safety. However, just as it is our responsibility to confirm that the invoice reflects the delivery; it is also our responsibility to ensure that we receive the highest quality food that does not represent a health risk to our guests. See Receiving Food in Packet 5.

Stage 2: Storage

Each Hideaway Pizza location handles an incredible amount of refrigerated, frozen, & dry food. Due to the large volume of food each location handles it is extremely important that each Hideaway Pizza employee follows proper storage techniques.

- **Refrigerated storage:** This includes our walk-in storage area & is for holding food at an internal temperature of **40°F (5°C)** or lower.
- **Frozen storage:** Storage designed to hold food at **0°F** or lower.
- **Dry storage:** Storage used to hold dry & canned foods.
- **First in, first out (FIFO):** Method of stock rotation we use so oldest products are used first. This rotation process is where older products are moved to the front of the shelf & newer products are placed behind older products.

General Storage Guideline

- **Labeling:** All food that is removed from its original packaging should be labeled with a “day dot label” & placed in an appropriate storage container. “Day dots” are handy color-coded stickers that correspond with a day of the week & are printed in both English & Spanish. The label should be neatly marked with three items: the **day & date** that the item was prepared, the **item abbreviation**, & the **initials** of the preparer. The label should be placed on the container. Lids are more often dropped and will need replacing, so you don’t want to label the lid, but the container. Always remove any old labels that were not removed

by the dish machine. Proper labeling is used in conjunction with the **FIFO** method to ensure proper rotation.

- An example of a properly used day dot label -



- **Hand Tossed Dough** is prepared daily & is identified by the **size** (S, M, L) & **date**, use masking tape, leave a small corner flipped out so we can remove the tape easier later.
- **Throw out expired or rotten food:** Hideaway Pizza engages in a high volume business. Because of this high volume business we do not hold food for an extended period of time. However, occasionally food does go bad & it becomes necessary to throw food away. Before you use an item, it is important to first look at the label for either the prep date or the use-by date. If the food item smells bad, or looks discolored or tastes funny, the item may have gone bad; inform the AKM & MOD.
- **Avoid the Temperature Danger Zone (40°F - 135°F):** Promptly & properly inspect store deliveries. Only remove the minimum amount of food at any one time & promptly label & store prepped items in their appropriate location.
- Fill out the **Temperature Log** 3 times daily to ensure that food is remaining at the appropriate holding temperature (**135°F**) or **higher** for hot food & (**40°F**) or **lower** for cold food & to ensure equipment is working properly. As we said before, food can become unsafe & begin to break down if it is allowed to stay in the **TDZ**.
- **Store food in appropriate locations:** Raw meats must be stored in a leak proof container. It should never be stored above vegetables or ready to eat foods.

Stage 3: Preparation

Once we have received & properly stored food, we must continue our diligence when we begin preparation. Preparation introduces an increased risk of cross contamination & the potential for time-temperature abuse.

Thawing Food:

In a perfect world, meats & sauces will always be thawed when you need it. However, we all know that this is not a perfect world & we will routinely be asked to thaw frozen items at inconvenient times. You must remember that freezing does not kill microorganisms but does slow their growth. Once an item begins to thaw microorganisms can begin to reproduce. We must properly thaw foods, so they pass through the TDZ as quickly as possible.

We have our choice of four thawing methods:

1. In a refrigerator, at 40°F or lower in a leak proof container.
2. Submerged under cold running water. (Do **not** use hot water)
3. In a microwave oven, only if the food will be cooked immediately after thawing.
4. As part of the cooking process.

Cooking Food

Cooking food to the appropriate temperature is the only way to sufficiently reduce the number of food-borne microorganisms. The only way to ensure that food has reached the appropriate internal temperature is to use a properly calibrated thermometer. All food should be heated or reheated to **165°F** for a minimum of 15 seconds.

Fruit, Vegetables, Ice

- **Prevent Cross Contamination:** Do not allow fruits & vegetables to come in contact with foods that might cause cross contamination. Prepare fruits & vegetables away from raw meat, poultry, eggs, & cooked & ready-to-eat food. Clean & sanitize your workspace before you begin & after each item you prepare. Always use a new sanitized knife & cutting board when prepping a new product.
- **Wash Fruits & Vegetables:** Fruits & vegetables should be carefully washed in cold water or under cold running water. This washing process should ensure that no insects or chemical contaminants make it into the prepared food.
- **Ice:** Ice is a food & it is important that we take the same care in protecting it as any other food item. Always store the ice scoop in its designated area, not in the ice bin.

Stage 4: Holding

- **General Rules for Holding Food:** A BOH team member should check & log the temperatures of all food & holding equipment at least 3 times a day (11AM, 3PM, 7PM). Please inform a manager of any temperature or equipment problems.
- **Cover food:** Properly cover all food with a lid to both protect the food from contamination & to help maintain a consistent temperature.
- **Prepare food in small batches:** Prepare a minimum amount of food for each shift. This not only makes temperature maintenance easier, but it also helps limit waste & minimizes food cost.

Hot Food

- **Proper holding:** Hot foods must be held at an internal temperature of **135°F** or higher.
- **Do not use holding equipment to reheat food:** Food should be heated using the appropriate equipment. Hot holding equipment will not move food through the **TDZ** fast enough. So do not use the red sauce or marinara warmer to heat the sauce but just to hold the sauce at correct temps.
- **Stir food throughout the day:** Stirring hot foods frequently will ensure that heat is distributed evenly & keeps food from burning or developing cold spots. Add hot water if sauces are becoming too thick.

Cold Food

- **Proper holding:** Cold foods must be held at an internal temperature of **40°F** or less. It is OK to use an ice bath to hold cold dressings & batters as long as we maintain **40°F** or less.