

**Baking Blueberry Muffins**  
**Standard Operating Procedure**  
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**Version:** 1.0

**Date:** 8/14/2021

**Pages:** 2

**Purpose**

Quickly and easily make blueberry muffins.

**Procedure**

1. Pre-heat oven to 400 degrees Fahrenheit.
2. Prepare muffin pan. Choose 1 of following options:
  - a. Grease 8 sections of a 12-cup muffin pan.
  - b. Put 8 paper muffin cups in a 12-cup muffin pan.
3. Fill each empty section with 1 tablespoon of water.
4. **Add these ingredients to a large mixing bowl:**
  - a. 1 ½ cups of all purpose flour.
  - b. ¾ cup of white sugar.
  - c. ½ teaspoon of salt.
  - d. 2 teaspoons of baking powder.
5. Set aside large mixing bowl.
6. **Add the following ingredients to a measuring cup:**
  - a. 1/3 cup of vegetable oil.
  - b. 1 egg – Discard shell.
  - c. Enough milk to have the mixture fill 1 cup.
7. Lightly stir the contents of the measuring cup.
8. **Add contents of measuring cup to large mixing bowl.**
9. Lightly stir the contents of the mixing bowl until combined. Do not over stir.
10. **Add 1 cup of fresh blueberries to large mixing bowl.**
  - a. Use rubber spatula to gently fold contents of mixing bowl.
  - b. Make sure blueberries are evenly disbursed throughout batter.
11. Set mixing bowl aside.
12. **Crumb Mixture Topping: Add the following ingredients to small mixing bowl:**
  - a. ¼ cup of butter cut into small pieces and combined into paste-like consistency.
  - b. ½ cup sugar.
  - c. 1/3 cup of flour.
  - d. 1 ½ teaspoons of cinnamon.
13. Mix ingredients of small mixing bowl with fork until crumbly.
14. Spoon muffin batter into muffin pan.
  - a. Fill close to top. Leave space for crumb mixture in Step B below.
  - b. Sprinkle top of each muffin with the crumb mixture from small bowl.
15. **Put Muffin pan in pre-heated oven for 20 minutes.**
16. **Check if muffins are done:**
  - a. Pull out oven rack so you can easily access muffin pan.
  - b. Stick toothpick into the center of each muffin.
  - c. Pull out toothpick.
  - d. If all toothpicks come out clean, then go to Step 17.
  - e. If each toothpick doesn't come out clean:
    - i. Push oven rack back in oven
    - ii. Close oven.
  - f. Bake **1 minute**.
  - g. Go to Step 16.
17. **Muffins are done.**

**Citations**

“How to Make To Die For Blueberry Muffins.” *Youtube*, uploaded by AllRecipes.com, 14 November 2012, <https://www.youtube.com/watch?v=N6dHG1I24zI>.

# Process Flow

