

# AFSA High School's School Food Safety Program

Based on the HACCP Principles

In Compliance with USDA Guidance

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## **SECTION 1: Introduction and Purpose**

### Introduction and Purpose

AFSA High School shall implement a School Food Safety Program for meals served to children that complies with the Hazard Analysis Critical Control Point (HACCP) Principles and conforms to guidance issued by the United States Department of Agriculture (USDA) by no later than the end of the 2005-2006 School Year. Please refer to the next two pages of this Introduction to review the USDA requirement and the Public Law 108-265, Sec. 111 Food Safety.

The purpose of a school food safety program is to ensure the delivery of safe foods to children in the school meals program by controlling hazards that may occur or be introduced into foods anywhere along the flow of the food from receiving to service (food flow). An effective food safety program will help control food safety hazards that might arise during all aspects of food service (receiving, storing, preparing, cooking, cooling, reheating, holding, assembling, packaging, transporting and serving).

There are two types of hazards: 1) ones specific to the preparation of the food, such as improper cooking for the specific type of food (beef, chicken, eggs, etc.) and 2) nonspecific ones that affect all foods, such as poor personal hygiene. Specific hazard areas can be controlled by identifying Critical Control Points (CCPs) and implementing measures to control the occurrence or introduction of those hazards. Developing and implementing SOPs will control nonspecific hazards. AFSA High School Food Safety Program shall control both specific and nonspecific hazards and consist of SOPs and a written plan for applying the basic HACCP principles.

Head Cooks/Managers within the AFSA High School hold Food Manager Certification through the Minnesota Department of Health, thus the assumption will be that basic food safety practices are already known. The Certified Food and Nutrition Services Head Cook/Manager is expected to practice "Active Managerial Control". The Food and Drug Administration (FDA) defines Active Managerial Control as the implementation and supervision of food safety practices to control risk factors by the Person-In-Charge.

Following a brief overview of HACCP, and Food Safety Policies, the AFSA High School Food Safety System will be outlined. For additional HACCP and ServSafe information and resources, please refer to the References and Resource section on the last page of the manual, in Section 8.

## AFSA HIGH SCHOOL

### Description of Program Overview and Facility

The School Food Safety Program: Implementation Strategies for Using the HACCP Approach Manual was developed in the winter by Bill Lloyd, Director of Food and Nutrition Services for the AFSA High School. The program follows the USDA guidance for developing a food safety program based on the Process Approach to HACCP. All standards in this food safety program are based on recommendations in the 2016 FDA Food Code and the 1998 Minnesota Food Code, Chapter 4626.

#### AFSA High School:

##### Average Daily Participation

Breakfast: 60-70 Meals

Lunches: 160-220 Meals

#### AFSA Middle School:

##### Average Daily Participation

Breakfast: 20-30 Meals

Lunches: 50-60 Meals

**School Food and Nutrition Services Staff:**

1 - Director of Food and Nutrition Services

1 - Head Cook/ Food Manager

1 - Second Cook

1 - Middle School Server

6 - Lunch room supervisors

**Kitchen Equipment:**

1 - Walk-in Cooler

2 - Pass thru Refrigerator

1 - Walk-in Freezer

2 - Convection Oven

1 - Stove Top/Oven

2 - Hot Holding Cabinets

1 - Heated Serving Counters

1 - Refrigerated Serving Counters

1 - Milk Coolers

1 - Dishmachines

2 - Two Compartment Sink

**Menu**

10 week cycle with Recipes/Instructions in Food Manager's Office.

## **TITLE: FOOD SAFETY PROGRAM**

### **SECTION: Food Safety**

#### **APPLIES TO: All Food and Nutrition Services Staff**

It is the policy of this department to operate so that there is complete assurance that our students, staff and other customers will receive optimum nourishment and will not be made ill from our food or be injured by a foreign object in our food. Each employee is responsible for following safe food handling and sanitation procedures, alerting their supervisor of concerns.

- External groups that use the school kitchen must do so under the supervision of a food safety certified Food and Nutrition Services employee designated by the Food and Nutrition Services Director and must purchase food from approved sources.
- When external caterers are used, the safety of food purchased is the responsibility of the caterer and the party responsible for serving the food.
- All Food and Nutrition Services Staff will receive annual training on Food Safety.
- The Food and Nutrition Services department will have a HACCP Food Safety Program.
- The Director of Food and Nutrition Programs and the district's Facilities Coordinator must approve use of kitchen facilities.

#### **Procedure:**

In order to achieve this operating standard, we will be guided by the Food and Drug Administration's Foodservice Sanitation recommended ordinance, our local state and county rules, and our Hazard Analysis Critical Control-Based, Food Safety Policy, Procedures, and Food Safety System Manual. No one will perform a food handling preparation task until they have been trained by the Director, Head Cook, or designated employee in that they know the hazards and can demonstrate safe procedures.

All persons will follow this four-step Quality Assurance cycle: In performing tasks, you will first PLAN what you will do and how it can be done safely. Second, you will ORGANIZE and make sure you can do each task correctly. Third, you will OPERATE, doing tasks according to the procedures and standards of this manual. Fourth, you will immediately CHECK AND RECORD, as appropriate, that you have met standards at each step in the tasks you perform.

If you do not know how to do a food preparation task safely, you will stop, ask, and then be taught to do it correctly by your supervisor or person designated by the supervisor. In case of a mistake, you will take any necessary action immediately to assure that customers or other employees are not injured. You must stop and report potentially hazardous food handling practices, potentially hazardous conditions, or potentially hazardous foods to a supervisor immediately. Supervisors need to be informed as soon as possible if a situation is not corrected and there is still a hazard.

The measurement data from step four will be used to decide how tasks and steps can be improved in the next operating cycle, of the menu, with a higher degree of Quality Assurance and risk avoidance.

## **SECTION: Food Safety Program – Food Safety**

**APPLIES TO: All Food and Nutrition Services Staff**

### **THE HAZARD ANALYSIS CRITICAL CONTROL POINT PROGRAM (HACCP)**

#### **Introduction:**

The AFSA High School's Food and Nutrition Services Department, food industry and various government agencies have the shared responsibility of assuring that food provided to the customer is of high quality, microbiologically safe and does not become a vehicle for transmission of a disease outbreak or the transmission of a communicable disease.

#### **Food and Nutrition Services will:**

1. Utilize a HACCP plan for the receipt, production, delivery, serving and storing of
2. all foods. All food service personnel will follow this plan.
3. Designate and train personnel on how to handle customer complaints of foodborne illness or injury.
4. Designate and train personnel to remove from service, or recall, any food suspected of causing a foodborne illness.
5. Notify and cooperate with public health officials if there is any possibility that food produced by the facility was responsible for a foodborne illness.
6. Provide training to employees on policies and procedures and provide access to the Policies, Procedures and Food Safety System Manual.
7. Utilize a continuous quality assurance program. This program will be known as P.A.C.E. (Plan, Apply, Check and Evaluate). All employees responsible for performing food production tasks will follow this process:

Plan: What they will do, when, where, and how it can be done safely.

Apply: Learn, and or be trained, to perform each task correctly according to established procedures and standards.

Check: Immediately check that they have met standards. In case of a mistake, employees will immediately take any necessary action to assure that customers receive quality products. Employees will be instructed to stop and report potentially hazardous food handling practices, conditions or foods to their supervisor. The supervisor, in a team approach, will resolve the problem. HACCP guidelines and our quality standards will be used in the problem solving approach. The problem, process, outcome and follow-up will be documented and retrained.

Evaluate: Employees shall make suggestions to supervisors as to how tasks and steps can be improved in the next operating cycle of the menu with a higher degree of quality assurance. Customer feedback will be solicited to assure their expectations are met.

## **SECTION: Food Safety Program – Food Safety**

**APPLIES TO: All Food and Nutrition Services Staff**

### **THE HACCP-BASED CONTINUOUS QUALITY MANAGEMENT HACCP AND PACE PROCESS**

The AFSA High School' Food and Nutrition Service will operate a HACCP-Continuous Quality Management Program. This includes:

1. Open Communication. We will:
  - a. Train Cooks/Cahiers in personal interaction skills.
  - b. Inform employees of quality problems.
  - c. Ensure that employees accept responsibility for their quality performance, or lack of quality performance.
  - d. Encourage employee teams to address quality problems in their work areas.
2. Operating System Improvement. We will:
  - a. Address critical prevention issues.
  - b. Standardize operating procedures.
  - c. Train.
  - d. Manage production flow.
3. Customer Feedback Systems. We will:
  - a. Develop a system to ensure that customer concerns are well defined.
  - b. Relate in-house indicators to customer concerns.
  - c. Develop feedback systems to monitor performance with customers.
  - d. Use customer field-testing of major product changes (taste testing).
4. Key Quality and Productivity Indicators. We will:
  - a. Implement a system to monitor, over time, all safety and quality product concerns.
  - b. Implement a system to identify sources of operating process variability. Key indicators include: preventive maintenance, equipment downtime, and causes of lost production, and time.
5. Problem-Solving Teams. We will:
  - a. Form a team of Food and Nutrition Services Staff to address key problems.
  - b. Use a problem analysis system to solve problems.
6. Process Relationships. We will:
  - a. Maintain process flow diagrams that identify the processes that potentially contribute to hazard and quality variability.
7. Incoming Material Defect Prevention System. We will:
  - a. Seek to establish single-source, long-term vendor relationships, whereby each of our suppliers becomes a partner with us in meeting the needs, wants, and expectations of our customers.



## **TITLE: RIGHT TO KNOW (RTK) ACT**

### **SECTION: Safety and Sanitation**

#### **APPLIES TO: All Food and Nutrition Services Staff**

**Policy:** Each employee will know:

- That there is a Right to Know (RTK) Act that protects them.
- The location of the Material Safety Data Sheets with RTK Information.

#### **Procedures:**

The Right to Know Act: Rights, Responsibilities and Procedures for Minnesota Schools are listed on pages 2 and 3 of this policy. The Material Safety Data Sheets (MSDS) relevant to the Food and Nutrition Services operations will be available within each kitchen.

#### **Each Employee:**

##### **Know Your Hazards:**

- Know what is in your storeroom.
- Be alert to signs of hazards – leaking containers, spills, and smells (Staff complaining of physical discomfort, such as burning eyes, upset stomachs, headaches, itchy skin, and so forth. Know whom you are to report a hazard condition to (Head Cook/Director). Discuss emergency procedures for various situations. If you need assistance, use appropriate words, such as FIRE, EMERGENCY-Hand Trapped, EMERGENCY-clothing caught. Know the emergency procedures for all equipment you are using. If there is a spill, etc. take precautions to block off area, inform supervisor, and look up proper procedure for handling. Know where the First Aid Center and Fire Extinguisher are located.

##### **Handle Your Hazards Properly:**

- Store properly.
- Mix in proper concentrations – more is not better. Example: ½ to 1 Tbsp. chlorine bleach per gallon – never more.
- Keep in labeled containers (the original ones) until use. Label your sanitizer containers.
- Never mix chemicals unless instructed to do so. This is not only for safety but also for proper functioning of the chemical. Do not mix chlorine in sudsy water. Soap lessens effectiveness of chlorine as a sanitizer. Chlorine is not needed in your wash water. Be ware that mixing can be inadvertent. Example: you may pour something down the drain, and then someone else comes along and pours something down the drain, causing a mixing to occur in the drain. Be sure to dilute the solution with running water. Another example: If you have been deliming the dishmachine, make sure that the dishmachine is rinsed properly before leaving because the next person that comes along may not know that.
- Reduce Your Hazards and Therefore Your Risk:
- If certain products are not being used, the Head Cook/Manager should have them returned.
- Do not bring things from home.
- Each new employee is to sign a statement and return it to AFSA indicating he/she is aware of the RTK Act and the location of Material Safety Data Sheets.

## **SECTION: RTK - Safety and Sanitation**

**APPLIES TO: All Food and Nutrition Services Staff**

### **WHAT IS THE EMPLOYEE RIGHT TO KNOW ACT?**

The 1983 Minnesota Legislature felt that employees had a right to know what, if any hazardous substances or harmful physical agents they are exposed to in their workplaces. Employees also need to be trained on the safe and appropriate use of hazardous substances. Effective

January 1, 1985, Minnesota schools are required to provide information and training for employees who may be “routinely exposed” to hazardous substances in their workplaces.

### **HOW DO I OBTAIN INFORMATION ON THESE HAZARDOUS SUBSTANCES?**

An employee has a right to written information on identified hazardous substances and harmful physical agents. This information is available in your workplace as “Material Safety Data Sheets”.

If you are concerned about a substance that you are required to work with, information is provided in the “Material Safety Data Sheet” manual, which is located in your workplace. For the specific location, contact your Head Cook/Manager or the Director of Health and Safety. An employee should become familiar with the manual to access information. To locate a product, look up the product name or chemical name in the manual. The manual will also provide information on health concerns and directions for obtaining more specific information on the product.

EMERGENCY FIRST AID information is provided with the Material Safety Data Sheets; however, if you have a dangerous situation, professional medical attention is always the safest procedure. If you have a medical emergency, call 911.

### **WHAT ARE MY RIGHTS UNDER THE EMPLOYEE RIGHT TO KNOW ACT?**

First of all, an employee has a right to a safe work environment. In 1973, the Minnesota Occupational Safety and Health Act provided protection for employees from unsafe working conditions. The Employee Right to Know Act relates to an employee’s “right to information”. After a workplace evaluation an employer must provide employees with information concerning the hazardous substances to which they are routinely exposed.

An employee who reasonably believes that an assigned task may pose an imminent danger of death or serious physical harm may exercise the RIGHT TO REFUSE WORK, if no reasonable alternative is provided. The employee must, however, request the employer to correct the hazardous condition.

An employee who refuses in good faith to perform an assigned task will receive pay for that task if the employee is not reassigned to other tasks by the employer and the employee requests (within 24 hours) that the Commissioner of Labor and Industry inspect and determine the nature of the hazard and the Commissioner determines that the employee would have been placed in imminent danger by performing the task.

An employee who refuses in good faith to work with a hazardous substance or harmful physical agent because that employee has not been provided with required training or information and has not been reassigned to other tasks, will receive pay for the task performed if the employee requests (within 24 hours) the Commissioner of Labor and Industry to inspect and determine if a hazardous condition exists, and the Commissioner determines the employer failed to provide required training or information prior to the employee’s assignment to the work area.

## **SECTION: RTK - Safety and Sanitation**

**APPLIES TO: All Food and Nutrition Services Staff**

### **AS AN EMPLOYEE, WHAT MUST I DO TO COMPLY WITH THE LAW?**

An employee must comply with all occupational safety and health standards, rules, regulations and orders that apply to their own actions or conduct on the job. Beyond compliance, an employee may want to familiarize him/herself with the location of the MSDS Sheets, meaning of labels and the health information provided in his/her work area. It is always a good idea to wear protective equipment when using potentially harmful substances; guidance is provided in the MSDS Manual.

### **WHO'S RESPONSIBLE FOR ENFORCEMENT OF THE ACT?**

The Department of Labor and Industry is the responsible agency for administering the Minnesota Occupational Safety and Health Act. That department issues occupational safety and health standards and requires its investigators to conduct job site inspections to insure compliance with the requirements of the Act.

### **WHAT DO I DO IF I BELIEVE MY WORK AREA IS UNSAFE OR HEALTHY?**

Common sense would indicate that your concerns be shared with your supervisor and/or employer; however, if you do not feel you've been adequately trained or informed, you (or your representative) have the right to file a complaint with the Department of Labor and Industry to request an inspection of your workplace. The Department will withhold the names of the employees filing the complaint upon the requests of those employees.

Employees shall not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising any of their rights under the Act. Any employee who believes that he/she has been so discriminated against may file a complaint with the Department of Labor and Industry within 30 days of the alleged discrimination.

### **WHAT WILL HAPPEN IF I FILE A COMPLAINT?**

The Act requires that a representative of the employer and an authorized representative of the employee be given the opportunity to accompany the Occupational Safety and Health Investigator for the purpose of aiding the inspection. The authorized employee representative, by participating in the inspection, shall not lose any privilege or payment that would have been otherwise been earned. The authorized employee representative shall be given the opportunity to participate in any conference or discussion held prior to or during any inspection.

Where there is no authorized employee representative available, the investigator shall consult with a reasonable number of employees concerning safety and health conditions in the workplace. A report will be filed, and the employee will be informed of the inspection results.

## **WHAT WILL HAPPEN IF THE INSPECTOR FINDS MY EMPLOYER VIOLATED THE ACT?**

If, upon inspection, the Department of Labor and Industry believes an employer has violated the Act, a citation alleging such violations will be issued to the employer with reasonable promptness. Each citation will specify a time period within which the alleged violation must be corrected.

A citation proposed penalty issued to the employer must be posted immediately and prominently displayed at or near the place of the alleged violation for 15 days or until it is corrected, whichever is later. In the event that an investigator finds a condition or practice in any place of employment, which presents substantial probability of fatality or serious physical harm, the investigator shall, after consultation with the commissioner, issue an order which prohibits such practices until corrected; the order shall remain in effect for a maximum of 72 hours.

This Act provides for mandatory penalties against employers of up to \$1000 for each serious violation and for optional penalties of up to \$1000 for each non-serious violation. Penalties of up to \$1000 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed penalties up to \$10,000 for each violation. Additionally, criminal penalties are provided for in the Act. Any willful or repeated violation may be punishable by a fine of not more than \$10,000 or by imprisonment for no more than six months, or both. Conviction of an employer after a first conviction doubles these maximum penalties.

## **I'D LIKE TO FIND OUT MORE INFORMATION ABOUT THE EMPLOYEE RIGHT TO KNOW ACT**

If you would like more information or assistance regarding the Employee Right to Know Act or its enforcement, please contact your Health and Safety Coordinator, 651-209-3910; the Institute for Environmental Assessment, 2820 Verndale Avenue, Anoka, MN 55303, 427-5310; or the Occupational Safety and Health Division, Department of Labor and Industry, 444 Lafayette Road, St. Paul, MN 55101, 296-2216.

## **TITLE: HEALTH DEPARTMENT VISITS AND REGULATIONS**

### **SECTION: Safety and Sanitation**

#### **APPLIES TO: All Food and Nutrition Services Staff**

**Policy:** The Food and Nutrition Services Department shall adhere to Minnesota Food Code. Personnel will cooperate fully with inspectors when they visit the facilities.

#### **Procedure: HEALTH DEPARTMENT VISITS**

##### **Schools:**

The kitchen and cafeteria are inspected annually by the Ramsey County Environmental Health Inspector.

Food and Nutrition Services Head Cooks, Second Cooks and Food Service Assistants are expected to cooperate fully with the inspection during the visit. The Head Cook will accompany the inspector through the kitchen and storage areas.

Inspectors may check food, equipment, freezers, coolers, storage areas, and the compliance with health department policy.

If an inspector finds a questionable situation, try to correct immediately, while the inspector is still there. For example, if food particles are found on a “clean” pan, take the pan to the sink or dishmachine. If you can’t correct it immediately, write it down and tell the inspector that you will take care of it.

When the inspector is done, you may be given or sent a report, which documents any violations, or problems found in your kitchen. If the action requires a work order, the Director of Food and Nutrition Services will generate.

Head Cooks should indicate any action they can take care of immediately.

Sign it, date and send all pages to the Director of Food and Nutrition Services, AFSA High School.

##### **REGULATION**

Food and Nutrition Services adheres to the Minnesota Food Code, MR ch 4626, September 8, 1998.

The Head Cook who supervises the kitchen operations are required to have a current Food Manager Certificate, in addition to the Second Cook, issued by the Minnesota Department of Health.

## **TITLE: CATERING AND USE OF KITCHENS**

### **SECTION: Cafeteria Operations**

#### **APPLIES TO: All Food and Nutrition Services Staff**

**Policy:** The AFSA High School recognizes the importance of ensuring that the food served in its school breakfast and lunch program is safe. To that end, all schools are required to adhere to the Minnesota Food Code 4626, be licensed by Ramsey County Environmental Health and pass the health inspection conducted by Ramsey County.

The school district recognizes that failure to adhere to the Minnesota Food Code is a misdemeanor and that Ramsey County Environmental Health can issue citations and fines for consistently disregarding the codes.

The Head Cook/ Director of Food and Nutrition Services, or staff having taken the ServSafe Course and successfully passed the examination, will handle some catering requests at their school site.

Customers requesting the use of a school kitchen must follow established procedures.

#### **Procedure:**

##### Catering Events

- Cooks will provide bag lunches, cookies, bakery items, beverages and other items available within their kitchen.
- The Catering/Special Event Request form will be completed.
- The form will be sent to the Head Cook/Director of Food and Nutrition Services for billing.

##### School Kitchen Permits

- When an event requires the use of a school kitchen to serve commercial foods, a certified/licensed Food and Nutrition Services employee must be present to help operate kitchen equipment, answer questions and assist as needed to make an event a success. Food must be purchased from approved sources. The reason is: State law requires that a person who holds a Food Manager's Certificate supervise food preparation in a licensed kitchen.
- The kitchens will adhere to MN Statute 157.22 that states "potluck event food shall not be brought into licensed food establishment." All school kitchens are licensed through Ramsey Public Health. Therefore, food brought in to school kitchens must be commercially prepared items and have a licensed staff member present. The Cafeteria, however, may be used without a licensed staff member on duty.

A potluck is defined as "a meal at which one or more attendees bring food that is donated and shared by attendees". An organization sponsoring a potluck event under this clause may advertise the potluck event to the public through any means. Individuals who are not members of an organization sponsoring a potluck may attend the potluck and consume food at the event.

- The customer should contact the AFSA High School Facilities Coordinator to schedule the event. The Facilities Coordinator will work to staff the event and inquire about the type of service needed. If kitchen equipment will be used, a licensed employee will be employed.

## **TITLE: HANDLING CUSTOMER COMPLAINTS**

### **SECTION: Child Nutrition Programs**

#### **APPLIES TO: All Food and Nutrition Services Staff**

**Policy:** All complaints regarding products and services will be responded to in a professional and timely manner. Complaints will be tracked and used to continuously improve Food and Nutrition Services. Complaint information is to be used to assess performance, prioritize efforts, evaluate progress, and focus training.

#### **Procedures:**

The Head Cook/Director of Food and Nutrition Service, will:

- Train the staff on how to handle concerns or complaints from customers.
- Offer the customer the name and telephone number of the Director or offer to ask one to call the customer.
- Replace a food item with a similar, fresh item, or give their money back.
- If the food item is consumed, thank the customer for the feedback and let them know you will be passing the comment on.
- Inform the Head Cook/Director of Food and Nutrition Services. Include the date, time, name of customer involved; describe the incident and whether or not the principal needs to be involved.
- Fill out the Food Related Complaint Reporting Form if a person complains about becoming ill after consuming food from the cafeteria.
- Listen carefully.
- Show concern by saying “I’m sorry that you are ill” or “I’m sorry that you are sick”. Do not speculate.
- Complete form as best as possible and follow steps.

#### Overview of Hazard Analysis Critical Control Point (HACCP)

If biological, chemical or physical hazards are identified at specific points in the flow of foods, they can be:

- Prevented
- Eliminated
- Reduced to Safe Levels

HACCP is a food safety management system. Seven basic principles are used in the development of HACCP plans. The plan will be tailored to the AFSA High School menu(s), facilities, preparation, and distribution conditions.

To have a complete HACCP Plan, you need to have a written document, which is based upon the following principles of HACCP and delineates the procedures to be followed. The HACCP system is what you have when you have verification that your staff is following the appropriate procedures, monitoring as directed, and doing the record keeping.

Further information on HACCP can be found in the guidelines prepared by the National Advisory Committee on Microbiological Criteria for Foods, USDA, available at [www.cfsan.fda.gov](http://www.cfsan.fda.gov) and then select HACCP under program areas and HACCP Principles and Application Guidelines.

# Seven HACCP Principles

## 1. Conduct a Hazard Analysis

Identify and evaluate potential hazards that are associated with food you menu.

## 2. Determine the CCPs (Critical Control Points)

The last step where you can intervene to prevent, control, or eliminate the growth of microorganisms and food contamination in food before service.

## 3. Establish Critical Limits

The limits for the critical control points.

## 4. Establish Monitoring Procedures

Determine what measuring devices you will use and when the CCP will be monitored. Design into the daily activities, including when to log the CCP.

## 5. Take Corrective Action

Predetermined steps if the CCP limit (the time and temperature range for food preparation and service – either hot or cold) is not met.

## 6. Verify that the System Works

Verification means that your HACCP system is checked to ensure that:

- Appropriate CCPs and critical limits are determined
- Monitoring is consistent and the staff know the steps to take
- Corrective actions are in place, such as what to do or who to call, and
- A process for assuring that employees are following procedures.

## 7. Record Keeping and Documentation

Use forms that are easy to log information on to document the HACCP approach to preparing and serving safe food.



## **SECTION 2: Standard Operating Procedures**

### **Introduction**

Hazard Analysis and Critical Control Point (HACCP) system is only one part of the AFSA High School's overall Food and Nutrition Services operation. Standard Operating Procedures (SOPs) will be in place within each kitchen, as a tool to ensure overall food safety practices are in place. Management commitment and ongoing staff training will also be key components to the district's system.

The goal of the AFSA High School Food and Nutrition Services Department is to provide nutritious and safe food for the students, staff and the public we serve.

Standard Operating Procedures (SOPs) specify general practices that when followed, address the food preparation environment. SOPs specific to AFSA High School Food and Nutrition Services describe activities necessary to meet provisions of the Federal Food Code and Minnesota Food Code. The major goals in establishing SOPs are to:

1. Protect food from contamination by physical, chemical and microbial hazards.
2. Control microbial growth that can result from temperature abuse during the food process.
3. Ensure proper maintenance of food service equipment.

The primary causes of food borne illness in commercial establishments are:

1. Improper cooling
2. Improper reheating
3. Infected and/or unsanitary food handlers
4. Inadequate cooking
5. Improper storage

All food handlers, within the school district, shall be responsible for practicing, recording, monitoring and evaluating the SOPs pertinent to their job duties. With this in mind the AFSA High School' Standard Operating Procedures for Food and Nutrition Services are outlined on the following pages.

# **AFSA HIGH SCHOOL**

## **STANDARD OPERATING PROCEDURES (SOP)**

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#### **General Food Preparation and Service**

##### Standard Operating Procedures

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## **GENERAL FOOD PREPARATION AND SERVICE**

- A. Thermometers and other temperature measuring devices are calibrated regularly.
- B. Times and temperatures are recorded accurately.
- C. Raw food is separated from cooked and ready-to-eat foods. The order for storing raw foods (from top to bottom) in a refrigerator:
  - Cooked and ready-to-eat foods (top shelf)
  - Raw fish
  - Raw beef roasts and hams
  - Raw pork, bacon, and sausage
  - Raw ground beef and ground pork
  - Raw chicken (bottom shelf)
- D. Only potable (safe-to-drink) water comes in contact with food and food-contact surfaces.
- E. Uncleaned and nonsanitized surfaces or equipment and utensils do not contact raw or cooked, ready-to-eat food.
- F. Food-contact surfaces are cleaned and sanitized before and after each use.
- G. Food-contact surfaces are cleaned and sanitized after an interruption.
- H. Food-contact surfaces are cleaned and sanitized at least every four hours during continual use.
- I. Employees wear plastic gloves and have minimal direct contact with food.
- J. Employees change gloves when they become soiled or torn, before beginning a different task, at the beginning of each service line and at least every hour, or more often, if necessary, during continual use.

## **CALIBRATION OF THERMOMETERS**

**Purpose:** Thermometers will be calibrated routinely to ensure accuracy of temperatures taken and the safety of food served to children.

**Scope:** The Head and/or Second Cook will calibrate thermometers on a weekly basis using the following steps:

Instructions:

### **Ice Water Method:**

Note: The Ice Water Method of calibrating thermometers is used, unless a thermometer can not read 32° F; the Boiling Water Method is sometimes less reliable due to variances in altitude and atmospheric pressure.

- A. Fill a large glass (at least 6" in diameter) with finely crushed ice. Add cold, clean tap water to the top of the ice until the glass is full. Stir the mixture well so that it will be at 32° F.
- B. Put the end of the clean thermometer or probe stem into the ice water (a minimum of 2 inches) so that the sensing area is completely submerged, but the stem does not touch the sides or the bottom of the glass. Wait a minimum of 30 seconds before adjusting. The thermometer stem or probe stem must remain in the ice water.
- C. Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, securely with a small wrench or pliers, and rotate the head of the thermometer until it reads 32° F.
- D. Press the reset button on a digital thermometer to adjust the readout.
- E. Record calibration, including date and initials, on the Thermometer Calibration Record.

### **Boiling Water Method:**

- A. Bring clean tap water to a boil in a deep pan (it will be at 212° F).
- B. Put the end of the clean thermometer or probe stem into the boiling water (a minimum of 2 inches) so that the sensing area is completely submerged, but the stem does not touch the sides nor the bottom of the pan. Wait a minimum of 30 seconds before adjusting. The thermometer stem or probe stem must remain in the boiling water. Use a hot pad to hold the thermometer in the boiling water.
- C. Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, securely with a small wrench or pliers, and rotate the head of the thermometer until it reads 212° F.
- D. Press the reset button on a digital thermometer to adjust the readout.

E. Record calibration, including date and initials, on the Thermometer Calibration Record.

**Monitoring:**

The Head Cook or his/her designee will review the Thermometer Calibration Record weekly to ensure that thermometers are calibrated.

**Corrective Action:**

Any Food and Nutrition Services employee found not following this procedure will be retrained at the time of the incident.

**Verification and Record Keeping:**

The Head Cook will verify that thermometers are calibrated and the Thermometer Calibration Record will be kept on file for three years.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **CLEANING AND SANITIZING OF SERVICEWARE**

**Purpose:** The cleanliness and sanitation of the serviceware is to be maintained.

**Scope:** Employees involved in the service of food to children must observe the following procedures to ensure safety:

### **Instructions:**

- a. Food preparation surfaces are cleaned and sanitized at the beginning of the day.
- b. Kitchenware is washed, rinsed, and sanitized after each use.
- c. Equipment that handles potentially hazardous food is cleaned at least every four hours.
- d. For fixed equipment, removable parts are removed after each use, then washed, rinsed, and sanitized by immersion.
- e. For fixed equipment, non-removable food contact surfaces are washed, rinse, and sanitized with a cloth.

### **Monitoring:**

The Head Cook or his/her designee will monitor employees to ensure that all serviceware is properly cleaned and sanitized. Supplies will be provided as needed to maintain the cleanliness and sanitation of the serviceware. Establish complete pot and pan and dishmachine cleaning as part of routine cleaning schedule.

### **Corrective Action:**

Any Food and Nutrition Services employee found not following this procedure will be retrained at the time of the incident.

### **Verification and Record Keeping:**

The Head Cook will verify that all site employees are following this policy by visually observing the employees during all hours of operation.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **DISHWASHING – MANUAL AND MACHINE**

### **MANUAL DISHWASHING (2 COMPARTMENT SINK):**

1. Scrape items before washing
2. Wash items in the first sink in a detergent solution at least 110° F.
3. Rinse with 120° F water into the wash sink.
4. Sanitize in the second sink using chlorine solution of 2 oz. (4 Tbsp) per 3 gallons of water at 75° F. for 1 minute or in 171□ F water for 30 seconds.
5. Air-dry all items.
6. (Check concentration of sanitizing solution at regular intervals with a test strip).

### **MACHINE WAREWASHING:**

1. Turn dishwasher on and pre-heat to 150° F.
2. Check automatic dispensers for both detergent and sanitizing solutions.
3. Scrape and rinse all items before placing in machine.
4. Load the dishwashing racks. Avoid overloading or improper loading.
5. Place rack in machine and close door. Check that the wash cycle is maintaining 150° F and runs for a minimum of 2 minutes.
6. Final rinse temperature should be 180° F for 15 seconds and the minimum water pressure should be at 20 psi.
7. Remove dishes and let air dry.

### **CLEANLINESS AND SANITATION OF THE CAFETERIA:**

**Purpose:** The cleanliness and sanitation of the cafeteria is to be maintained.

**Scope:** Employees involved in the service of food to children in the cafeteria must observe the following procedures to ensure its safety:

#### **Instructions:**

Before Service:

1. Wash hands before handling serviceware, food and beverages.
2. Prepare milk cooler for student use, just before their arrival. Milk should be served at 41° F or below. Keep cooler closed during breaks in service to maintain proper product temperature.

During Service:

1. When assisting with meal service, handle all trays, dishes, and flatware by non-food contact surfaces only.
2. Inform children where to return trays, plates, and flatware. Also inform them where disposable trash and garbage should be taken.

4. Clean and sanitize tables and counters during breaks in service.
5. Immediately wipe up spills as they occur. Use only designated towels.

After Service:

1. Clean and sanitize tables, counters, and all other serving areas. Monitor milk coolers, checking for any spillage.
2. According to the cleaning schedule, routinely clean all areas of the cafeteria, including milk coolers, condiment dispensers, etc.

**Monitoring:**

The Head Cook or his/her designee will monitor employees to ensure that the cafeteria is properly maintained and all foods are served safely. Supplies will be provided as needed to maintain the cleanliness and sanitation of the cafeteria. Establish complete cafeteria cleaning as part of routine cleaning schedule.

**Corrective Action:**

Any Food and Nutrition Services employee found not following this procedure will be retrained at the time of the incident.

**Verification and Record Keeping:**

The Head Cook will verify that all site employees are following this policy by visually observing the employees during all hours of operation.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:



## **CONTACT WITH BLOOD AND BODY FLUIDS**

**Purpose:** Blood and other bodily fluids will be handled so as to minimize the possibility of cross contamination.

**Scope:** This procedure applies to all Food and Nutrition Services employees who work with children.

### **Instructions:**

All employees in Food and Nutrition Services must:

- a. Contain the source of the blood.
- b. Wear disposable gloves when exposed to blood or bodily fluids to minimize the risk of contamination.
- c. Dispose of contaminated gloves so that they do not come in contact with other people, food, or equipment. Dispose of any contaminated foods.
- d. Clean and sanitize any affected food contact surfaces.
- e. Follow procedures outlined by the school administration.
- f. Seek assistance from someone trained to handle blood and bodily fluids, such as a custodian or school nurse, as needed.

NOTE: A Blood-Borne Pathogens Kit should be located in the school, to be used when handling blood is necessary.

### **Monitoring:**

The training practices will be discussed with all employees at the annual Back to School Inservice. The Head Cook will follow up as necessary.

### **Corrective Action:**

Any Food and Nutrition Services employee found not following this procedure will be retrained annually.

### **Verification and Record Keeping:**

A record of the annual training will be maintained in the Head Cooks Office.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## COOKING POTENTIALLY HAZARDOUS FOODS

**Purpose:** To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature. Temperatures of all potentially hazardous hot foods will be taken during preparation and service to ensure safety of food served to children. All hot foods will be prepared using appropriate practices and procedures to ensure safety and sanitation.

**Scope:** This procedure applies to Food and Nutrition Services employees who prepare or serve food.

### Instructions:

- A. Food and Nutrition Services employees who prepare or serve food will be trained on how to use a food thermometer and cook food using this procedure.
- B. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
- C. Meats, poultry and fish shall be cooked to an internal temperature (or higher) of:
  - a. Ready-To-Eat Foods 140° F for Hot Holding, Batch Cooking (Commercially Processed Foods)
  - b. Ground Beef, Raw Beef Patties 155° F for 15 seconds
  - c. Vegetables and Hot Fruits 140° F for 15 seconds, Batch Cooking
  - d. Casseroles, Soups, Gravies, Stuffing and Sauces (In the Center) 165° F for 15 seconds
  - e. Chicken (From Raw State) 165° F for 15 seconds
  - f. Eggs (For Hot Holding) 155° F for 15 seconds
  - g. Ham, Roast Beef, BBQ Meats 155° F for 15 seconds
  - h. Fish and Foods Containing Fish 145° F for 15 seconds
  - i. Leftovers 165° F for 15 seconds
- D. Temperatures of potentially hazardous foods are checked in the product's center or thickest part.
- E. Record the end-point cooking temperature on the Daily Food Temperature Log.
- F. Internal food temperatures are measured using a cleaned and sanitized thermometer or thermocouple accurate to + 2° F.
- G. Thermometers and thermocouples are cleaned and sanitized before and after each use.
- H. Batch cooking (preparing food as needed) is used to reduce holding times of food.
- I. The temperature of cooking equipment is allowed to return to the required temperatures between batches.
- J. Hot-holding equipment is not used to cook food.
- K. When cooking potentially hazardous food products in a microwave, the final internal temperature is at least 165° F, let food stand for 2 minutes after cooking.
- L. Prepare food at room temperature in two (2) hours or less, or the food item should be returned to the refrigerator. TOTAL time of food at room temperature shall not exceed four (4) hours. This includes time spent at receiving, assembling, and holding.

- M. Prepare raw food products away from other products not receiving heat treatment. This reduces the opportunity of cross contamination with any ready-to-eat foods.
- N. Maintain food contact surfaces: Clean and sanitize all food contact surfaces, cutting boards, and utensils that have been used in the preparation of raw meats, poultry, and fish prior to using raw fruits and vegetables and ready-to-eat foods. Cleaning and sanitizing steps **MUST** be done separately in order to be effective.

**Monitoring:**

Take temperatures:

- a. Use a calibrated thermometer to take the temperatures of all food products.
- b. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
- c. Wipe the thermometer temperatures of each food; wash stem, rinse, and sanitize.
- d. Take temperatures in the thickest part of the food item (usually in the center). Two readings should also be taken in different locations from each batch of food to assure thorough cooking to the appropriate end-point temperature.
- e. Record the end-point cooking temperature on the Daily Food Temperature Log.

**Corrective Action:**

Continue cooking food until the internal temperature reaches the required temperature.

**Verification and Record Keeping:**

Food and Nutrition Services employees will record product name, time, the two (2) temperatures/times and any corrective action taken on the Daily Food Temperature Log. The Head Cook will verify that all employees have taken the required cooking temperatures by visually monitoring staff and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Daily Food Temperature Logs are kept on file for a minimum of one year.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## COOLING POTENTIALLY HAZARDOUS FOODS

**Purpose:** To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly. When cooked food will not be served right away (or is left over and can be saved), it must be cooled as quickly as possible to prevent microbial growth. Temperatures will be taken during the cooling process to make sure that time and temperature standards are met to ensure the safety of food served to children.

**Scope:** This procedure applies to all Food and Nutrition Services employees who prepares, handles, and serves food.

### Instructions:

- A. All employees who prepare or serve food will be trained on how to use a food thermometer and how to cool foods using this procedure.
- B. Menu items will be batched cooked to decrease the need to cool potentially hazardous foods.
- C. Chill food rapidly using an appropriate cooling method:
  - Place food in shallow pans (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in cooler.
  - Stir the food in a container placed in an ice water bath.
  - Add ice as an ingredient. This works for foods that contain water as an ingredient, such as a soup or stew. The recipe can initially be prepared with less water than is required. Cold water or ice can then be added after cooking to cool the product and to provide the remaining water required in the recipe.
  - Separate food into smaller or thinner portions to reduce the quantity of the food being cooled. Cut large food items into smaller pieces or divide large containers of food into smaller containers.
  - Stir food to cool them faster and more evenly.
  - Pre-chill ingredients and containers used for making bulk items like salads.
- D. After cooking or hot holding, food shall be cooled from 140°F to 70°F within 2 hours AND from 70°F to 41°F within 4 hours. If it appears that food will not cool to 70°F within two hours, reheat it to 165°F or higher for at least 15 seconds within two hours. Then serve food or immediately begin the cooling process and use proactive means to speed cooling.
- E. If potentially hazardous foods are cooled too slowly, they must be discarded.
- F. Food prepared at room temperature shall be cooled to 41°F in 4 hours. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70°F to 41°F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70°F to 41°F within 4 hours.
- G. Food may not move through the temperature danger zone fast enough if the food is still hot when placed in the cooler or freezer. The food may also raise the temperature of the surrounding food items, placing them in the temperature danger zone (above 41-140°F).
- H. F. Before storing, cooled foods are labeled with the date and time they are prepared.

**Monitoring:**

- A. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
- B. Monitor temperatures of products every hour throughout the cooling process by inserting a thermometer into the center of the food and at various locations in the product.

**Corrective Action:**

- A. Reheat cooked hot food to 165°F or higher for at least 15 seconds and start the cooling process again using a different cooling method when the food is
  - a. Above 70°F and 2 hours or less into the cooling process; and
  - b. Above 41°F and 6 hours or less into the cooling process.
- B. Discard cooked hot food immediately when the food is
  - a. Above 70°F and more than 2 hours into the cooling process; and
  - b. Above 41°F and more than 6 hours into the cooling process.
- C. Use a different cooling method for prepared ready-to-eat foods when the food is above 41°F and less than 4 hours into the cooling process.
- D. Discard prepared ready-to-eat foods when the food is above 41°F and more than 4 hours into the cooling process.

**Verification and Record Keeping:**

Food and Nutrition Services employees will record temperatures and corrective actions taken on the Cooling Temperature Log. The Head, Assistant Head or Second Cooks will record if there are no foods cooled on any working day by indicating "No Foods Cooled" on the Cooling Temperature Log. The Head Cook will verify that employees are cooling food properly by visually monitoring staff during the shift and reviewing, initialing, and dating the temperature log each working day. The Cooling Temperature Log are kept on file for a minimum of one year.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **DATE MARKING REQUIREMENT (FDA) FOR READY-TO-EAT, POTENTIALLY HAZARDOUS FOOD.**

**Purpose:** To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness.

**Scope:** The procedure applies to all Food and Nutrition Services employees who prepare, store or serve food.

### **Instructions:**

#### **On-Premise Preparation.**

- A. Refrigerated, ready-to-eat, potentially hazardous food prepared and held refrigerated for more than 24 hours in a food service establishment shall be clearly marked at the time it was prepared to indicate the date by which the food shall be consumed, including the date of preparation or when opened.
  - This type of food must be held under refrigeration at 41°F or less and used within 7 days or less. At the end of this time it should be discarded.
  - Label food with a calendar date, i.e. Cut Cantaloupe, 9/2/05, 9:00am
  - Identify the day of the week, i.e. Cut Cantaloupe, Monday, 9:00am
- B. Ready-to-eat, potentially hazardous food prepared in a food establishment and then frozen, shall be marked:
  - When the food is thawed to indicate that the food shall be consumed within 24 hours (if intended for immediate use). At the end of this time it shall be discarded.
  - When the food is placed into the freezer to indicate the length of time before freezing that the food is held refrigerated, which is, including the day of preparation, 7 days or less if the food is held at 41F or less. At the end of this time it shall be discarded.
  - When the food is removed from the freezer, to indicate the date by which the food shall be consumed which is 7 days or less after the food is removed from the freezer, minus the time before freezing, that the food is held refrigerated if the food is maintained at 41 F or less and after freezing. At the end of this time it shall be discarded.

#### **Commercially Processed Food.**

- A. Refrigerated, ready-to-eat, potentially hazardous food prepared and packaged by a Food Processing Plant shall be clearly marked at the time the original container is opened in a food establishment, to indicate the date by which the food shall be consumed.
  - This is 7 days or less after the original container is opened if the food is held at 41°F or less. At the end of this time it shall be discarded.
- B. Ready-to-eat, potentially hazardous food prepared and packaged by a Food Processing Plant and subsequently opened and frozen in a food establishment shall be clearly marked:

- When the food is thawed to indicate that the food shall be consumed within 24 hours (if intended for immediate use). At the end of this time it shall be discarded.
- To indicate the time between opening of the original container and freezing that the food is held refrigerated, which is including the date of opening the original container: 7 days or less if the food is held at 41°F or less. At the end of this time it shall be discarded.
- When the food is removed from the freezer, to indicate the date by which the food shall be consumed which is 7 days or less after the food is removed from the freezer, minus the time before freezing, that the food is held refrigerated if the food is maintained at 41°F or less before and after freezing. At the end of this time it shall be discarded.

**Monitoring:**

The Head Cook or his/her designee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

**Corrective Action:**

Foods that are not date marked or that exceed the 7-day time period will be discarded.

**Verification and Record Keeping:**

The Head Cook will complete the Food Sanitation and Safety Checklist daily.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **EMPLOYEE HEALTH AND PERSONAL HYGIENE**

**Purpose:** All Food and Nutrition Services employees will maintain good personal hygiene practices to ensure food safety.

**Scope:** This procedure applies to all Food and Nutrition Services employees who handles, prepares and serves food.

### **Instructions:**

#### **Grooming:**

- A. Employees must wash their hair, brush their teeth, bathe and use deodorant daily.
- B. Fingernails shall be clean, short and neatly trimmed so the edges are not rough.
- C. All employees shall wash their hands (including under the fingernails) up to their elbows thoroughly with soap and hot water for a minimum of 20 seconds. Wash hands properly, frequently and at the proper times.

#### **Proper Attire:**

- A. Wear clean and neat garments.
- B. Wear school issued aprons at site (Do not wear apron to and from work and change the apron when it becomes soiled or stained).
- C. Take off apron before going to the restroom or other parts of the school building.
- D. Wear comfortable closed toe, leather type and low-heeled shoes. (Tennis shoes and medical shoes are recommended.) for standing and working on floors that can be slippery.
- E. Disposable gloves shall be worn by employees with any bandaged cuts, sores, rashes or lesions. Wounds and sores will be treated and bandaged immediately. Gloves will be worn when handling ready-to-eat foods that will not be heated again. Gloves will be worn when serving food
- F. When worn, gloves shall be changed as often as hand washing is required. Wash hands after discarding gloves.

#### **Hair Restraints and Jewelry:**

- A. Hair shall be pulled back away from the face and restrained in a hair net, pony tail or hat.
- B. Employees will not wear dangling or loose jewelry.

#### **Illness:**

- A. Report to work in good health. Signs or symptoms of illness (for example a sore throat with a fever, a cold with a excessively runny nose, excessive coughing or sneezing, vomiting, or diarrhea) need to be reported to the Head Cook. She will assign non-food related duties or sick leave.
- B. Instances of Hepatitis A, Salmonella Typhi, Shigella, or E. Coli 0157:H7 must be reported to the Head Cook / Director of Food and Nutrition Services.



**Cuts, Abrasions, and Burns:**

- A. Bandage any cut, abrasion, or burn that has broken the skin.
- B. Cover bandages on hands with gloves as appropriate.
- C. Inform the Head Cook of all wounds.

**Food Tasting:**

Taste food the correct way:

- A. Place a small amount of food in a separate container.
- B. Step away from exposed food and food contact surfaces.
- C. Use a teaspoon to taste the food. Remove the used teaspoon and container to the dishroom. Never reuse a spoon that has already been used for tasting.
- D. Wash hands immediately.

**Monitoring:**

The Head Cook or his/her designee will inspect employees when they report to work to be sure that each employee is following proper Personal Hygiene procedures. The Head Cook or designated employee will monitor that all staff are adhering to the Personal Hygiene Policy during all hours of operation.

**Corrective Action:**

Any Food and Nutrition Services employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded.

**Verification and Record Keeping:**

The Head Cook will verify that all site employees are following this policy by visually observing the employees during all hours of operation. The Head Cook or his/her designee will complete the Food Sanitation and Safety Checklist daily. Food and Nutrition Services employees will record any discarded food on the Daily Food Production Record, which will be kept on file for three years.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **EQUIPMENT CLEANING AND SANITIZING**

**Purpose:** Equipment is washed, rinsed, and sanitized after each use to ensure the safety of food served to children.

**Scope:** Employees who use equipment will be responsible for washing and sanitizing removable parts after each use.

### **Instructions:**

- A. Disassemble removable parts from equipment.
- B. Use the three-sink method to wash, rinse, and sanitize all parts. Verify sanitizer concentration for each meal period and as necessary as per policy.
  - Quaternary ammonium – 200 ppm and immerse for at least 30 seconds.
  - Chlorine – 50 ppm and immerse for at least 7 seconds.

An alternative method is to run all removable parts through the warewashing machine.

- C. Wash, rinse, and sanitize all food contact surfaces of the equipment that are stationary.
- D. Allow all parts of the equipment to air dry.
- E. Re-assemble the equipment.

### **Monitoring:**

The Head Cook will conduct a visual inspection of all equipment to be certain that it is being cleaned properly. The supplies needed to monitor temperatures and chemical concentrations will be provided.

### **Corrective Action:**

Any Food and Nutrition Services employee found not following this procedure will be retrained as needed.

### **Verification and Record Keeping:**

The Head Cook will verify that all site employees are following this policy by visually observing the employees during all hours of operation.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **EQUIPMENT AND FACILITY MAINTENANCE**

**Purpose:** The facility and equipment will be maintained to ensure the safety of the food served to children.

### **Scope/Instructions:**

The Head Cook in the school kitchen must:

- A. Take water temperature to ensure that hot (120° F) and cold (70° F) running water is available at all sinks.
- B. Check to make sure that there is no possibility of back siphonage.
- C. Cooling equipment (refrigerators, freezers, salad bars, serving line units, etc.) is routinely checked, calibrated if necessary, and is operating properly. Verify that temperatures of all cooling equipment are taken and recorded routinely to ensure proper calibration of thermometers and proper equipment operation. Temperatures of refrigeration and freezer units shall be recorded twice daily on unit temperature logs, at the beginning and end of the day.
- D. Verify all cooking and hot-holding equipment (warmers, steam tables, ovens, etc.) are routinely checked, calibrated if necessary, and is operating properly.
- E. Verify that temperatures are taken and recorded routinely to ensure proper calibration of thermometers and proper equipment operation.
- F. Monitor the maintenance of ventilation systems, ensuring that systems are adequately and regularly cleaned according to the set schedule.
- G. Handwashing facilities are located in food preparation, and food dispensing areas and inside or adjacent to toilet facilities and are equipped with liquid soap and disposable towels at all times.
- H. All food equipment and temperature measuring devices shall be maintained and calibrated weekly.
- I. Warewashing equipment is operating according to manufacturer's specifications.
- J. Food service operations must cease when hot water is absent, or when sewage or wastewater cannot be properly disposed.

The Director of Food and Nutrition Services and/or Head Cook will:

- A. Assure all equipment in the school food service kitchens is well maintained.
- B. Work with the school district's custodial department or contract with an equipment repair company to have regularly scheduled preventive maintenance done for all equipment.
- C. Review temperature logs to ensure that all are being completed and to determine problem areas.
- D. Follow up on any equipment issues or needs.
- E. Maintain all facility and equipment documentation with HACCP records.

### **Monitoring:**

The Director of Food and Nutrition Services and the Head Cook will monitor and review equipment maintenance needs to assure that all kitchen equipment is well maintained.

### **Corrective Action:**

Any equipment not well maintained will be reported to the custodial department as soon as it is noted.

**Verification and Record Keeping:**

The Head Cook will verify that all equipment and facility areas follow this policy by visually observing the kitchen during all hours of operation.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **FOOD PREPARATION AND HANDLING**

**Purpose:** To prevent foodborne illness by ensuring that all foods are handled appropriately.

**Scope:** This procedure applies to Food and Nutrition Services employees who prepare or serve food.

### **Instructions:**

- A. Food handlers must thoroughly wash their hands and nails for 20 seconds with warm soapy water before handling food. Wash hands in hand sinks. Dry hands with single use paper towels.
- B. Thaw all frozen and potentially hazardous foods in the refrigerator at 41°F or lower. The lowest shelf in the refrigerator will be used for thawing meat and poultry to prevent cross-contamination.
- C. DO NOT thaw food items on the counter at room temperature.
- D. Thawed foods shall not be refrozen unless cooked or processed.
- E. Raw products are separated from cooked and/or ready to eat products during preparation.
- F. Preparation of food at room temperature shall not exceed two (2) hours without a return to the refrigerator. TOTAL preparation of food at room temperature shall not exceed four (4) hours. It is better to take out only what you can set up in 20 minutes (batch set up).
- G. If thawed potentially hazardous foods are maintained above 41°F for more than four hours, the foods are discarded.
- H. If needed for immediate cooking, frozen potentially hazardous food products are thawed under potable running water at 70°F or lower and prepared within four hours. The frozen potentially hazardous food products can also be thawed in the microwave if these products are cooked conventionally immediately upon thawing.
- I. Clean and sanitize all surfaces, cutting boards and utensils that have been used in the preparation of raw meats and poultry prior to using for fruits, vegetables and ready to eat foods. Sanitizing Solution: 1 Tbsp. and 1 Tsp. of bleach per gallon of water.
- J. Ingredients for sandwiches, salads and fruits are placed in the cooler the day prior to preparation and service.
- K. Wear plastic gloves when handling food to avoid contact with foods. Replace gloves when they become soiled and when changing tasks.
- L. Food preparation shall not be done day of or no more than 24 hours in advance of use.
- M. Retain a sample of each meal in the refrigerator for three (3) days (label and date the meals). Discard after three days.

### **Monitoring:**

The Head Cook or his/her designee will verify that foods are prepared and handled safely through visually observing the kitchen staff during all hours of operation.

### **Corrective Action:**

Foods that are not prepared and/or handled properly will be discarded.

### **Verification and Record Keeping:**

The Head Cook will verify that all employees follow this policy by visually observing the kitchen during all hours of operation.

## **FOREIGN OBJECT (PHYSICAL HAZARD) FOUND IN FOOD**

**Purpose:** Food shall be inspected for the presence of any extraneous material that could cause disgust, alarm, or injury to customers.

**Scope:** The following procedures shall be used to prevent or minimize the presence of hard foreign objects and other unwanted material in food.

### **Instructions:**

- A. Keep can opener blade sharp and replace when they get dull.
- B. Inspect food for bones, bone chips and glass.
- C. Account for all metal staples, twist-ties, and nails used in packaging, and remove all packaging material from products.
- D. Never use metal scrubbing pads for cleaning food utensils or food preparation work surfaces.
- E. Wash fruits and vegetables and inspect these products for the presence of insects and worms.

### **Monitoring:**

Should a foreign object (physical hazard) be found in a food product:

- Save the object and the box/bag in which it came.

### **Corrective Action:**

Complete the Physical Hazard Incident Report. Keep two copies: one copy for school site file and send the other to the Director of Food Service.

- Report it to the Head Cook/Director of Food Service.

### **Verification and Record Keeping:**

All Food and Nutrition Services employees will follow this policy to prevent or minimize the presence of hard foreign objects and other unwanted material in food.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

**Physical Hazard Incident Report:**

Date: \_\_\_/\_\_\_/\_\_\_ Employee: \_\_\_\_\_

Time/meal: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Child's name: \_\_\_\_\_

Parent/guardian's name \_\_\_\_\_ Telephone: \_\_\_\_\_

Food item: \_\_\_\_\_

\_\_\_\_\_

Object description:

\_\_\_\_\_

Manufacturer's product information:

\_\_\_\_\_

\_\_\_\_\_

Summary of Incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of injury to child:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bag, label, and indicate current location of object:

\_\_\_\_\_

\_\_\_\_\_

Head Cook's Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Corrective action:

\_\_\_\_\_

\_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

## **GLOVES AND UTENSIL USE WHEN HANDLING READY-TO-EAT FOODS**

**Purpose:** To prevent foodborne illness due to hand-to-hand cross-contamination. Gloves and utensils will be used for handling all ready-to-eat foods.

**Scope:** This procedure applies to all Food and Nutrition Services employees who prepare, handle, or serve food.

### **Instructions:**

- A. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.
- B. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
- C. Use suitable utensils when working with ready-to-eat foods. Suitable utensils may include:
  - Single-use gloves
  - Deli tissue
  - Foil wrap
  - Tongs, spoodles, spoons, and spatulas
- D. Wash hands and change gloves:
  - Before beginning food preparation
  - Before beginning a new task
  - After touching equipment (such as walk-in cooler doors) or utensils that have not been cleaned and sanitized
  - After contacting chemicals
  - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
  - Handling money
  - Anytime a glove is torn, damaged, or soiled
  - Anytime gloves are in continual use for more than one (1) hour
  - After finishing handling raw meat and before handling cooked and ready-to-eat foods
  - Anytime contamination of a glove might have occurred
- E. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.

### **Monitoring:**

The Head Cook or designated employee will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

**Corrective Action:** Employees observed touching ready-to-eat food with bare hands will be retrained at the time of the incident. Ready-to-eat food touched with bare hands will be discarded. Purchase powder-free, non-latex gloves in appropriate sizes and appropriate utensils.

**Verification and Record Keeping:** The Head Cook will verify that all staff are using suitable utensils by visually monitoring employees during all hours of operation. The Head Cook will complete the Food Sanitation and Safety Checklist daily. The designated employee responsible for monitoring will record any discarded food on the Daily Food Production Record. The record will be kept on file for a minimum of three years.



## **HANDWASHING**

**Purpose:** To prevent foodborne illness caused by contaminated hands. All Food and Nutrition Services Personnel will follow proper handwashing practices to ensure the safety of food served to children.

**Scope:** This procedure applies to all staff that handles, prepares and serves food.

### **Instructions:**

- A. All Food and Nutrition Staff who prepares or serves food shall be trained on proper handwashing. Training will include instruction at the Back-to-School Food and Nutrition Services Inservice held annually.
- B. Handwashing signs and/or posters in a language understood by all Food and Nutrition Services staff will be posted near all handwashing sinks, in food preparation areas, and restrooms.
- C. The designated handwashing sinks shall be used for handwashing only. The sink will not be used for food preparation, dish washing or any other purpose.
- D. All handwashing stations shall include warm running water, soap, disposable paper towels, and a waste container.
- E. Handwashing sinks must be kept accessible anytime employees are present.
- F. Wash hands:
  1. Before beginning work, before putting on gloves & when changing gloves.
  2. Immediately before preparing food or handling food equipment.
  3. When moving from one food preparation area to another
  4. As often as needed during food preparation when contamination occurs.
  5. When switching between working with raw foods and when working with ready to eat or cooked foods.
  6. After touching face, nose, hair, glasses, clothes, skin or any other body parts.
  7. After sneezing or coughing, or using a tissue.
  8. After cleaning duties. After handling trash or garbage.
  9. After clearing tables, scraping, or washing dirty dishes and utensils.
  10. After smoking, eating, drinking, or chewing gum.
  11. In the restroom, after toilet use, and when you return to your work station.
  12. After any clean up activity such as sweeping, mopping or wiping counters.
  13. After touching dirty dishes, equipment, or utensils.
  14. After handling trash.
  15. After handling money.
  16. After any time the hands may become contaminated.

G. Follow proper handwashing procedures as indicated below:

1. Wet hands (including under the fingernails) and forearms vigorously and thoroughly with warm, running water (at least 100° F) and apply soap.
2. Scrub lathered hands and forearms, under fingernails and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5 to 10 seconds.
3. Use a sanitary nail brush to get under the fingernails.
4. Dry hands and forearms thoroughly with single-use paper towels.
5. Turn off water using paper towels.
6. Use paper towel to open door when exiting the restroom.

**Monitoring:**

The Head Cook or his/her designee will visually observe the handwashing practices of the Food and Nutrition Services staff during all hours of operation. In addition, the Head Cook or his/her designee will visually observe that handwashing sinks are properly supplied during all hours of operation.

**Corrective Action:**

Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately. Employees will be retrained to ensure proper handwashing procedure.

**Verification and Record Keeping:**

The Head Cook will complete the Food Sanitation and Safety Checklist daily to indicate that monitoring is being conducted as specified.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **HOLDING HOT AND COLD POTENTIALLY HAZARDOUS FOODS**

**Purpose:** To prevent foodborne illness by ensuring that all potentially hazardous foods are held at the proper temperature. All hot foods will be held hot (above 140° F) and cold foods will be held cold (below 41° F). Food temperatures will be taken during holding to ensure the safety of food served to children. When in doubt about food safety of food, it will be discarded.

**Scope:** This procedure applies to all Food and Nutrition Services employees who prepares or serve food.

### **Instructions:**

- A. Food and Nutrition Services employees who prepare or serve food will be trained on proper hot and cold holding procedures. Included in the training will be a discussion on the temperature danger zone.
- B. The department will comply with Minnesota Food Code:
  - Hot foods shall be held and served at an internal temperature of 140□ F or above.
  - Cold foods shall be held and served at an internal temperature of 41□ F or lower.
- C. Preheat steam tables and hot boxes.

### **Monitoring:**

#### **Hold Hot Foods:**

- A. Prepare and cook only as much food as is needed. Batch cooking is ideal for maintaining food temperature and quality.
- B. Use hot holding equipment that can keep hot foods at 140□ F or higher. Holding equipment should be preheated or prechilled to maintain the correct temperature, keeping in mind energy usage by not turning equipment on too far in advance.
- C. Follow manufacturer's instructions in using hot-holding equipment.
- D. Keep foods covered as much as possible to retain heat, maintain surface dehydration and to keep contaminants from falling into the food.
- E. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food. Record temperatures on the Daily Food Temperature Log.
- F. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
- G. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
- H. For hot-held foods:
  - Verify that the air/water temperature of any unit is at 140□ F or above before use.
  - Reheat foods in accordance with the Reheating Foods SOP.
  - All hot potentially hazardous foods should be at 140□ F or above before placing the food out for display or service.
  - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every two (2) hours thereafter.

- I. New product are never mixed with old product, to prevent cross-contamination.
- J. Raw potentially hazardous food is never mixed with cooked food.

**Hold Cold Foods:**

- A. Use cold holding equipment that can keep cold foods at 41°F or lower.
- B. Measure internal food temperatures using a calibrated thermometer. Record temperatures on the Daily Food Temperature Log.
- C. Protect cold foods from contaminants with covers or food shields.
- D. Place cold foods in pans or on plates first, never directly on ice. The only exceptions are whole fruits and vegetables. Ice used on a display should be self-draining. Wash and sanitize drip pans after each use.
- E. For cold foods held for service:
  - Verify that the air/water temperature of any unit is at 41°F or below before use.
  - Chill foods, if applicable, in accordance with the Cooling SOP.
  - All cold potentially hazardous foods should be at 41°F or below before placing the food out for display or service.
  - Take the internal temperature of food before placing it onto any salad bar, display cooler, or cold serving line and at least every two (2) hours thereafter.

**For Cold Foods in Storage:**

- A. Take the temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
- B. Chill food in accordance with the Cooling SOP if the food is not at 41°F or below.
- C. Verify that the air temperature of any cold holding unit is at 41°F or below before use and at least every 4 hours thereafter during all hours of operation.

**Corrective Action:**

**For Hot Food:**

- A. Reheat the food to 165°F for 15 seconds if the temperature is found to be below 140°F and the last temperature measurement was 140°F or higher and taken within the last two (2) hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
- B. If potentially hazardous foods are held out of temperature control in the temperature danger zone (41 F - 140 F) for more than four hours, they are discarded.
- C. Discard the food if it cannot be determined how long the food temperature was below 140°F.
- D. Transported foods are held hot at > 140 F or cold at < 41 F. If held at incorrect temperatures for more than four hours, food is discarded. If less than four hours, food to be served hot is reheated to 165 F for 15 seconds (reheated only once).

**For Cold Foods:**

- A. Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 F and the last temperature measurement was 41 F or below and taken within the last two hours.
  - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in cooler.
  - Stir the food in a container placed in an ice water bath.
  - Add ice as an ingredient.
  - Separate food into smaller or thinner portions.
- B. Repair or reset holding equipment before returning the food to the unit, if applicable.
- C. Discard the food if it cannot be determined how long the food temperature was above 41 F.

**Verification and Record Keeping:**

Food and Nutrition Services employees will record temperatures of food items and document corrective actions taken on the Daily Food Temperature Log. The Head Cook or a designated employee will record air temperature of coolers and cold holding units on the Refrigerator/Freezer Temperature Log. The Head Cook will verify that employees have taken the required holding temperatures by visually monitoring staff during the shift and reviewing the temperature logs at the close of each day. The temperature logs are kept on file for a minimum of one year.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **PREPARING COLD FOODS**

**Purpose:** Temperatures of all cold foods will be taken during preparation to ensure safety of all food served to children. All foods will be prepared using appropriate practices and procedures to ensure safety and sanitation.

**Scope:** This procedure applies to anyone who handles, prepares and serves cold foods.

### **Instructions:**

Employees preparing cold foods should:

#### **Prepare cold foods:**

- A. Pre-chill ingredients for foods served cold (sandwiches and salads) to 41° F or below before combining.
- B. Prepare foods at room temperature in 2 hours or less, working with small batches of food items. TOTAL time of food at room temperature must not exceed four hours. This includes time spent at receiving, assembly, and holding.
- C. Prepare raw products away from other products. This reduces the opportunity of cross contamination with any ready-to-eat foods.
- D. Discard thawed potentially hazardous foods that have been above 41° F for more than 4 hours.

#### **Maintain food contact surfaces:**

Clean and sanitize all surfaces, cutting boards, and utensils that have been used in the preparation of raw meats, poultry, and fish prior to using for fruits, vegetables, and ready-to-eat foods. Cleaning and sanitizing steps MUST be done separately in order to be effective.

#### **Monitoring:**

##### **Take temperatures:**

- A. Use a calibrated thermometer to take the temperature of designated food products.
- B. Wipe the thermometer with alcohol wipes prior to and after taking the temperatures of each food; or wash stem, rinse, and sanitize.
- C. Record temperatures on the Daily Food Temperature Log.

##### **Corrective Action:**

Cool food items until the internal temperature reaches the required temperature or discard.

##### **Verification and Record Keeping:**

Food and Nutrition Services employees will record product name, time, the two (2) temperatures/times and any corrective action taken on the Daily Food Temperature Log. The Head Cook will verify that all employees have taken the required cold food temperatures by visually monitoring staff and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Daily Food Temperature Logs are kept on file for a minimum of one year.

## **PURCHASING**

**Purpose:** Food is purchased only from approved vendors to assure the safety of food served to children.

**Scope:** The Director of Food and Nutrition Services will purchase food that is safe for the children served with the district.

### **Instructions:**

A. Understand regulations for specific foods:

- Purchase packaged or processed foods only from suppliers who received their products from licensed and reputable purveyors and manufacturers who adhere to good manufacturing practices.
- Fresh produce may be purchased directly from local growers as there is no inspection process for these non-potentially hazardous foods (with the exception of melons and fresh alfalfa sprouts). When making direct purchases, buyers should ensure packages are clean and will maintain the integrity of the food items, as communicated through product specifications.
- Meat (beef and pork), fresh shell eggs and poultry must be processed in a state locker or facility. State inspection is sufficient if the food is purchased by a foodservice within the state. These facilities are required to have a HACCP plan in place.
- Only pasteurized dairy products should be purchased for service to children. Pasteurized shell or processed eggs should be purchased for menu items not receiving heat treatment or not reaching 145° F. Pasteurized apple juice and cider should also be purchased for service to children.

D. Visit approved vendors, as needed, to ensure that they maintain clean warehouses.

E. Observe delivery vehicles to ensure cleanliness and temperature control.

F. Use written specifications to ensure that the vendor knows what is to be ordered and delivered each time.

### **Monitoring:**

- A. Develop and implement written product specifications to ensure products purchased consistently meet department expectations and monitor that these products are received.
- B. Request a written letter from all vendors indicating that they follow either a HACCP program or good manufacturing practices.
- C. Coordinate delivery times with vendors/suppliers to ensure that deliveries are made when they can be checked, including product temperatures.

### **Corrective Action:**

The Head Cooks and Food Service Systems Clerk will review order and delivery information to ensure orders and product specifications are being met, if they are not the vendor will be notified.

### **Verification and Record Keeping:**

The Head Cook and Food Service Systems Clerk will verify that specified products are received from vendors, based on the invoice received. The product specifications and invoices are kept on file a minimum of three years.

## RECEIVING

### HOME-PREPARED FOOD

No home-prepared or home-canned food shall be received, served or stored at any school sites.

**Purpose:** To ensure that all food is received fresh and safe when it enters the foodservice operation, and to transfer food to proper storage as quickly as possible. All food should be checked for proper conditions as it is received in the facility.

**Scope:** This procedure applies to Food and Nutrition Services employees who handles, prepares and serves food.

#### Instructions:

- A. The Head Cooks will train staff who accept deliveries on proper receiving procedures.
- B. Post the delivery schedule including the names of vendors, days and times of deliveries, and driver's name.
- C. Organize freezer and refrigeration space, loading dock, and storerooms before deliveries.
- D. Gather purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
- E. Keep receiving area clean and well lighted.
- F. Do not touch ready to eat foods with bare hands.
- G. Compare delivery invoice against products ordered and products delivered.
- H. Transfer foods to their appropriate locations as quickly as possible.

#### General Principles:

- A. Receive only one delivery at a time.
- B. Potentially hazardous foods (foods in which microorganisms are able to grow rapidly – they are often moist, high in protein, and have a neutral or slightly acidic pH) are removed from the Temperature Danger Zone (41-140 F) and placed in storage as quickly as possible.
- C. Check to make sure frozen foods is in a solid frozen state, at not more than 10°F, and does not show evidence of thawing and re-freezing. Common signs of thawing and refreezing are large ice crystals on the surface and frozen juices or liquids in the package.
- D. Store frozen items in the freezer immediately upon delivery
- E. Reject any food that has been partially thawed.
- F. Check to ensure that cold, refrigerated foods are received at or below 41°F and stored immediately.
- G. Only accept pasteurized dairy products.
- H. Record the date of receipt on the outside of each package, and a use-by-date if applicable.
- I. Check delivery invoice against all items delivered.
- J. Reject potentially hazardous foods that are not at acceptable temperature, Reject any food that appears to be spoiled – evaluate by odor, sight and touch, and reject any canned goods that



appear damaged (dented, bulging, swelled tops or bottoms, leaking, incomplete labels, flawed seals or rust). Notify the Food Service Systems Clerk as soon as the damage is noticed, follow instructions on return or disposal.

- K. Evaluate quality of products by odor, sight and touch. Unacceptable products should be rejected. Products must meet order specifications and quality requirements. If any foods are deemed unacceptable, they should be rejected and put in a designated area for credit. Make note on invoice of any items rejected.
- L. All food shall be labeled on the side that will face the front, with estimated use-by date to assure quality.

**Monitoring:**

- A. All food shall come from approved sources.
- B. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered in a refrigerated truck.
- C. Check the interior temperature of refrigerated trucks.
- D. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different than what is indicated on the delivery schedule, contact the vendor immediately.
- E. Check frozen foods to ensure that they are frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
- F. Check the temperature of frozen and refrigerated foods:
  - 1. Inspect Incoming Products. Check temperatures of refrigerated (below 41°F) and frozen foods, using a calibrated thermometer, upon delivery and record on the invoice for all deliveries coming in between 6:00am and 1:00pm.
  - 2. Return all cold foods that should be stored below 41°F that are delivered above 41°F.
  - 3. Check at random and immediately record the temperature of three different types of potentially hazardous food (PHF) items for each delivery (i.e. dairy products, frozen meats, fresh deli-sliced meats). Record date, employee initials, vendor, product name, and temperature of these products on the Receiving Temperature Log.
  - 4. For fresh meats, fish and poultry, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41°F or below.
  - 5. Milk. All fluid milk shall be served in unopened container at less than 41 F.
  - 6. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41°F, it may be necessary to take the internal temperature before accepting the product.
  - 7. For eggs, the interior temperature of the truck should be 45°F or below.
  - 8. Place foods in the proper storage area (cooler or freezer) quickly to avoid potential bacterial growth.
- G. Check dates of milk, eggs and other perishable goods to ensure safety and quality.

- H. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.
- I. Receiving Dry Goods:
1. Dry goods are dry, free of mold, and free of insects. Packages are not to be punctured, slashed or torn. If so, they are not to be accepted.
  2. If there are no labels on the side of the container, labels and dates for all stored food products shall be placed on the side of the container and facing front (rather than just the lids). All bulk food and food ingredient containers shall be labeled with the common name of the product.
  3. Inspect cans for leaks, incomplete labels, dents, bulges, and other visible signs of damage.
  4. Date boxes and can with receiving date.
  5. Separate chemicals from foods.
  6. Send the Receiving Temperature Log to the Food Service Systems Clerk every Friday.
  7. Reject and remove damaged packages or cases. Return for credit.
- J. The Food Service Systems Clerk should be notified of any substandard food item to determine if the product should be kept, discarded, salvaged, or returned to the supplier on the delivery vehicle for credit.

**Corrective Action:**

Reject the following:

- Frozen foods with signs of previous thawing.
- Cans that have signs of deterioration – swollen sides and ends, flawed seals or seams, dents, or rust.
- Punctured packages
- Expired foods
- Foods that are out of safe temperature zone and deemed unacceptable by the established rejection policy.

**Verification and Record Keeping:**

Record temperature and corrective action on the delivery invoice or on the Receiving Temperature Log. The Head Cook will verify that Food and Nutrition Services employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the Receiving Temperature Log at the close of each day. Receiving Temperature Logs are kept on file for a minimum of one year.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **REHEATING/REUSING PREPARED POTENTIALLY HAZARDOUS FOODS**

**Purpose:** To prevent foodborne illness by ensuring that all foods are reheated to the appropriate internal temperature. All food production employees will reheat cooked food to 165° F for 15 seconds to assure the safety of the food.

**Scope:** This procedure applies to Food and Nutrition Services employees who prepare or serve food.

### **Instructions:**

Food and Nutrition Services employees who prepare or serve food will be trained on using a food thermometer and how to reheat foods using this procedure.

- A. Remove leftover food from the freezer or refrigerator.
- B. Check the temperature of the food to make sure it is lower than 41° F using a calibrated thermometer.
- C. Reheating shall be done in the oven; hot holding units shall not be used for heating or reheating.
- D. All leftovers (school made and commercially processed foods) shall be reheated to an internal temperature of at least 165° F prior to serving and holding. Record temperatures. The goal is to take the food through the temperature danger zone (41° F - 140° F) as quickly as possible. The following products can be reheated:
  - Any food that is cooked, cooled, and reheated for hot holding
  - Leftovers reheated for hot holding
  - Products made from leftovers, such as soup
  - Precooked, processed foods that have been previously cooled
- E. Reheat food only once to maintain product quality. Discard any food that is left.
- F. If potentially hazardous foods are held in the temperature danger zone (41° F - 140° F) for more than four hours, they are discarded.
- G. Foods reheated in a microwave must be heated to 165° F. The food should stand for two minutes so the heat spreads evenly throughout. If possible, the food should be stirred or rotated.
- H. Foods to be reused are heated to 165° F for 15 seconds (in the thickest part) within two hours. If not, product is discarded.
- I. Refrigerated, ready-to-eat, potentially hazardous foods that are prepared and held for more than 24 hours must be used within seven days or less if food is held at 41 F or lower, or four days or less if held at 45 F or lower, from the date the foods are prepared.
- J. Serve reheated food immediately or transfer to an appropriate hot holding unit.

### **Monitoring:**

- A. Use a clean, sanitized, and calibrated probe thermometer.
- B. Take at least two internal temperatures from each pan of food.

### **Corrective Action:**

Continue reheating/heating food if the internal temperature does not reach the required temperature.

**Verification and Record Keeping:**

Food and Nutrition Services employees will record product name, time, the two temperatures/times, and any corrective action taken on the Daily Food Temperature

Log. The Head Cook will verify that employees have taken the required reheating temperatures by visually monitoring staff during the shift and reviewing, initialing, and dating the Daily Food Temperature Log at the close of each day. The Daily Food Temperature Logs are kept on file for a minimum of one year.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **RESPONDING TO A FOODBORNE ILLNESS COMPLAINT**

**Purpose:** All Food and Nutrition Service employees will respond to a complaint of a foodborne illness promptly and will show concern for the individual making the complaint.

**Scope:** This procedure applies to Food and Nutrition Services employees.

### **Instructions:**

- A. Follow these steps in the event of a suspected foodborne illness outbreak:
- B. Indicate concern for the individual and let that person know that the complaint will be referred to the Head Cook.
- C. Contact the Head Cook.
- D. Write down information about the complaint and fill out all the information on the Foodborne Illness Reports.
- E. The Head Cook will:
  1. Talk with the individual making the complaint. Get basic information required to complete the Foodborne Illness Reports.
  2. Students with symptoms shall be released from school to get necessary medical attention.
  3. Remove food from service and store it in the refrigerator – mark with “Do Not Eat” and date it.
  4. Call the Director of Food and Nutrition Services at 231-8521 to report the suspected outbreak.
- F. The Director of Food and Nutrition Services will call the Ramsey County Environmental Health Inspector for assistance in the investigation.

### **Monitoring:**

- A. The Director of Food and Nutrition Services will call the School District Nurse to be on the scene to assess and document:
  1. Symptoms
  2. Names phone numbers and addresses of students and staff affected.
  3. Physician’s names and phone numbers.

### **Corrective Action:**

The school district will assign one (1) spokesperson (Superintendent’s Office) through whom information is communicated with the Environmental Health Department and Media.

### **Verification and Record Keeping:**

Complete Form for Suspected Foodborne Illness, on the next page.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

**PRELIMINARY FOODBORNE INVESTIGATION**

Name of person who became ill \_\_\_\_\_ Location/Site \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Callers Name \_\_\_\_\_ Address \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Suspected food eaten \_\_\_\_\_ Date of incident \_\_\_\_\_ Time \_\_\_\_\_

Onset date of symptoms \_\_\_\_\_ Was a doctor seen? YES or NO. Please explain Diagnosis/Results:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ COPIES OF TEST COMPLETED AND RESULTS WOULD BE APPRECIATED.

Clinic Name \_\_\_\_\_ Doctor Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**SYMPTOMS**

Vomiting: #of days \_\_\_\_\_ #of times \_\_\_\_\_ Diarrhea: #of days \_\_\_\_\_ #of times \_\_\_\_\_

(Circle if applicable: Bloody, Explosive, Watery)

Please indicate by noting Y for Yes and N for No, if any of the following symptoms occurred:

Fever \_\_\_ Chills \_\_\_ Cramps \_\_\_ Cough \_\_\_ Itching \_\_\_ Headache \_\_\_ Rash \_\_\_

Perspiration \_\_\_ Nausea \_\_\_ Muscle Ache \_\_\_ Dizziness \_\_\_ Numbness \_\_\_ Double Vision \_\_\_

**FOOD HISTORY**

List all foods consumed at restaurants or from caterers:

First 24 hours of date meal consumed:

Dinner \_\_\_\_\_ Where \_\_\_\_\_ Time \_\_\_\_\_

Lunch \_\_\_\_\_ Where \_\_\_\_\_ Time \_\_\_\_\_

Breakfast \_\_\_\_\_ Where \_\_\_\_\_ Time \_\_\_\_\_

Second 24 hours of meal consumed:

Dinner \_\_\_\_\_ Where \_\_\_\_\_ Time \_\_\_\_\_

Lunch \_\_\_\_\_ Where \_\_\_\_\_ Time \_\_\_\_\_

Breakfast \_\_\_\_\_ Where \_\_\_\_\_ Time \_\_\_\_\_

Third 24 hours of meal consumed:

Dinner \_\_\_\_\_ Where \_\_\_\_\_ Time \_\_\_\_\_

Lunch \_\_\_\_\_ Where \_\_\_\_\_ Time \_\_\_\_\_

Breakfast \_\_\_\_\_ Where \_\_\_\_\_ Time \_\_\_\_\_

Was the food bought from the hot lunch line or snack bar? \_\_\_\_\_

Are there any other ill individuals that you are aware of with the same symptoms?(including pets)

Explain:

\_\_\_\_\_

Please note anything unusual noticed about the meal (such as taste, temp....)

\_\_\_\_\_

## Food Related Complaint Reporting Form Instructions:

Supervisor:

- Listen carefully.
- Do not become defensive.
- Never speculate.

Ask:

Date and time complaint received:

Person Reporting Complaint:

Who became ill?

Name:

Age/Grade: Sex:

Name and phone number who we can report back to or respond to (indicate if parent, nurse, or other relationship): Name:

Phone Number: Relationship:

When did the person become ill?

- Started at a.m. or p.m. Day: Date:
- Lasted until a.m. or p.m. Day: Date:
- Symptoms: List each symptom:
- Was medical attention sought? When and where:
- Were samples collected? What facility:
- When was last meal before symptoms began:
- What items were eaten (use production record or menu for prompting):

Thank you for the information. I am going to report this immediately and send this information to our Director of Food and Nutrition Services. May she call you at phone number.

Inform the school nurse (of the office, if the nurse is not there) that you have received a complaint.

- Complete this form, Gather your production records for the menu days in questions, and your temperature logs
- Check for any leftover food from that meal. Label and date and hold until otherwise instructed by the Director of Food and Nutrition Services. Call the Director. Samples may be sent to an independent microbiological laboratory for testing.



If two or more persons report illness, report immediately to Food and Nutrition Services Director. Do not leave on voice mail nor send an email. If you cannot reach one of these people in person, then call the office and ask for the Director to be paged or call on her cell phone 979-9296.

**Director:**

**Action to be taken:**

- Sent food items for sampling. List foods and date sent:
- Discussed with supervisor. Any additional information:
- Communicated with person identified by supervisor. Information shared:
- File in HACCP/SOP/Recordkeeping: Food Related Complaints by school year.

Any food related complaints that involve the health department will be filed as a separate record Foodborne Illness Reporting with month and year and school whether it was substantiated as a foodborne illness or not. These investigations will involve the Head Cook and Food and Nutrition Services Director.

**Foodborne Illness Incident Report**

Date occurred: \_\_\_\_\_ School: \_\_\_\_\_

Time/meal: \_\_\_\_\_

Child's name: \_\_\_\_\_

Parent or guardian's name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Physician contact information: \_\_\_\_\_

Health Dept. contact name & date: \_\_\_\_\_

Suspected Food Item(s) & Manufacturer's Product Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of preparation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Symptoms: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recall of activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bag, label, date, and indicate current storage location of food:

\_\_\_\_\_  
\_\_\_\_\_



## **SACK LUNCHES**

**Purpose:** Food and Nutrition Services employees and teachers/school staff will work together to ensure that sack lunches served to children are safe to eat.

**Scope:** This procedure applies to anyone who handles, prepares and serves cold foods.

### **Instructions:**

All employees in Food and Nutrition Services must:

- A. Follow all personal hygiene standard operating procedures.
- B. Prepare and store sack lunches according to standard operating procedures.
- C. Use gloves for handling all ready-to-eat foods.

Teachers or school staff who order sack lunches must:

- A. Place the order at least two (2) weeks before the event and confirm final count three days prior to the event.
- B. Select a menu from options provided.
- C. Observe appropriate food handling techniques such as:
  1. Wash hands prior to distributing meals.
  2. Maintain cold temperatures of food.
  3. Discard ALL extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures. The temperature danger zone is between 41°F and 140°F.
- D. Return all equipment to the School Food and Nutrition Services Department within 24 hours of the event.

### **Monitoring:**

The Head Cook will prepare appropriate menu options and take the order from the teacher/staff member.

### **Corrective Action:**

The Head Cook will visually observe employees assembling sack lunches to ensure that they follow standard operating procedures. If they are not, the Head Cook will retrain while the lunches are being assembled.

### **Verification and Record Keeping:**

The Head Cook or his/her designee will accept and inspect returned equipment. If equipment is not returned or is returned damaged, the teacher/staff member will be billed for the cost of replacing the equipment. The meals counts will be recorded on the Daily Food Production Record.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **SERVICE OF FOOD**

**Purpose:** All food is served in a manner to ensure food safety.

**Scope:** Employees involved in the service of food must follow the procedures outlined below to ensure its safety.

### **Instructions:**

#### **Good Personal Hygiene:**

- A. Wash hands before handling trays, silverware and food.
- B. Do not touch cooked or ready-to-eat foods with bare hands. Use gloves or utensils.
- C. Wash hands between each different task. For example, if the same employee is loading dirty dishes and taking out clean dishes, a thorough handwashing must be done between the two tasks. Dipping hands in sanitizer is not an acceptable practice.
- D. Do not eat or drink in food production or service areas.

#### **Service utensils and serviceware:**

- A. Clean and sanitize utensils before using them. Use separate utensils to serve each food item.
- B. Store utensils properly with the handle extended above the container, or on a clean and sanitized food-contact surface.
- C. Use serving utensils with long handles to keep hands away from the food item.
- D. Handle all glassware without touching outer or inner rim. Trays and dishes should be handled by the bottom or outer rim only. Avoid touching any surface that may contact food.
- E. Hold flatware and utensils by the handles.

#### **Cleaning/Sanitation:**

- A. Clean the area on and around the service line, using warm soapy water and clean cloths. Thoroughly rinse area after cleaning.
- B. Sanitize the area on and around the service line, using an approved sanitizer.
- C. Maintain area cleanliness before service begins and as needed throughout service.
- D. Use designated cloths for cleaning only for food spills.

#### **Service:**

- A. Take temperatures of foods at the beginning of each service period.
- B. Record temperatures on Daily Food Temperature Log along with employee initials.

#### **Monitoring:**

The Head Cook will monitor employees to ensure that proper service techniques are being followed.

#### **Corrective Action:**

Employees that are observed not using the proper procedure will be retrained immediately.

#### **Verification and Record Keeping:**

The Head Cook will complete the Food Sanitation and Safety Checklist daily to indicate that monitoring is being conducted as specified.

## **SERVICE TEMPERATURES**

**Purpose:** Temperatures of all hot and cold foods are taken during service to ensure that foods are maintained at appropriate temperatures to ensure the safety of food served to children.

**Scope:** Employees who will be setting up the service lines and serving food must follow these procedures.

### **Instructions:**

- A. Use a calibrated thermometer to take temperatures of food products.
- B. Wipe the thermometer stem with a new alcohol wipe prior to taking the temperature of any food item.
- C. Take temperatures of all hot foods as soon as they are put on the serving line.
- D. Take temperatures of all cold foods as they are put on the serving line or salad bar.
- E. Take temperature of milk before the serving line begins.

### **Monitoring:**

The Head Cook or his/her designee will monitor that all temperature is within the critical limits:

- Hot foods are at or above 140° F.
- Cold foods are at or below 41° F.

### **Corrective Action:**

The Head Cook or his/her designee will take corrective action, if needed. If hot foods are below 140° F, they must be heated to above 165° F for 15 seconds before serving. If cold foods are above 41° F, they must be chilled to below 41° F before serving.

### **Verification and Record Keeping:**

Food and Nutrition Services employees will record product name, time, the temperatures/times and any corrective action taken on the Daily Food Temperature Log. The Head Cook will verify that all employees have taken the required food temperatures by visually monitoring staff and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Daily Food Temperature Logs are kept on file for a minimum of one year. These logs are kept on file in the site's kitchen, attached to the Daily Food Production Record.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **STORAGE**

**Purpose:** All food items will be stored and rotated properly to prevent foodborne illness and the use of old products for the children we serve.

**Scope:** The procedures outlined below will be followed within each kitchen and by all Food and Nutrition Services employees within the district.

### **Instructions:**

- A. Refrigerators must maintain food's internal temperature of between 32F and 41F and are checked at the beginning and end of the day.
- B. Freezers must keep food frozen. Freezer temperature is 0F or below and is checked at the beginning and end of the day.
- C. Food must be labeled, dated and rotated on a First In, First Out (FIFO) basis. Items are labeled with date received.
- D. Store raw ground beef on the lowest shelf, separate from cooked and ready-to-eat foods, never above cooked foods.
- E. Potentially hazardous foods are stored no more than seven days at 41F or for four days at 45F, from the date of preparation. Products are dated.
- F. All foods stored in the refrigerator or freezer is covered, labeled and dated.
- G. Food is stored in its original container if the container is clean, dry and intact. If necessary, food is re-packaged in cleaned and labeled containers.
- H. Maintain dry storage temperature between 50 F and 70F.
- I. Dry storage areas must be clean and free from insects and vermin.
- J. Food items should be stored on shelves 6" from the floor.
- K. NEVER store food items near chemicals and cleaning supplies. Detergents, sanitizers, polishes and other cleaning agents never should come in contact with food and are stored in original containers.

### **Monitoring:**

The Head Cook and all Food and Nutrition Services employees will visually observe that all foods are being stored, labeled, and used properly during all hours of operation. The Stock Rotation Chart found on the following page will be followed within all kitchens.

### **Corrective Action:**

Discard any food that is contaminated or outdated. Label and/or properly store all food.

### **Verification and Record Keeping:**

The Head Cook will complete the Food Sanitation and Safety Checklist daily to indicate that monitoring is completed. Food and Nutrition Services employees will record the name of the contaminated or outdated food, date, time, and the reason why the food was discarded on the Daily Food Production Record or the Damaged or Discard Product Log. The Head Cook will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Daily Food Production Record, which are kept on file for a minimum of three years.

## STOCK ROTATION

All incoming food shall be dated with the date it is received and stored so that the oldest food will be used first. New inventory (cans, boxes and cases) will be placed behind the older inventory (FIFO). For highest quality, all food should be used before its code date expires.

Recommended Stock Rotation Chart to Assure Quality:

Food	Temperature	Length of Storage	
Refrigerated Products:			
Raw meat, fish and poultry	< 41°F	< 3 days	
Deli cooked meats, hotdogs, luncheon meat	< 41°F	< 5 days	
Cooked dishes with: eggs, meat, milk, fish, poultry, and cream filled pastries	< 41°F	< 2 days	
Eggs	< 41°F	< 2 days	
Shell eggs, raw and reconstituted eggs	< 41°F	< 1 day	
Fluid milk	< 41°F	1 week	
Reconstituted milk	< 41°F	5 days after code date	
Butter	< 41°F	5 days	
Hard cheese (cheddar, Romano, etc.)	< 41°F	2 weeks	
Soft cheese (cottage cheese, cream cheese)	< 41°F	2 weeks	
Apples	< 41°F	3 to 7 days	
Berries	< 41°F	2 weeks	
Bananas, pears, grapes, pineapple, peaches	< 41°F	5 days	
Oranges	< 41°F	5 days	
Plums, Cranberries	< 41°F	2 weeks	
All fresh vegetables except potatoes squash and root vegetables	< 41°F	2 to 5 days	
Dry Storage			
Non-perishable food items	50°F to 70°F	60% Humidity	1 year
Frozen Food	0°F	12 months	



## **STORING AND USING POISONOUS OR TOXIC CHEMICALS**

**Purpose:** To prevent foodborne illness by chemical contamination.

**Scope:** This procedure applies to all Food and Nutrition Services employees who use chemicals in the kitchen.

### **Instructions:**

- A. School Food and Nutrition Services employees will be trained on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits as specified in this procedure.
- B. The Head Cook will designate a location for storing the Material Safety Data Sheets (MSDS) in an area where all employees have access to them.
- C. Label and date all poisonous or toxic chemicals with the common name of the substance.
- D. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing and partitioning.
- E. Limit access to chemicals by use of locks, seals, or key cards.
- F. Maintain an inventory of chemicals.
- G. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
- H. Mix, test, and use sanitizing solutions as recommended by the manufacturer and state or local health department.
- I. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
- J. Follow manufacturer's directions for specific mixing, storing, and first aid instructions of chemicals.
- K. Do not use chemical containers for storing food or water.
- L. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
- M. Label and store medicines for employee use in a designated area away from food and food contact surfaces. Do not store medicines in food storage areas.
- N. Store refrigerated medicines in a covered, leak proof container, where they are not accessible to children, and cannot contaminate food.

### **Monitoring:**

Head Cooks and Food and Nutrition Services employees will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

### **Corrective Action:**

Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals.

### **Verification and Record Keeping:**

The Head Cook/Manager will complete the Food Sanitation and Safety Checklist daily to indicate that monitoring is completed. Food and Nutrition Services employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Daily Food Production Record. The Head Cook/Manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Daily Food Production Record each day. The Daily Food Production Records are kept on file for a minimum of three years.

## **TASTING METHOD**

**Purpose:** All Food and Nutrition Services employees will use the correct and sanitary method to prevent contamination and ensure food safety.

**Scope:** This procedure applies to all Food and Nutrition Services employees who are required to prepare and taste test food items.

### **Instructions:**

- A. Remove a sample of a product from the container to a small bowl or plate.
- B. Move away from the original food container or preparation area.
- C. Sample the product by tasting.
- D. Never re-use a used spoon.

### **Monitoring:**

The Head Cook/Manager will visually observe employees while taste testing food products to ensure that they follow standard operating procedures.

### **Corrective Action:**

If the employee is not using the correct taste testing method, the Head Cook/Manager will retrain the employee immediately.

### **Verification and Record Keeping:**

The Head Cook/Manager will visually observe employees while taste testing food products to ensure that they follow standard operating procedures. No record keeping process is necessary.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **TRANSPORTATION OF FOODS FROM A CENTRAL OR SITE KITCHEN TO A SATELLITE LOCATION**

**Purpose:** Food will be transported in a manner to ensure its quality and safety.

**Scope:** Food and Nutrition Services employees involved in the production or transportation of food from a central or site kitchen to a satellite location must be responsible for the safety of food handled. Steps include:

1. Preheating holding equipment.
2. Calibrating thermometers each week or sooner, if dropped or inaccurate.
3. Using calibrated thermometers to take food temperatures.
4. Recording temperature and time in Daily Food Temperature Log or on the Daily Food Production Record with employee initials.

### **Instructions:**

- A. Prior to transport, employee at central or site kitchen should:
- B. Take temperature of food during loading.
- C. Hot foods shall be transported to satellites in warmers maintaining 140° F or above.
- D. Cold food shall be transported to satellites in coolers with cold keepers (to maintain temperature at 41° F or below) on the regular delivery trucks.
- E. Record temperatures on Daily Food Temperature Log or the Daily Food Production Records and initial the entry.

### **Employees at Satellite Location:**

- A. Take and record food temperatures, on the transport sheet, upon arrival at the satellite location. Employee should initial the entry.
- B. Hot food that is delivered below 140° F shall be reheated to an internal temperature of 165° F.
- C. Leftovers should be discarded, if there is not proper refrigeration on site. Record leftovers on the Daily Food Production Record and initial entry.
- D. No food will be returned to the central or site kitchen.

### **Monitoring:**

The Head Cook or his/her designee will monitor that all temperature is within the critical limits before loading for transport:

- Hot foods are at or above 140° F.
- Cold foods are at or below 41° F.

### **Corrective Action:**

The Head Cook or his/her designee will take corrective action, if needed. If hot foods are below 140° F, they must be heated to above 165° F for 15 seconds before serving. If cold foods are above 41° F, they must be chilled to below 41° F before transporting.

**Verification and Record Keeping:**

Food and Nutrition Services employees will record product name, time, temperatures and any corrective action taken on the Daily Food Temperature Log or the Daily Food Production Record. The Head Cook will verify that all employees have taken the required food temperatures by visually monitoring staff and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## USE OF THERMOMETERS

**Purpose:** Temperatures will be taken at all steps in the flow of food – receiving, storage, preparation, cooking, transporting, and serving – with calibrated thermometers to ensure the safety of food served to children.

**Scope:** Food and Nutrition Services employees involved in the production or service of food must take temperatures at critical steps throughout the flow of food using the following procedures:

### Instructions:

If you misplace your thermometer, call the Food Service Systems Clerk to request a new one: ext. 8529.

### How to Measure the Temperature of Food:

- A. Use a calibrated thermometer.
- B. Sanitize stem of thermometer with an alcohol wipe or insert stem into sanitizing solution for at least 5 seconds, then air dry.
- C. Insert end of the sanitized thermometer into one of the following locations, depending on the type of food:
  - The thickest part of the product for meat, poultry, or fish
  - The center of the item
  - Between two packages of refrigerated or frozen packaged foods
  - Until at least 2 inches are submerged in milk and other liquids
  - By folding the bag over the stem of the thermometer or probe for bulk milk or liquids
- D. Make sure the tip of the thermometer does not poke through the food.
- E. Measure the temperature for at least 15 seconds. The range to temperatures in which bacteria multiply rapidly is called the “Temperature Danger Zone”. It is 41°F to 140°F. Food shall be kept either below 41°F or above 140°F.
- F. Read thermometer and record temperature.
- G. Sanitize stem of thermometer and store it in protective cover in an accessible location.

### General Thermometer Guidelines:

- A. Keep thermometers and their storage cases clean, stored safely, and easily accessible.
- B. Use bi-metallic stem or digital thermometers or thermocouples. Do not use glass thermometers filled with mercury or spirits.
- C. Wait at least 15 seconds for the thermometer reading to steady before recording the temperature.
- D. Take two (2) temperatures in different locations, since product temperatures can vary throughout the food item.
- E. Insert the thermometer into liquids and hold. Do not allow the thermometer’s sensing area or probe touch the sides or bottom of the container.

**Monitoring:**

The Head Cook/Manager will visually observe employees using thermometers to ensure that they follow standard operating procedures.

**Corrective Action:**

If the employee is not using the thermometer correctly, the Head Cook/Manager will retrain the employee immediately.

**Verification and Record Keeping:**

The Head Cook/Manager will visually observe employees while taking temperatures to ensure that they follow standard operating procedures. The Head Cook will verify that thermometers are used and calibrated and the Thermometer Calibration Record will be kept on file for three years.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **WASHING FRUITS AND VEGETABLES**

**Purpose:** To prevent or reduce risk of foodborne illness or injury by contaminated fruits and vegetables.

**Scope:** This procedure applies to Food and Nutrition Services employees who prepare and serve food.

### **Instructions:**

- A. All Food and Nutrition Services employees who prepare or serve food will be trained on how to properly wash and store fresh fruits and vegetables.
- B. Wash hands using the proper procedure.
- C. Wash, rinse, sanitize, and air-dry all food contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
- D. Follow manufacturer's instructions for proper use of chemicals.
- E. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
  - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
  - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
- F. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the FDA/Minnesota Food Code. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
- G. Scrub the surface of firm fruits and vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
- H. Remove any damaged or bruised areas.
- I. Label, date, and refrigerate fresh-cut items.
- J. Serve cut melons within 7 days if held at 41°F or below (see SOP for Date Marking Ready-to-Eat, Potentially Hazardous Foods).
- K. Do not serve raw seed sprouts to highly susceptible populations such as pre-school-age children.

### **Monitoring:**

The Head Cook/Manager will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation. In addition, Food and Nutrition Services employees will check daily the quality of fruits and vegetables in cold storage.

### **Corrective Action:**

Unwashed fruits and vegetables will be removed from service and washed immediately before being served. Unlabeled fresh cut items will be labeled and dated. Discard cut melon held after 7 days.

### **Verification and Record Keeping:**

The Head Cook/Manager will complete the Food Sanitation and Safety Checklist daily to indicate that monitoring is being conducted as specified in this procedure.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **VISITORS IN FOOD AND NUTRITION SERVICES**

**Purpose:** Visitors (including students, non-production staff, vendors, and volunteers) in the Food and Nutrition Services Department will be kept to a minimum.

**Scope:** When visitors are present, they must adhere to food safety practices followed in the department.

### **Instructions:**

- A. Limit the access of visitors in the food production areas.
- B. Provide hair restraints for all visitors to food production areas.
- C. Ask all visitors to wash their hands following Food and Nutrition Services operation's procedures.
- D. Post signs to inform visitors of the following procedures:
  - Limited access to Food and Nutrition Services Production areas.
  - Location of and proper use of hair restraints.
  - Location of and proper use of handwashing stations.

### **Monitoring:**

All Food and Nutrition Services employees will monitor visitors in production areas to ensure that procedures are followed.

### **Corrective Action:**

If visitors do not follow food safety practices while in the department, the Food and Nutrition Services staff will retrain immediately.

### **Verification and Record Keeping:**

No verification or record keeping procedures are required.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:



## Point of Service:

1. Purpose  
The purpose of this policy is to establish a set of guidelines for the point of service for the SFA meal sales.
2. General Statement of Policy

### Overview:

Point of service (POS) includes two distinct aspects:

1. Identify a student's eligibility status (free, reduced, or paid) when they receive a reimbursable meal.
2. Identify the student has selected a reimbursable that can be then counted and claimed for reimbursement.

### Breakfast:

The point of service for the breakfast line is at the end of the service line.

1. Students select their breakfast items.
2. The POS worker determines if the items selected meets the meal pattern guidelines
  - a. If Yes then the student enters their number and their account is charged.
  - b. If No the POS worker encourages the student to reassess their choices and remind them of the breakfast guidelines
  - c. If it Still does not meet the reimbursable meal guidelines then up charge the meal to the adult price.

### Breakfast meal pattern guidelines:

Students **Must** select:

- **At least 3 items**
- **1 Serving of a fruit or vegetable**

Students **May** select:

- 1-2 1oz servings of grains
- 1 serving of protein
- 1 serving of Dairy

Items offered for breakfast:

Hot Food: (May contain more than one food category.)

- Combo Bar .5 grain 1oz protein
- Hash Brown .5 cup vegetables
- Breakfast Pizza 1oz grain 1oz protein
- Breakfast Bites 1oz grain 1oz protein per 3 bites
- Breakfast Burrito 1oz grain 1oz protein
- Breakfast Cookie 2oz grain

Breakfast sandwiches:

- Jimmy Dean Bacon Egg Muffin 1oz grain 1oz protein
- Jimmy Dean Sausage Egg Bagel 1oz grain 1oz protein
- Jimmy Dean Sausage French Toast 1oz grain 1oz protein
- Jimmy Dean Sausage Egg Biscuit 1oz grain 1oz protein

Fruit:

- Apple, Grape, Orange 4oz Juice cups .5 cup
- Fresh apples, oranges, bananas 1 cup

Grains:

- Mini Muffins .5oz
- Pop-tarts 1oz
- Nutrigran bars .5oz
- Cereal 1-2oz
- Bagels 2oz

Dairy:

- Milk 1%, Skim, Chocolate Skim 1 Cup
- Yogurt .5 Cup
- String Cheese .5 Cup

Vegetables

- Broccoli/ Carrots 1 Cup

## **Lunch:**

The Point of service for the lunch line is at the beginning.

1. Students enter their lunch ID number
2. POS worker checks ID to determine:
  - It the ID correct (Students name and Picture will pop up on screen.)
  - Does the student have money in their account
    - If no Send to office to get lunch pass
3. Students go through lunch line and are offered items from the menu
4. Students may take as much fruits and vegetables from the salad bar as they will eat.
5. End of line monitor checks each student to determine if their choices meet the meal pattern guidelines.
  - If No Line monitor encourages the student to reassess their choices and remind them of the lunch guidelines
  - If still no the line monitor will record the students name and number and inform the student that they will be charged for an adult priced meal.

## **Lunch Meal Pattern Guidelines:**

Students **Must** select:

- **At least 3 items**
- **1 Serving of a fruit or vegetable**

Students **May** Select:

- Serving of Protein
- Serving of Grain
- Serving of Vegetable
- Serving of Fruit
- Serving of Milk

## AFSA High School's Edit check procedure.

Edit checks – The process that is required to be completed prior to submitting a claim for reimbursement; the process may be automated or manual. This process ensures the meal claim is accurate prior to submittal for payment.

### PowerSchool:

AFSA Uses PowerSchool lunch for its point of service application and its MARSS database. Doing this ensures accurate lunch sales tracking.

1. When a student is enrolled or exited from MARSS it activates or deactivates that students lunch account.
2. When a student enters their lunch ID into the lunch room computer PowerSchool checks to ensure that ID is active and for an existing student.
3. When a student enters their number into the lunch room computer their current picture and lunch balance is displayed on the screen. The Point of service worker watches the students to make sure the picture matches the student who entered the number.
4. If a student's ID has been used previously PowerSchool flags it as an additions lunch and asks if that is correct before the lunch is charged.
5. At the end of each month the Food Service Manager runs a report in PowerSchool to determine the number of meals to claim in CLICS.
  - a. The Food Service Manager checks each day to ensure there have been no mistakes.
  - b. If everything is OK enter the data into CLICS to match what PowerSchool says.

Date Implemented: By:

Date Reviewed: By:

Date Revised: By:

## **Process #1 – No Cook Items**

### **Keep Food Below 41F**

#### **Control Measures:**

##### **CCP:**

- Cold Holding – Critical Limit is 41F or Below

##### **SOP:**

- Personal Hygiene
- Wash Fresh Fruits and Vegetables
- Limit time in the Danger Zone to inhibit bacterial growth and toxin production.
- Verifying receiving temperature of foods
- Day labeling of ready to eat foods

##### **Receive:**

- Known source
- Receiving temperatures (Temp Log)

##### **Storage:**

- Proper Storage Temperatures (Temp Log)
- Prevent Cross Contamination
- Store Away from Chemicals, FIFO

##### **Prepare:**

- Personal Hygiene
- Prevent Cross Contamination

##### **Cold Holding:**

- Hold at 41F or below
- Check and record temperatures (Temp Log)

##### **Serve:**

- No Bare hand contact with ready to eat foods
- Personal Hygiene

Menu Item	Recipe Number
Milk, All Varieties	
Fruit Juice (Apple, orange, Grape)	
Fresh Fruit (Apple, Orange, Grape, Banana, Cantaloupe, Watermelon, Kiwi, Star Fruit, Pears, Pineapple, Strawberry, Peaches, Apricots)	
Canned Fruit (Peaches, Pears, Pineapple, Fruit Cocktail, Applesauce, Apple)	
Frozen Fruit (Strawberry, Apple, Blueberry,	
Fresh Vegetables (Lettuce, Tomato, Carrots, Broccoli, Celery, Peppers, Onion, Cauliflower, Pea Pods, Cucumber, Radish)	
Cheese (String, Cottage, Shredded)	
Pudding	
Salad Dressing (Ranch, French, Italian, Caser, Thousand Island)	
Deli meat sandwich (Turkey, Ham, Chicken, Roast Beef, Salami)	
Yogurt	
Hard Boiled Eggs	

## Process 2 – Cook and Same Day Service

Cook to correct temperature, Serve at 140F or Above.

### CCP:

- Cook to destroy bacteria and other pathogens

### SOP:

- Hot holding or limit time in Danger Zone to prevent the outgrowth of spore-forming bacteria

### Receive:

- Known source
- Receiving temperatures (Temp Log)

### Storage:

- Proper Storage Temperatures (Temp Log)
- Prevent Cross Contamination
- Store Away from Chemicals, FIFO

### Prepare:

- Personal Hygiene
- Prevent Cross Contamination

### Hot Holding:

- Hold at 140F or Above
- Check and record temperatures (Temp Log)

### Serve:

- No Bare hand contact with ready to eat foods
- Personal Hygiene

<b>Menu Item</b>	<b>Recipe Number</b>	<b>Cooking Temperature</b>
<b>Precooked Chicken(Patties, Nuggets, Diced, Striped, Tenders)</b>		<b>165</b>
<b>Raw Chicken</b>		<b>165</b>
<b>Ground Beef</b>		<b>155</b>
<b>Beef (Philly, Shredded)</b>		<b>145</b>
<b>Pork (Pork Loin, Pork Roast)</b>		<b>145</b>
<b>Prepared Pork (Ham, Bacon)</b>		<b>155</b>
<b>Processed Meats (Hotdogs, Ravioli, Corndog, Tamales,)</b>		<b>155</b>
<b>Seafood (Shrimp, Crab, Lobster)</b>		<b>145</b>
<b>Fresh Vegetables</b>		<b>140</b>
<b>Frozen Vegetables (Carrots, Corn, Green Bean, Peas, California Blend)</b>		<b>140</b>
<b>Canned Vegetables (Beans,</b>		<b>140</b>
<b>Pasta</b>		<b>140</b>
<b>Rice</b>		<b>140</b>
<b>Potatoes (Mashed, Fried, Baked)</b>		<b>140</b>
<b>Pizza</b>		<b>155</b>
<b>Burrito</b>		<b>155</b>
<b>Breakfast Sandwich</b>		<b>155</b>
<b>Sauces (Alfredo, Red Sauce, Cheese)</b>		<b>140</b>
<b>Gravy (Turkey, Sausage, Beef)</b>		<b>140</b>
<b>Soups (Tomato, Wild Rice, Etc)</b>		<b>140</b>
<b>Grilled Cheese/Cheese Bread</b>		<b>140</b>
<b>Breakfast Bite</b>		<b>155</b>
<b>Hash Brown</b>		<b>140</b>
<b>Cakes, Brownies, Etc</b>		<b>140</b>
<b>Eggs</b>		<b>155</b>



## Process 3 – Complex food Preparation (Cook, Reheat and Serve)

### Limit time in danger Zone (41F to 140F)

#### CCP:

- Cook to destroy bacteria and other pathogens
- Reheating for hot holding

#### SOP:

- Cooling to prevent the outgrowth of spore-forming bacteria
- Hot and cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin formation

#### Receive:

- Known source
- Receiving temperatures (Temp Log)

#### Storage:

- Proper Storage Temperatures (Temp Log)
- Prevent Cross Contamination
- Store Away from Chemicals, FIFO

#### Prepare:

- Personal Hygiene
- Prevent Cross Contamination

#### Cooling:

- Cool from 140F to 70F within 2 hours and from 70F to 41F in 2 hours
- Check food temperature every hour (Temp Log)

#### Reheating:

- Reheat to target temperature.
- Check food temperature every hour (Temp Log)

#### Hot Holding:

- Hold at 41F or below
- Check and record temperatures (Temp Log)

#### Serve:

- No Bare hand contact with ready to eat foods
- Personal Hygiene

## SECTION 4: Control Points and Critical Control Points

PHF = Potentially Hazardous Foods

Step	Food Safety Hazards	Critical Step	Critical Limits	Monitoring Steps	Corrective Action
<b>Receiving</b>	Contamination, Pathogen Growth, Toxins and parasites	Yes	Obtain PHF from approved facilities.	Check all deliveries for damage, contamination and temperature.	Reject products if any discrepancy is found.
<b>Storage</b>	Growth of Pathogens	Yes	PHF Temperature < 41 F	Check Food and Air temp at beginning and end of shift.	Immediately cook food if temperature is > 45F for less than 3 hours. (when in doubt discard) lower cooler temp
<b>Preparation</b>	Growth of Pathogens and Toxin development	Yes	PHF out of refrigeration for < 1 hour	Note time PHF is taken from temperature control	Cook Immediately or cool rapidly using ice
<b>Cooking</b>	Pathogen Survival	Yes	Cook to target temperature	Check Temperature at end of cooking	Continue to heat until temperature is achieved
<b>Hot Holding</b>	Pathogen growth and toxin development	Yes	>140F	Check food temperature every hour	Reheat to 165F if temperature drops below 140F
<b>Cooling</b>	Pathogen Growth	Yes	Cool from 140F to 70F within 2 hours and from 70F to 41F in 2 hours	Check food temperature every hour	Discard food if temperature standards are not met.
<b>Reheating</b>	Pathogen Survival	Yes	Reheat to target temperature. Reheating must be done in less than 2 hours.	Check food temperature every hour	Discard food if temperature standards are not met.

## IMPORTANT TEMPERATURE, TIMES AND PROCEDURES FOR FOOD SAFETY

(Adapted from Appendix B – National Food Service Management Institute)

<b>Important Point</b>	<b>Answer</b>
1. The temperature danger zone for bacterial growth.	41° F to 140° F
2. The amount of time food can stay safely in the temperature danger zone.	4 hours
3. The minimum amount of time recommended for handwashing.	20 seconds
4. The required internal product temperature for refrigerated food.	41° F
5. The ideal temperature range for dry storage.	50° F to 70° F
6. The distances food should be stored above the floor and away from the wall.	6 inches
7. The required minimum internal product temperature for frozen food.	0° F
8. The information that should be included with products	Product Label/ when delivered and stored. Date/Time
9. Temperature of water for thawing food.	70° F or lower
10. The maximum times and temperature ranges for	Cool to 70° F cooling hot food. within 2 hours and then to 41° F with- in 4 hours.
11. The maximum time a product will be out of refrigeration or hot holding control will never exceed 4 hours. The first products for lunch come out of the oven at 10:30 am and the last service is not later than 12:30 pm. The morning service period never exceeds 1 hour and typically runs from 7:00 am to 8:00 am.	

Refrigerated ready-to-eat foods removed from refrigeration for periods of time longer than 20-30 minutes will be placed on time control and discarded at the end of the serving period. A note will be made on the Daily Food Production Record or Damaged or Discarded Food Products forms of which products will be discarded.

## MINNESOTA FOOD CODE, CHAPTER 4626 Effective Date: September 8, 1998

Temperature Requirements for Potentially Hazardous Foods Disease causing bacteria can multiply rapidly in potentially hazardous foods if temperature controls are not used or are inadequate. The following time and temperature requirements must be met to ensure a safe food product. Cold Holding Temperature Cold foods must be maintained at 41° F or less. Frozen foods have no specific temperature requirements other than to remain frozen. It is recommended that frozen food be maintained at 0° F or less.

### Cooking Temperatures

### Food Items Minimum Temperatures

Eggs for immediate service, and except as otherwise required, fish, meat, and commercially raised game animals	145° F or above for 15 seconds
Chopped or ground meat, fish, and commercially raised game animals; or pork; injected meats; and eggs cooked for hot holding	155° F or above for 15 seconds, 150° F or above for 1 minute, or 145° F or above for 3 minutes
Poultry; stuffed food products; stuffing containing fish, meat or poultry and wild game animals	165° F or above for 15 seconds
Beef and corned beef, See MN Food Code	145° F or above for 3 minutes

### Microwave Cooking

- Foods cooked in a microwave must be cooked to 165° F. The product must be covered, and rotated or stirred during the cooking process. After cooking, allow the covered product to stand for two minutes prior to serving.

### Hot Holding Temperature (Includes Hot Vegetables and Fruits)

- If hot holding of a cooked product is necessary, the food must be maintained at 140° F or above. The exception is roasts, which must be held at 130° F or above.

### Cooling of Foods

- Foods must be cooled from 140° F to 70° F within two hours, and from 70° F to 41° F within an additional four hours. The goal is to cool food as quickly as possible.

### Reheating of Foods

- Food that is reheated for hot holding must be reheated to an internal temperature of at least 165° F for 15 seconds.
- Reheating must be done rapidly and the minimum temperature must be reached within two hours. Steam tables, warmers, or similar equipment do not heat food quickly enough and must not be used for reheating foods.
- To reheat food in a microwave, use the same method as in microwave cooking.

## **SECTION 5: MONITORING PROCEDURES**

### **Head Cook/Manager's Responsibilities:**

- The Food and Nutrition Services Head Cook/Manager at each site will be responsible for ensuring assigned Food and Nutrition Services staff is properly monitoring control measures and CCPs at the required frequency and are documenting required records.
- The Head Cook/Manager will also be responsible for monitoring the overall performance of Standard Operating Procedures (Specific details regarding monitoring are addressed in each SOP).
- Monitoring will be a constant consideration. However, the Head Cook/Manager will use the Daily Sanitation and Safety Checklist to formally monitor Food and Nutrition Services staff at least once per week (The Daily Sanitation and Safety Checklist form can be found in this section with the forms).
- Food and Nutrition Services Staff Responsibilities:
- Food and Nutrition Services staff is responsible for monitoring individual critical control points (CCPs) in the handling and preparation of food.
- Food and Nutrition Services staff is responsible for monitoring control points as defined in the Standard Operating Procedures (SOPs).

### **MONITORING AND RECORDING**

The only way to prove that monitoring procedures are in place is through documentation. All records will be kept on file for a minimum of one year. The forms and recording sheets in this section will be used as follows:

- A. Daily Sanitation and Safety Checklist. The Head Cook/Manager, or a staff member they designate, will daily complete a walk thorough and check off if all sanitation and safety components have been completed. If not, every effort will be made to follow up on discrepancies.
- B. Thermometer Calibration. The Head Cook/Manager will calibrate all kitchen thermometers as least one per week. The Second Cook or another Food Service staff person will verify the accuracy of the temperatures. The results will be documented on the Thermometer Calibration Record.
- C. Receiving. The Head Cook, or a staff member they designate, will weekly check the temperatures of refrigerated and frozen foods, using a calibrated thermometer, upon delivery and record on the invoice for all deliveries coming in between 6:00am and 1:00pm. Cold, refrigerated foods are received at or below 41°F and stored immediately. Frozen foods should be delivered in the solid frozen state. Verification that receiving temperatures have been taken should be recorded on the Receiving Temperature Log.
- D. Damaged or Discarded Product Log. Food and Nutrition Services employees will record product name, quantity, action taken, reason, initials, and date each time a food or food product is damaged and/or will be discarded. The Head Cook/Manager will verify that employees are

discarding damaged food properly by visually monitoring staff throughout the shift and reviewing, initialing, and dating the log each working day.

- E. Refrigerator and Freezer. The Head Cook/Manager shall take the temperatures of the Refrigerators and Freezers at the beginning and ending of each day. The temperatures will be recorded on the Refrigerator/Freezer Temperature Record.
- F. Food Temperatures. The staff person (generally the Head, Assistant Head or Second Cook) who is cooking the food will record the time and the actual temperature on the Daily Food Temperature Log or the Temperature Log for “The Grill” or “Soup/Salad/Sandwich, Main and Pizza Lines”, when the food has reached the CCP or above. Each batch will be logged. If Reheating is necessary, the temperature will be recorded on these logs as well.
- G. Cooling Log. The Head Cook/Manager will record temperatures every hour during the cooling cycle on the Cooling Log.
- H. Pot and Pan, Dishmachine, Eye Wash Station and Breakage. The Pot and Pan, Dishroom or staff assigned by the Head Cook/Manager will daily record the Pot and Pan Sink (Manual Warewashing) Temperatures, 1 or 3-Compartment Sink
- I. Temperatures and Breakage. The eye wash station, if within the kitchen, will be checked weekly.
- J. Cleaning Plan. A Daily Cleaning Plan will be completed at each site by all kitchen staff. It is the responsibility of the Head Cook/Manager to make sure the plan is completed daily.
- K. Pest Control. On a daily basis, the glue boards should be checked, if necessary. Weekly, the Pest Control Checklist will be completed; the Head Cook/Manager may delegate this task. At least once a month, the Head Cook/Manager must conduct one of the weekly Pest Control checks.

## **USING KITCHEN THERMOMETERS**

Information adapted from Kitchen Thermometers, FSIS, USDA, 2000 and NFSMI

One of the critical factors in controlling pathogens in food is controlling temperature. Disease-causing microorganisms such as bacteria, viruses, and parasite grow very slowly at low temperatures, multiply rapidly in mid-range temperatures, and are killed at high temperatures. For safety, perishable foods must be held at proper cold temperatures to inhibit bacterial growth or cooked to temperatures high enough to kill harmful microorganisms. It is essential to use a food thermometer when cooking meat, poultry, egg products, and ready-to-eat entrees to prevent undercooking, and consequently, prevent foodborne illness.

### **Why Use a Food Thermometer?**

Using a food thermometer is the only reliable way to ensure safety and to determine the “doneness” of meat, poultry, egg products, ready-to-eat entrees. To be safe, these foods must be cooked to an internal temperature high enough to destroy any harmful microorganisms that may be in the food.

“Doneness” refers to when a food is cooked to a desired state and indicates the sensory aspects of foods such as texture, appearance, and juiciness. Unlike the temperatures required for safety, these sensory aspects are subjective.

### **Types of Thermometers**

Food thermometers come in several types and styles, and vary in level of technology and price.

#### **Digital Food Thermometer:**

##### **Thermocouple:**

Of all food thermometers, thermocouple thermometers reach and display the final temperature the fastest – within two to five seconds. The temperature is indicated on a digital display.

A thermocouple measures temperature at the junction to two fine wires located in the tip of the probe. Thermocouples used in scientific laboratories have very thin probes, similar to hypodermic needles, while others may have a thickness of 1/16 of an inch.

Since thermocouple thermometers respond so rapidly, the temperature can be quickly checked in a number of locations to ensure that the food is thoroughly cooked. This is especially useful for testing large food items, such as roasts or turkeys, when checking the temperature in more than one place is advised. The thin probe of the thermocouple also enables it to accurately read the temperature of thin food, such as hamburger patties, chicken breasts, ham patties, pork chops.

Thermocouples are not designed to remain in the food while cooking. They should be used near the end of the estimated cooking time to check the final cooking temperatures. To prevent overcooking, check the temperature before food is expected to finish cooking.

Thermocouples can be calibrated for accuracy.

#### **Thermistors:**

Thermistor-style thermometers use a resistor (a ceramic semiconductor bonded in the tip with temperature-sensitive epoxy) to measure temperature. The thickness of the probe is approximately 1/8 of an inch and takes roughly 10 seconds to register the temperature on the digital display. Since the semiconductor is in the tip, thermistors can measure temperature in thin foods, as well as thick foods. Because the center of a food is usually cooler than the outer surface, place the tip in the center of the thickest part of the food.

Thermistors are not designed to remain in the food while cooking. They should be used near the end of the estimated cooking time to check for final cooking temperatures. To prevent overcooking, check the temperature before the food is expected to finish cooking.

Not all thermistors can be calibrated. Check the manufacturer's instructions.

#### **Dial Food Thermometers:**

##### **Bimetallic-coil Thermometers:**

The probes of these thermometers contain a coil made of two different metals that are bonded together. The two metals have different rates of expansion. The coil, which is connected to the temperature indicator, expands when heated.

This food thermometer senses temperature from its tip and up the stem for 2 to 2 ½ inches. The resulting temperature is an average of the temperatures along the sensing area. These food thermometers have a dial display and are available as "oven-safe" and "instant-read".

"Oven-safe" Bimetallic-coil Thermometers: This food thermometer is designed to remain in the food while it is cooking in the oven, and is generally used for large items, such as roast or turkey. This food thermometer is convenient because it constantly shows the temperature of the food while it is cooking. However, if not left in the food while cooking, it can take as long as one to two minutes to register the correct temperature.

The bimetal food thermometer can accurately measure the temperature of relatively thick foods (such as beef roasts) or deep foods (foods in a stockpot). Because the temperature-sensing coil on the stem is between 2 and 2 ½ inches long and the stem is relatively thick, it is not appropriate to measure the temperature of any food less than 3 inches thick.



There is a concern that because heat conducts along the stem's metal surface faster than through the food, the area of the food in contact with the thermometer tip will be hotter than the area a short distance to the side.

To remedy this, the temperature should be taken in a second, and even a third area, to verify the temperature of the food. Each time the thermometer is inserted into the food, let the thermometer equilibrate (come to temperature) at least one minute before reading the temperature.

Some models can be calibrated. Check the manufacturer's instructions.

"Instant Red" Bimetallic-coil Thermometers: The food thermometer quickly measures the temperature of a food in about 15 to 20 seconds. It is not designed to remain in the food while it is cooking in the oven, but should be used near the end of the estimated cooking time to check for final cooking temperatures. To prevent overcooking, check the temperature before the food is expected to finish cooking.

For accurate temperature measurement, the probe of the bimetallic-coil thermometer must be inserted the full length of the sensing area (usually 2 to 3 inches). If measuring the temperature of a thin food, such as hamburger patties or boneless chicken breasts, the probe should be inserted through the side of the foods so that the entire sensing area is positioned through the center of the food. Some models can be calibrated. Check the manufacturer's instructions.

### **Using the Food Thermometer**

Most available food thermometers will give an accurate reading within 2 to 4°F. The reading will only be correct, however, if the thermometer is placed in the proper location in the food. If not inserted correctly, or if the food thermometer is placed in the wrong area, the reading will not accurately reflect the internal temperature of the food. In general, the food thermometer should be placed in the thickest part of the food, away from the bone, fat or gristle.

### **Check Manufacturer's Instructions**

Before using a food thermometer, read the manufacturer's instructions. The instructions should tell how far the thermometer must be inserted in a food to give an accurate reading. If instructions are not available, check the stem of the food thermometer for an indentation, or "dimple". This shows one end of the location of the sensing device. Dial thermometers must penetrate about 2 to 3 inches into the food. Most digital thermometers will read the temperature in a small area of the tip.

### **Where to Place the Food Thermometer:**

#### **Meat:**

When taking the temperature of beef or pork roasts, the food thermometer should be placed midway in the roast, avoiding the bone. When cooking hamburgers, steaks or chops, insert a

thermistor or thermocouple in the thickest part, away from bone, fat, or gristle. If using a dial bimetal thermometer, read "Thin Foods" below.

When the food being cooked is irregularly shaped, such as a roast, check the temperature in several places.

#### **Poultry:**

When cooking whole poultry, the food thermometer should be inserted into the thickest part of the thigh (avoiding the bone). If cooking poultry parts, insert the food thermometer into the thickest area, avoiding the bone. The food thermometer may be inserted sideways if necessary. When the food is irregularly shaped, the temperature should be checked in several places.

#### **Thin Foods:**

When measuring the temperature of a thin food, such as hamburger patties or chicken strips, a thermistor or thermocouple food thermometer should be used, if possible.

However, if using an "instant-read" dial bimetallic-coil food thermometer, the probe must be inserted in the side of the food so the entire sensing area (usually 2-3 inches) is positioned through the center of the food.

To avoid burning fingers, it may be helpful to remove the food from the heat source (if cooking on a grill or in a frying pan) and insert the food thermometer sideways after placing the item on a clean spatula or plate.

#### **Combination Dishes:**

For casseroles and other combination dishes, place the food thermometer into the thickest portion of the food or the center of the dish. Egg dishes and dishes containing ground meat and poultry should be checked in several places.

#### **Storerooms, Coolers and Freezers:**

Place strategically to assess the warmest to the coldest areas.

#### **Thermometer Care:**

As with any cooking utensil, food thermometers should be washed with hot, soapy water. Most thermometers should not be inserted in water. Wash carefully by hand.

Use caution when using a food thermometer. Some models have plastic faces, which can melt if placed too close to heat or dropped in hot liquid.

Thermometer probes are sharp and should be stored with the probe in the stem sheath. Some glass thermometers are sensitive to rough handling and should be stored in their packaging for extra protection or in a location where they will not be jostled.

### **Calibrating a Thermometer:**

There are two ways to check the accuracy of a food thermometer. One method uses ice water, the other uses boiling water. Many food thermometers have a calibration nut under the dial that can be adjusted. Check the package for instructions.

#### **Ice Water:**

To use the ice water method, fill a large glass with finely crushed ice. Add clean tap water to the top of the ice and stir well. Immerse the food thermometer stem a minimum of 2 inches into the mixture, touching neither the sides nor the bottom of the glass. Wait a minimum of 30 seconds before adjusting. (For ease in handling, the stem of the food thermometer can be placed through the clip section of the stem sheath and, holding the sheath horizontally, lowered into the water.) Without removing the stem from the ice, hold the adjusting nut under the head of the thermometer with a suitable tool and turn the head so the pointer reads 32° F.

#### **Boiling Water:**

To use the boiling water method, bring a pot of clean tap water to a full, rolling boil. Immerse the stem of a food thermometer in boiling water a minimum of 2 inches and wait at least 30 seconds. (For ease in handling, the stem of the food thermometer can be placed through the clip section of the stem sheath and, holding the sheath horizontally, lowered into the boiling water.) Without removing the stem from the pan, hold the adjusting nut under the head of the food thermometer with a suitable tool and turn the head so the thermometer reads 212° F.

For true accuracy, distilled water must be used and the atmospheric pressure must be one atmosphere (29.921 inches of mercury). Tap water in unknown atmospheric conditions would probably not measure water boiling at 212° F. Most likely it would boil at least 2°F, and perhaps as much as 5° F, lower. Remember that water boils at a lower temperature in a high altitude area.

Even if the food thermometer cannot be calibrated, it should still be checked for accuracy using either method. Any inaccuracies can be taken into consideration when using the food thermometer, or the food thermometer can be replaced. For example, water boils at 212° F. If the food thermometer reads 214° F in boiling water, it is reading 2 degrees too high. Therefore 2 degrees must be subtracted from the temperature displayed when taking a reading in food to find out the true temperature. In another example, for safety, ground beef patties must reach 155° F. If the thermometer is reading 2 degrees too high, 2 degrees would be added to the desired temperature, meaning hamburger patties must be cooked to 157° F.

## **SECTION 6: CORRECTIVE ACTION, VERIFICATION AND DOCUMENTATION**

### **Documenting Corrective Actions:**

- The Food and Nutrition Services Director or Head Cook/Manager (or the person responsible for Food and Nutrition Services Management and Operations in the school district) will be responsible for developing predetermined corrective actions for the most common deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
- The Food and Nutrition Services Director or Head Cook/Manager will review and update corrective actions at least annually. Corrective actions for all SOPs are outlined in the written SOPs or in the information in this section.
- Food and Nutrition Services staff will be responsible for documenting any corrective actions taken while handling and preparing food as well as any actions taken while performing SOPs.

### **Training:**

- In addition to the corrective actions outlined in the SOPs, Food and Nutrition Services staff will be trained on a continuous basis to take corrective actions when necessary.
- Guidance on most common specific corrective actions will be listed in this food safety program and will be posted or available in an accessible location in the kitchen.

## **CORRECTIVE ACTION**

### **ALL FREEZERS SHOULD BE AT 0° F (32° C) OR COLDER**

Record time and temperature daily. If any freezer is registering above 10° F, it should be determined if the freezer is in a defrost cycle. If the freezer continues to go above 10° F, but is maintaining well below freezing temperature of 32° F (this may take an hour or so to determine) the Head Cook/Manager must contact the Head Custodial or Custodial department. If the freezer nears 25° F and is warming, contact the Head Custodian.. Contact the Director of Food and Nutrition Services.

### **ALL REFRIGERATION UNITS SHOULD BE AT 34 TO 39° F**

Record time and temperature daily. If any refrigeration unit is registering warmer, it should be determined if the unit is in a defrost cycle. It should also be determined if the coils are dirty and if so – cleaned immediately. If the temperature drops below 30° F or rises above 40° F and stays there (this may take an hour or so to determine), contact the Head Custodian immediately. Contact the Director of Food and Nutrition Services.

### **Telephone numbers:**

Custodial Department:

Director of Food and Nutrition Services:

Freezer/Refrigerator Repair:

## **VERIFICATION AND RECORDKEEPING PLAN**

### **Staff Responsibility:**

All Food and Nutrition Services staff will be held responsible for recordkeeping duties as assigned. Overall, the Food and Nutrition Services Head Cook/Manager will be responsible for making sure that records are being taken and for filing records in the proper place.

Verification/Recordkeeping

### **Procedure:**

- All pertinent information on critical control points, time, temperature, and corrective actions will be kept on clip boards in the kitchen for ease of use.
  - All applicable forms for daily records will be replaced on a weekly basis or sooner, if necessary.
  - In the case of weekly records, replacement of forms will be on a monthly basis.
  - All completed forms will be filed in three-ring binders (marked with the school year and records contained within the binder) or in the filing cabinet in the Head Cook/Manager's office.
  - The Head Cook/Manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- The Head Cook/Manager is also responsible for educating all Food and Nutrition Services staff on the use and importance of recording critical information.
- All recordkeeping logs used in the facility should be placed in the binders or filed with the description of the program as well as in an accessible location for Food and Nutrition Services staff to get extra copies when necessary.

## REVIEW OF THE SCHOOL FOOD SAFETY PROGRAM

The School Food and Nutrition Services Director or Head Cook/Manager will review the School Food Safety Program at the beginning of each school year and when significant changes occur in the operation.

The following checklist will be used for the review.

### Food Safety Program Review Checklist

School Year \_\_\_\_\_ Date \_\_\_\_\_

Document to Review

\_\_\_\_\_ Standard Operating Procedures

\_\_\_\_\_ Food Preparation Process Charts (Process 1, 2 and 3)

\_\_\_\_\_ Control Measures in the Process Approach (CCPs and SOPs)

\_\_\_\_\_ Corrective Actions

Monitoring and Recordkeeping. Choose at random one week for each of the following.

Type of Record (SOP, CCP, Corrective Action, etc.)

Monitoring Frequency and Procedure (How often? Initialed and dated? Etc.)

Record Location (Where is record kept?)

- Describe the strengths and weaknesses with the current monitoring or recordkeeping methods.
- Who is responsible for verifying that the required records are being completed and properly maintained?
- Describe the training that has been provided to support the Food Safety Program.
- Do the Head Cook/Managers and staff demonstrate knowledge of the plan?
- Have there been any changes to the menu or operation (new equipment, etc.)?
- Was the plan modified because of these changes?

**Management Review:**

**School:**

**Reviewer:**

**Date:**

<b>Major Operational Area</b>	<b>Comments/Corrective Actions</b>
<b>Production Records:</b> <ul style="list-style-type: none"><li>• Daily Breakfast</li><li>• Daily lunch</li></ul>	
<b>Offer Vs Serve:</b> <ul style="list-style-type: none"><li>• Breakfast</li><li>• Lunch</li></ul>	
<b>Medical Statements:</b> <ul style="list-style-type: none"><li>• Students with Special Dietary Needs Documented</li></ul>	
<b>Venders:</b> <ul style="list-style-type: none"><li>• Ordering and Handling Outside venders</li><li>• Handling Internal Venders</li></ul>	
<b>HACCP verifications/SOP's:</b> <ul style="list-style-type: none"><li>• Temperature Logs</li><li>• Thermometer Calibration Logs</li><li>• Proper Storage &amp; Rotation</li><li>• Proper Receiving</li><li>• Proper Storage</li><li>• Knowledge of Basic Food Safety</li></ul>	
<b>Financial:</b> <ul style="list-style-type: none"><li>• Proper recording of student meals</li><li>• Proper recording of Adult Meals</li></ul>	
<b>On-Site Review:</b> <ul style="list-style-type: none"><li>• Completed by January 30<sup>th</sup></li></ul>	
<b>School Roster – Accurate:</b>	
<b>Personnel:</b> <ul style="list-style-type: none"><li>• Training Plan</li><li>• Evaluations and Feedback</li></ul>	
<b>General Observations:</b> <ul style="list-style-type: none"><li>• Cleanliness</li><li>• Friendly and Courteous</li><li>• Fast Service</li><li>• Fresh Food</li><li>• Presentation</li></ul>	
<b>Other:</b>	

## **SECTION 7: TRAINING**

### **Food and Nutrition Services Goals:**

1. To train new employees adequately in order to assist them in becoming successful as Food and Nutrition Service staff and to complete probationary requirements.
2. To evaluate current employees to identify staff needs, through documented weaknesses and strengths, and then train to meet staff needs for successful annual performance reviews and workplace sanitation and safety practices.

### **TRAINING:**

#### **Basic Training (Within First Three Months):**

The Head Cook/Manager will plan on carrying out a training program in which each new employee is informed of (the Food and Nutrition Orientation form on the next page should be used as a guide):

1. Appropriate Handwashing Techniques
2. Proper Uniform
3. Employee Meal Policy
4. Introduction of Co-Workers
5. Proper Chlorine Sanitation Concentrations/Quats
6. Temperature Logs (Maintaining Temperatures of Hot and Cold Foods)
7. Portion Control
8. Offer versus Serve
9. Cleaning Procedures
10. Customer Service
11. Food Preparation Responsibilities

When new tasks are assigned, the Head Cook/Manager should give specific instructions on the operation of equipment, where to find the portion sizes, and how to complete the food preparation needed. The Head Cook/Manager will document training given in the employee's file and note strengths and weaknesses.

#### **Advanced Training:**



The Head Cook/Manager can train Second Cooks and Food Service Assistants in filling out forms and reports such as temperature logs, receiving items from vendors, putting stock away, recording information for the Daily Food Production Records and other tasks deemed appropriate.

#### **DOCUMENTATION:**

Use the following guidelines when giving instructions or documenting performance issues.

1. Give clear directions.
2. Share specific expectations, such as the employees start time. This is the time that the employee should be in the kitchen ready to work on assigned tasks (in uniform and at the hand sink).
3. Observe the employee, analyzing the training needs and asking for advice of the Head Cook/Manager, if observed.
4. Document what was said and what was done – with the date. The documentation should include not only the employee's actions but also what actions preceded or followed.
5. Date and sign the documentation.

Documentation Sample: October 20, 2005: Head Cook/Manager instructed Sally Smith to prepare all the French Bread Pepperoni Pizza. Sally prepared 2/3 of the pizza and then went into the dishroom where there were already two employees working. This resulted in not having the pizza ready for lunch, causing a 10-minute delay in the serving of the 3rd Lunch Line. Head Cook/Manager instructed Sally that directions needed to be followed.