Standard Operating Procedure

Hold Holding

Procedure

Tacoma-Pierce County Health Department
Healthy People in Healthy Communities

Target *What you must do.*

Keep food 135°F or hotter when hot holding.

Instructions *Steps to complete including where, when, and how often.* — *Who is responsible.*

1. *Preheat hot holding equipment.* — *Food workers*
2. *Heat Time/Temperature Control for Safety (TCS) food to proper cooking or reheating temperature before to hot holding at 135°F or hotter.*
3. *Check hot holding temperatures throughout service with a clean and sanitized thermometer. Take temperature in the center at a 1-inch depth before stirring.*
    a. *10 a.m., 2 p.m., 7 p.m.*

Monitoring & verification *What to check and how often.* — *Who is responsible.*

- *Record all temperatures in daily log.* — *Food workers*
- *Check logs daily or weekly (depending on concerns). Make sure temperatures are being taken and what, if any, corrective actions are done.* — *Manager or person in charge*

Corrective actions *What to correct and how.* — *Who is responsible.*

If temperature of TCS food is below 135°F: — *Food workers*

1. *Alert Person in Charge (PIC).*
2. *If TCS food has been in unit less than 2 hours, reheat rapidly to 165°F. Check or adjust unit to ensure it works and can hold food 135°F or hotter.*
3. *If TCS food has been in unit more than 2 hours, discard for safety.*
4. *Document corrective action in daily log.*

Assess whether it's an equipment issue or employees need retraining. Review log for repeat instances or trends to provide process changes. (i.e., use lid, don't overfill, increase stirring frequency.) — *Manager or person in charge*

Reviewed with: Food worker name _____

Date _____ Trainer name _____