

CHILD NUTRITION**Mission Statement**

It is the mission of the Western Heights Child Nutrition Program to promote:

- Optimal nutrition, health and education for all children through effective, fiscally sound nutrition and nutrition education programs.
- Sufficient funding and policies to support school and community nutrition programs.
- Professional and personal growth and involvement of all members in creative, challenging ways that benefit the school, the community, and the nation.
- Public awareness of the role of nutrition programs in meeting the educational, physical, environmental and social needs of the school community.

Adopted: 06-03-93

NEW EMPLOYEES

The careful selection of employees is of vital importance. The success of the Child Nutrition Program depends upon teamwork and capable workers who are well organized and well trained.

We think it is important that the employee know as much as possible about the Child Nutrition Program, its purposes, goals, standards, and policies. In this manual we have tried to answer questions which are frequently asked.

1. What are the objectives of the Child Nutrition Program?
2. What is expected of me?
3. What are the performance standards of my job?
4. What are my duties and responsibilities?
5. How much work and what quality do you expect?
6. Who is my boss?
7. What is my pay rate?
8. When is pay day?
9. What are my working hours?
10. When do I report?
11. When am I off?
12. When do I eat, and what is the policy about meals for employees?
13. What is the policy regarding uniforms?
14. What is your training policy?
15. What is the policy about smoking?

GOALS AND PURPOSES OF THE CHILD NUTRITION PROGRAM

The child nutrition program is operated by the Western Heights Board of Education.

I. LONG RANGE GOALS

1. To serve the highest quality, most nutritious, and most attractive meals to as many children as possible.
2. To serve the meals at the lowest possible price so that more children can participate.
3. To improve the eating habits of children by offering food and educational opportunities that will contribute to the quality of life.
4. To provide a clean, attractive and pleasant atmosphere in the school cafeteria.
5. To perform outreach activities that include but are not limited to students, staff, administration, parents, and community.

II. SHORT RANGE GOALS

1. To increase the number of children participating in the school feeding programs.
2. To continue to improve the quality, the nutrient content and the acceptability of the school meals.
3. To keep the price of the meals to the child as low as possible.
4. To seek out those children who are not eating at school because of economic reasons and encourage them to take advantage of free or reduced price meals.
5. To provide free or reduced price meals to needy children without discrimination and without identifying the non-paying child.
6. To encourage more nutrition education in the classroom as aid to improving eating habits.
7. To provide nutrition education programs as a means of increasing participation in the child nutrition program.
8. To continue to provide an attractive, pleasant atmosphere in the school dining room, and to keep the dining room clean and neat during the entire meal service.
9. To work toward scheduling that will eliminate long lines, and will allow ample time for eating.
10. To eliminate sale of food items on school premises during the school meals, except those foods being offered by the Child Nutrition Program.
11. To improve the high standards of child nutrition personnel.

STANDARDS FOR CHILD NUTRITION PERSONNEL

I. Responsibilities:

The child nutrition employee is charged with the responsibility of carrying out the objectives of the child nutrition program.

Should keep in mind that his/her work is in the public interest and is supported by public funds.

Actions and appearance often speak louder than words. Each person must realize that as a school employee, she has a responsibility to uphold and improve the image of the school as well as the Child Nutrition profession.

The child nutrition employee should accept education or training as a way of life and become part of the educational program by continually upgrading herself through formal training, reading, and development on the job. It is his/her responsibility to have knowledge of the nutritional needs of children.

The child nutrition employee must thoroughly understand the reimbursable meal patterns and the contribution they make to the health of the child. Employee has a responsibility for maintaining high standards at whatever level he/she is employed.

The child nutrition employee has a responsibility to the:

- Board of Education
- School Administration
- Director of Child Nutrition Program and Staff
- Principal of the School
- Student and Faculty
- Co-workers
- The Community
- Other members of the profession.

II. Personal Appearance and Health

The child nutrition employee must be particular about his/her health and appearance. An annual physical will be required of each individual.

- A. Always wear a clean, fresh, white uniform. Jeans and T-shirts can be worn on special occasions.
- B. Wear clean, comfortable, low-heel oxford type shoes with non-slip soles. Sandals are not acceptable.
- C. Keep hair clean and well-arranged. Hair nets must be worn by all employees at all times in the kitchen.
- D. Wash hands with hot water and soap when reporting to work and before any food or utensils are handled. Keep nails short and clean. Nail polish must not be worn.
- E. Freshen up before serving on the line.

- F. A daily bath, use of a deodorant and regular tooth brushing are important to personal hygiene.
- G. Plain wedding band, stud earrings (without sets) are the only jewelry items that are permitted during working hours.

Employees should not be on the job with open sores or cuts on hands or forearms, fever, sore throats, or illness. We do not want to be guilty of spreading disease from the kitchen.

Each individual employee reflects the image of the entire staff and the entire Child Nutrition Program.

III. ATTITUDES AND QUALIFICATIONS

THE GOOD EMPLOYEE:

- A. Has a good attitude toward job and life in general.
- B. Has a genuine interest in children and an understanding of their nutritional needs.
- C. Has a loyalty to the school and a cooperative attitude toward faculty, students, and parents.
- D. Respects and takes pride in herself/himself and the job.
- E. Is cheerful, kind and patient.
- F. Works with a sense of humor, serves with a smile, and is courteous.
- G. Has a genuine affection for people and an ability to work well with people.
- H. Is alert, thinks, and uses good common sense.
- I. Has a desire for self-improvement and is open-minded to criticism.
- J. Is willing to try new ideas and is willing to follow directions both written and oral.
- K. Leaves personal problems, gripes and gossip at the kitchen door when entering.
- L. Leaves problems belonging to the food service program and food service personnel inside the school.
- M. Is a good listener; you don't learn when you are talking.
- N. Has a thorough understanding of the nutrition program and the contributions it makes to the health of the child.

IV. WORK HABITS

- A. Arrive promptly for work; be ready to go to work at the designated time.
- B. Work quietly and avoid unnecessary visiting during working hours.
- C. Help keep the kitchen clean, sanitary and neat.

- D. Handle dishes and utensils in a sanitary manner.
- E. Use paper towels for drying hands.
- F. Dishes and silverware are to be air dried.
- G. After handling unclean objects - money, handkerchief, plate waste, garbage cans, fresh vegetables and fruits that have not been washed, unwashed eggs, - and after going to the toilet, wash hands with hot water and soap.
- H. Keep hands away from hair, ears, nostrils or face when preparing and serving food.
- I. Do not put a pencil over your ear, or a towel over your shoulder or arm, or wipe your hands on an apron.
- J. Do not chew gum on duty.
- K. Use a tasting spoon when sampling food.
- L. Learn how equipment should be cleaned and keep it clean.
- M. When serving, do not handle any food with bare hands; use the proper utensils for serving.
- N. Arrange the serving counter attractively and keep it clean.
- O. Arrange food attractively on the plate.
- P. Do not carry on a conversation when serving.
- Q. Be willing to help others when your job is finished.
- R. Follow the recipes exactly; weighing is more accurate than measuring.
- S. Plan your work to save time and energy. "Work smarter, not harder." Follow work schedules.

NATIONAL SCHOOL LUNCH PROGRAM

Survey results indicate that many students do not consume an adequate lunch and that there is a correlation between diet and performance in the classroom. Passed by the 79th Congress on June 4, 1946, the National School Lunch Act authorizes federal cash and food assistance to “safeguard the health and well-being of the nation’s children and to encourage the domestic consumption of nutritious agricultural commodities and other food.” The lunches served must meet the requirements for a reimbursable lunch as established by the United States Department of Agriculture for the School Lunch Patterns. The nutritional goal of the reimbursable lunch is to provide approximately one-third of the daily dietary allowances recommended by the National Research Council for the Children served. (The 10-12 year old boy is the current reference.)

To help assure that all reimbursable lunches meet the nutritional goal, it is recommended that:

...a VITAMIN C vegetable or fruit be served several times a week.

...a VITAMIN A fruit or vegetable be served at least twice a week.

...several foods for IRON be used each day.

...fat, salt, and sugar levels of menus be lowered, and fiber be increased.

...three hours elapse between the beginning times of breakfast and lunch.

REQUIREMENTS FOR OFFER VERSUS SERVE

Within the Offer versus Serve provision, students must choose at least three of the five food items offered in a reimbursable school lunch. To comply with Offer versus Serve:

1. The complete lunch consisting of five items must be planned and offered.
2. The five items are meat or meat alternate, milk, bread or bread alternate, and two servings of fruit and/or vegetables.
3. Students must select at least three different items.
4. The lunch must be priced as a unit, and the student must pay the full price even if only three of the items are taken.
5. Three extra food (a la carte) items, which are not part of a planned lunch, cannot be combined to make a reimbursable lunch.

Schools may claim reimbursement on lunches when the above stipulations are met.

NATIONAL SCHOOL BREAKFAST PROGRAM

Surveys show that breakfast is important in maintaining the health and well-being of school children and that a number of students do not eat an adequate breakfast at home. Furthermore, there is documented evidence that students who do not eat breakfast do not perform well in the classroom.

The School Breakfast program received permanent authorization by Public Law 94-105, enacted October 7, 1975. Congress stated that it intended for the School Breakfast Program to be made available to all schools where it is needed to provide adequate nutrition for children in attendance.

OFFER VERSUS SERVE OPTION

Every school is required to offer students all four required food items. At the option of the School Food Authority, each school may allow students to refuse any one food component/item that the student does not intend to consume. The refused item may be any of the four required food items offered to the student.

Any of the following combinations will meet the breakfast requirement:

Example 1	Example 2	Example 3	Example 4
.5 pt. fluid milk	.5 pt. fluid milk	.5 pt. fluid milk	.5 pt. fluid milk
.5 c. fruit juice	.5 c fruit juice	.5 c. fruit juice	.5 c. fruit juice
1 slice toast	.75 c. cereal	cheese toast	1 cinnamon roll 2 oz
.5 large egg	1 slice toast	(1 oz cheese; 1 slice bread)	

Every school is required to offer students all four required food items. At the option of the School Food Authority, each school may allow students to refuse any one food component/item that the student does not intend to consume. The refused item may be any of the four required food items offered to the student. (NOTE: if a student refuses the cheese toast in Example 3 or the cinnamon roll in Example 4, the breakfast would not be reimbursable since the menu items contain 2 of the 4 required food items). A student's decision to accept all four food items or to decline one of the four food items shall not affect the charge for breakfast.

BASICS OF NUTRITION

I. Nutrition Basic

A. Nutrition is defined for our working knowledge.

1. Nutrition is the science of how food affects health and growth.
2. The study of nutrition involves not only an understanding of what is eaten but also why it is eaten. People use food to satisfy needs besides hunger. Recognizing these other needs gives a better understanding of dietary habits. Some people eat:
 - a. For emotional security. Certain foods are reminders of a time of happiness. When people are unhappy, there is a tendency to eat those same foods to feel better.
 - b. To belong to a group. Joining friends for an after-school snack is part of being one of the group.
 - c. To be in style. There are fashions in foods just as there are in clothes. From advertisements in newspapers, magazines, and commercials on radio and television, people are introduced to the "newest," the "latest," and most "up-to-date" in food products which they buy and eat to keep in style.
 - d. To have pleasant taste sensations. Foods that taste good are often eaten regardless of the effect on the body.
 - e. To be sociable. Often being together means eating together. Friends influence a person to eat or not to eat certain foods.
 - f. To save time. When in a rush, there is a tendency to choose convenience foods; foods that can be fixed quickly or eaten on the run.
 - g. To save money. When on a strict budget, inexpensive high-energy foods are usually selected.
 - h. To achieve status. In years past, white bread enjoyed more prestige than brown bread because it originally was more expensive and only prosperous people could afford it. For the same reason, any food consumed today has a way of showing that expense is not an object.
3. Sound nutrition practices contribute to:
 - a. Physical appearance. Such characteristics as shiny hair, smooth clear skin, bright eyes, strong bones and teeth, and acceptable weight range will be in evidence.
 - b. Mental alertness. Maximum attention span and awareness of surroundings are two such characteristics.
 - c. Emotional well being. Increase level of objectivity and increased capacity to respond cooperatively are evident.

B. Nutrients defined.

1. Nutrients are the substances found in food which are necessary for the functioning of the body.
 - a. About 40 nutrients are known to be needed by the body.
 - b. Most foods contain more than just one of the nutrients.
 - c. These nutrients work together to keep the body working properly.

2. Nutrients are needed to provide:
 - a. Fuel for energy which is measured in calories and varies according to individual, age, sex, health conditions, body size, occupational activities, recreational activities, and environment.
 - b. Material for building and maintaining body tissues.
 - (1) During periods of growth, nutrients are necessary to build the cells and tissues of the body. Children especially need the proper nutrients for optimum growth and development.
 - (2) Carbohydrates provided by fruit and milk products is in the form of sugar. Cane and beet sugars, jellies, jams, candy and other sweets, honey, molasses and syrups are concentrated sources of sugar.
 - (3) Fruits, vegetables, and whole grain products provide cellulose. Unlike other carbohydrates, cellulose provides no energy, but is needed to aid in regular elimination. Meet emergency needs. Energy unused from carbohydrate is stored in the liver and muscles as glycogen to meet emergency energy needs. Excesses are stored as body fat.
3. Fat is a concentrated source of energy. It:
 - a. Supplies a large amount of energy in a small amount of food.
 - (1) Weight for weight, it gives more than twice as much energy (calories) than either carbohydrate or protein.
 - (2) One gram of fat yields nine calories as compared to four calories from one gram of protein or carbohydrate.
 - b. Carries the fat-soluble vitamins, A,D,E, and K.
 - c. Is needed for healthy skin.
 - d. Helps delay hunger feelings.
 - e. Is classified as saturated, polyunsaturated, and monounsaturated.
 - (1) Saturated fats come from animal and vegetable sources, but chiefly from animal fats such as butter, whole milk, and the fat in meat. Coconut oil is the only highly saturated fat from a plant source. Saturated fats are usually hard to room temperature. When processing changes plant oils to solids, the fat becomes more saturated.
 - (2) Polyunsaturated fats are usually oils and are most abundant in plant seeds and fish oils. Vegetable oils such as cottonseed, corn, soybean, and safflower are about half polyunsaturated fat; the other half is saturated.
 - (3) Olive and peanut oil, examples of monounsaturated fats, are more saturated than polyunsaturated fats.
4. Vitamins play a dramatic role in body processes. They:
 - a. Take part in the release of energy from foods, promote normal growth of different kinds of tissue, and are essential to the proper functioning of nerves and muscles.
 - b. Are either fat-soluble, those which can be dissolved in fat; or water-soluble, those which can be dissolved in water.

- (1) Fat-soluble
 - (a) Vitamin A
 - Is needed for ideal growth of all body cells. It helps keep the skin and inner linings of the body healthy and resistant to infection.
 - Is necessary for normal vision. It keeps the eyes moist and tear duct functioning and combines with protein to form a substance called visual purple. Visual purple regulates the ability of the eye to adapt to changes in light, making night vision and vision in dim light possible.
 - Is essential for normal skeletal and tooth development. Without sufficient amounts of vitamin A, bones do not grow in length and the normal remodeling process does not take place.
 - Is present only in foods from animal sources. The best sources are fish-liver oils, liver, butter, fortified margarine, egg yolk, whole-milk cheese, and milk.
 - Is derived from carotene found in dark green and deep yellow fruits and vegetables. The best sources of plant foods which supply carotene are beet greens, carrots, dried apricots, spinach, sweet potatoes, turnip tops, pumpkin, winter squash, chard, cantaloupe, broccoli, asparagus, and fresh peaches.
 - Is stable to usual cooking temperatures. Wilting of vegetables or dehydration of foods result in considerable losses of this nutrient. Vitamin A, a fat-soluble vitamin, is rapidly lost in rancid fats.
 - (b) Vitamin D (sunshine vitamin)
 - Is important in building strong bones and teeth because it enables the body to use the calcium and phosphorus supplied by food.
 - Is contained naturally in only a few foods. Small amounts are present in egg yolk, butter, and liver; larger amounts occur in sardines, salmon, herring, tuna, and fish-liver oils.
 - Can be added (fortified) to milk as a practical source.
 - Is produced in the body by the action of direct sunlight on the skin. For this reason, it is known as the sunshine vitamin.
 - Is insoluble in water and stable to heat, light, alkalis, and air.
 - (c) Vitamins A and D can be harmful to the body when consumed in excess amounts over prolonged periods of time.
- (2) Water-soluble
 - (a) Thiamin (vitamin B1)
 - Promotes a good appetite and a healthy central nervous system.
 - Is necessary as a coenzyme (a substance that starts and/or helps a chemical reaction) for carbohydrate to be used for energy.

--Is present in many foods. The best sources of this vitamin are lean pork, sausage, peanuts, egg yolk, liver, organ meats, whole grain and enriched breads and cereals, legumes, and green leafy vegetables.
 --Is quickly destroyed by light and is sensitive to alkaline solutions.
 --Is stable to heat and acids.

- (c) Niacin (vitamin B3)
 --promotes normal appetite and digestion and is necessary for a healthy nervous system.
 --Is needed as a coenzyme to aid in the utilization of carbohydrate for energy.
 --The best sources include liver, peanuts and peanut butter, whole grain and enriched breads and cereals, fish, meat, and poultry.
 --Is very stable to heat, light, acid and alkali.

- (d) Vitamin C (ascorbic acid)
 --Helps form and maintain the cementing material, collagen, that holds the cells of the body together.
 --Strengthens the walls of the blood vessels, assists in normal tooth and bone formation, aids in healing wounds, and helps the body resist infection.
 --Rich sources include kale, broccoli, brussel sprouts, green peppers, cauliflower, strawberries, lemons, spinach, oranges, mustard greens, turnip greens, potatoes and sweet potatoes (especially when cooked in the jacket), tomatoes and tomato juice, cantaloupe, grapefruit, watermelon, and citrus fruits and juices.
 --Is the most easily destroyed. It is highly soluble in water and is easily oxidized by heat, light, and alkalis.

(3) Other vitamins

- (a) There are about half a dozen or so other vitamins which are needed by the body on a regular basis. Each of these other vitamins has a specific function in the body.
- (b) Although the amounts of each of these other vitamins needed is not specified, a well-chosen assortment of foods will provide all the vitamins a person needs.

5. Minerals, substances which are found in the ground, are supplied to us either through plants which draw them from the ground or from animals that eat the plants.

a. Calcium

- (1) Is the most abundant mineral element in the body.
 (2) Unites with phosphorus to give strength and structure to bones and teeth. About 99% of the calcium in the body is found in these two tissues. The other 1% is found in other body tissues and fluids and

aids in the proper functioning of the heart, muscles, nerves, and helps the blood to clot during bleeding.

- (3) The best sources of calcium are milk and cheddar cheese. Good sources are cottage cheese, ice cream, dark green leafy vegetables (collards, kale, mustard greens and turnip greens), sardines and salmon (if the bones are eaten), and shellfish.

b. Iron

- (1) Is needed by the body to combine with protein to make hemoglobin; the red substance of blood that carries oxygen from the lungs to the body cells and removes carbon dioxide from the cells.
- (2) Helps the cells obtain energy from food.
- (3) Only a few foods contain much iron. Liver is a good source. Lean meats, heart, kidney, shellfish, dry beans and peas, dark green vegetables, dried fruit, egg yolk, and molasses are good sources. Whole grain and enriched breads and cereals contain smaller amounts but when eaten frequently, become important sources.
- (4) Using cast-iron cookware can add appreciable amounts of iron to the diet.

c. Other Minerals.

- (1) The body needs as many as 18 to 20 minerals to regulate the body processes and build certain body structures.
- (2) In addition to calcium and iron, other essential minerals include phosphorus, iodine, fluorine.
- (3) Although sources of each of the essential minerals are not specified, a well-chosen assortment of foods will provide the minerals needed by the body.

6. Water

- a. Is essential for life. It ranks next to air, or oxygen, in importance. The body's need for water even exceeds its need for food. One can live for weeks without food but only a few days without water. It:
 - (1) Makes up about 1/2 to 2/3 of the body.
 - (2) Is the medium of body fluids, secretions, and excretions. It carries nutrients to and waste from all body cells.
 - (3) Is needed in the chemical reactions that take place in the body.
 - (4) Regulates the body temperature by evaporation through the skin and lungs.
 - (5) Is necessary to aid in the digestion and absorption of other nutrients.
- b. The body gets water from many sources.
 - (1) The most obvious is drinking water, but this often represents only a small part of total intake.
 - (2) Beverages (juice, milk, coffee, tea) and soups are other sources.
 - (3) Foods such as vegetables, fruits, meat, bread and dry cereals contain some water.
- c. Preservation of nutrients depends upon methods of handling.
 - (1) Nutrients vary greatly in their stability.
 - a. Some of them may be lost as a result of food handling methods.

- b. Nutritive value of foods may be destroyed or damaged by air, light, heat, acids, and alkalis.
- (2) Nutritive value of foods may be retained during preparation by reducing:
- a. The amount of water used.
 - (1) Ascorbic Acid (vitamin C), all of the B vitamins including thiamin, riboflavin, and niacin, and some minerals are water-soluble. This means that they can be dissolved in water and may be lost or destroyed when an excessive amount of water is used in preparation of foods.
 - (2) Avoid heating vegetables in more than a minimum of water or soaking for prolonged periods.
 - (3) Keep the cooking water from vegetables and add it to soups, sauces and gravies. Vitamins and minerals that might otherwise be poured down the drain are retained.
 - (4) Thiamin losses are considerable when rice is washed before cooking and when it is cooked in a large amount of water that is later poured down the drain.
 - b. The length of cooking time.
 - (1) The longer a food is cooked, the more nutrients are destroyed. By starting a vegetable in cold water, many nutrients are lost before the water begins to boil. Minimize losses by keeping the cooking time as short as possible.
 - (2) Ascorbic acid is destroyed by heat. Retain the vitamin C content by serving foods raw or cooking only long enough to make the food palatable.
 - (3) Some of the B vitamins, especially thiamin, are destroyed by heat. To preserve these nutrients:
 - a. Cook meat at a moderate temperature.
 - b. Cook only long enough to bring the meat to its recommended internal temperature.
 - (4) Adding an alkali (baking soda) to the cooking water may preserve the color of green vegetables but will destroy some of the vitamins, especially vitamin C, thiamin and riboflavin.
 - c. The amount of surface area exposed.
 - (1) The more of a vegetable or fruit is exposed to the air, the greater the vitamin loss.
 - (2) Vegetables almost always need a little trimming to remove damaged parts. Discarding any amount reduces the nutrients originally present. Different parts of the plant differ in nutrient content. The outer leaves contain higher concentration of vitamins and minerals than the more tender leaves and buds they protect. Remove only the damaged parts to retain the highest concentration of nutrients.
 - (3) Ascorbic acid is destroyed by exposure to air and light. Leaving chopped cabbage or other vitamin C rich food exposed to air and light destroys much of the vitamin C.

- (4) Bruising damages plant tissues and reduces nutritive value.
- (5) Light has a destructive effect on riboflavin. Milk exposed to direct sunlight for several hours will lose the major portion of the riboflavin it contains.

II. GUIDES TO GOOD NUTRITION

A. The RDA (Recommended Dietary Allowances) are the levels of essential nutrients considered by the Food and Nutrition Board, National Academy of Sciences of the National Research Council, on the basis of available scientific knowledge, to be adequate to meet the known nutritional needs of practically all healthy persons in the United States. The purpose of these recommendations is to identify the amounts of nutrients needed by healthy, normal Americans to promote good growth for children and optimum health for all.

1. The allowances have been established for 17 different population groups. They are based on variations in age, sex, weight, and height, with adjustments made for periods of pregnancy and lactation.
 - a. The recommendations are not requirements for individuals. Rather, they are used as guides in planning food supplies and diets for population groups.
 - b. Nutrient requirements vary widely from one individual to another because of variations in body build, genetic makeup, etc. The RDA is set high enough to meet the needs of practically all healthy people in the United States.
2. The RDA table lists recommendations for about 1/3 of the nutrients needed each day. It assumed that if the need for these nutrients is met through a diet which includes a wide variety of foods, the need for the other nutrients will also be met.

B. The five food groups are defined

A balanced diet is one that includes a sufficient variety of foods to insure that an individual takes in all the nutrients the body needs on a regular basis. For convenience in thinking about which foods supply which nutrients in abundance, nutritionists have divided foods into five food groups. They are based on the RDA and help translate nutrient needs into terms of foods widely available. By selecting a variety of foods from each of these groups each day, the individual's need for nutrients should be met.

1. MEAT GROUP - Two to three basic servings daily are recommended.
 - a. What's a serving?
 - (1) Includes beef, veal, lamb, pork, poultry, fish, shellfish (shrimp, oysters, crabs, etc.), organ meats (liver, kidney, etc.), dry beans or peas, soybeans, lentils, eggs, seeds, nuts, peanuts, and peanut butter.
 - (2) Count 2 to 3 ounces of lean, cooked meat, poultry, or fish without bone as a serving. One egg, 1/2 to 3/4 cup cooked dry beans, dry peas, soybeans, or lentils, 4 tablespoons peanut butter, and 1/4 to 1/2 cup nuts, sesame seeds or sunflower seeds count as 1 ounce of meat, poultry, or fish.
 - b. What's in it for You?
 - (1) These foods are valued for the protein, phosphorus, vitamins B6, B12, and other vitamins and minerals they provide. However, only foods of animal origin contain vitamin B12 naturally.

- (2) It's a good idea to vary choices among these foods as each has distinct nutritional advantages; for example, red meats and oysters are good sources of zinc. Liver and egg yolks are valuable sources of vitamin A. Dry beans, dry peas, soybeans, and nuts are worthwhile sources of magnesium. The flesh of fish and poultry is relatively low in calories and saturated fat. Seeds (sunflower and sesame, for example) contribute polyunsaturated fatty acids which are an essential part of a balanced diet.
- (3) Cholesterol, like Vitamin B12, occurs naturally only in foods of animal origin. All meats contain cholesterol, which is present in both the lean and the fat. The highest concentration is found in organ meats and in egg yolks. Fish and shellfish, except for shrimp, are relatively low in cholesterol. (Dairy products also supply cholesterol).

2. MILK GROUP - The basic servings daily, based on servings of fluid milk, are:

Children under 9...2 to 3 servings	Adults.....2 servings
Children 9 to 12.... 3 servings	Pregnant Woman3 servings
Teens..... 4 servings	Nursing mothers..... 4 servings

a. What is a serving?

- (1) Includes milk in any form: whole, skim, lowfat, evaporated, buttermilk, and nonfat dry milk: also yogurt, ice cream, ice milk, and cheese including cottage cheese.
- (2) Count on 8-ounce cup of milk as a serving.
- (3) Common portions of some dairy products and their milk equivalents in calcium are:

1 cup plain yogurt - 1 cup milk

1 ounce cheddar or Swiss cheese (natural or processed) = 3/4 cup milk.

1 inch cube cheddar or Swiss cheese (natural or processed) = 1/2 cup milk

1 ounce processed cheese food = 1/2 cup milk

1/2 cup ice cream or ice milk = 1/3 cup milk

1 tablespoon or 1/2 ounce processed cheese spread or 1 tablespoon Parmesan cheese = 1/4 cup milk

NOTE: The body will get about the same amount of calcium in each of these portions but varying amounts of calories.

- (4) Milk used in cooked foods - such as in creamed soup and sauces, puddings - can count toward filling the daily quota in this group.

b. What's in it for you.

- (1) Milk and most milk products provide calcium and riboflavin and contribute protein and vitamins A, B6, and B12. They also provide vitamin D when fortified with this vitamin.
- (2) Fortified (with vitamins A and D) lowfat or skim-milk products have essentially the same nutrients as whole-milk products but fewer calories.

3. FRUITS AND VEGETABLES GROUP - Two to five basic servings daily are suggested. Include one good source of vitamin C each day. Also, frequently include deep-yellow or dark-green vegetables for vitamin A. Unpeeled fruits and vegetables and those with edible seeds, such as berries, provide fiber.
 - a. What's a serving?
 - (1) Includes all fruits and vegetables.
 - (2) Count 1/2 cup as a serving or a typical portion-one orange, half a medium grapefruit or cantaloupe, juice of one lemon, a wedge of lettuce, a bowl of salad, and one medium potato.
 - b. What's in it for you?
 - (1) This group is important for its contribution of vitamin A, vitamin C, and fiber, although individual foods in this group vary widely in how much of these they provide.
 - (2) Dark-green and deep-yellow vegetables are good sources of vitamin A. Most dark-green vegetables, if not overcooked, are also reliable sources of vitamin C, as are citrus fruits (oranges, grapefruits, tangerines, lemons), melons, berries, and tomatoes. Dark-green vegetables are valued for riboflavin, folacin, iron, and magnesium. Certain greens - collards, kale, mustard, turnip and dandelion-provide a small amount of calcium. Nearly all vegetables and fruits are low in fat, and none contain cholesterol.
4. BREAD AND CEREAL GROUP - Six to eleven servings daily are recommended. Select only whole-grain, enriched or fortified products. Check labels.
 - a. What's a serving?
 - (1) Includes all products made with whole grains, enriched flour or meal: bread biscuit, muffins, waffles, pancakes, cooked or ready-to-eat cereals, cornmeal, flour grits, macaroni, spaghetti, noodles, rice, rolled oats, barley and bulgar.
 - (2) Count as a serving 1 slice of bread, 1/2 cup to 3/4 cup cooked cereal, cornmeal, grits, macaroni, noodles, rice, spaghetti, or 1 ounce of ready-to-eat cereal.
 - b. What's in it for you?
 - (1) These whole-grain or enriched foods are important sources of B vitamins and iron. They provide protein and are a major source of this nutrient in vegetarian diets. Whole-grain products also contribute magnesium, folacin, and fiber.
 - (2) Most breakfast cereals are fortified at nutrient levels higher than those occurring in natural whole-grain. In fact, some fortification adds vitamins not normally found in cereals (vitamins A, B12, C, and D). However, even these cereals, if refined, and other refined products (enriched or not), may be low in some other vitamins and trace minerals, which are partially removed from the whole grain in the milling process and are not restored. For this reason, it's a good idea to include some less refined or whole-grain products in the diet.
5. FATS AND SWEETS GROUP - In general, the amount of these foods to use depends on the number of calories required. It's a good idea to concentrate first on the calories plus-nutrient foods provided in the other groups as the basis of a daily diet.

- a. What's a serving?
 - (1) Includes foods like butter, margarine, mayonnaise, salad dressings and other fats and oils: candy, sugar jams, jellies, syrups, sweet toppings, and other sweets; soft drinks and other highly sugared beverages. Also included are refined but unenriched breads, pastries, and flour products. Some of these foods are used as ingredients in prepared foods or are added to food at the table. Some are just "extras."
 - (2) No serving sizes are defined because basic number of servings is not suggested for this group.
- b. What's in it for you?
 - (1) These products, with some exceptions such as vegetable oils, provide mainly calories. Vegetable oils generally supply vitamin E and essential fatty acids.
 - (2) Fats and oils have more than twice the calories, ounce for ounce, as protein, starches, or sugars but keep hunger pangs away longer.
 - (3) Unenriched, refined bakery products are included here because, like other foods and beverages in this group, they usually provide relatively low levels of vitamins, minerals, and protein compared with calories.

6. DIETARY GUIDELINES FOR AMERICANS ARE RECOMMENDED.

These guidelines are intended for people who are already healthy. They do not apply to people who need special diets because of diseases or conditions that interfere with normal nutrition. These people may require special instruction from trained dietitians in consultation with their own physicians.

The guidelines do not guarantee health or well-being. Health depends on many things including heredity, lifestyle, personality traits, mental health, and attitudes, and environment, in addition to diet. Food alone cannot make you healthy, but good eating habits based on moderation and variety can help keep you healthy and even improve your health.

- (1) Eat a variety of foods.
- (2) Maintain healthy weight
- (3) Choose a diet low in fat, saturated fat and cholesterol.
- (4) Choose a diet with plenty of vegetables, fruits, and grain products.
- (5) Use sugars only in moderation
- (6) Use salt and sodium only in moderation.
- (7) If you drink alcoholic beverages, do so in moderation.

SAFETY STANDARDS

Introduction

Safety is the responsibility of each individual employee of the Child Nutrition Staff. Each employee should be alert to hazards or potential hazards that should be corrected by the employee or reported to their supervisor.

SAFETY STANDARDS

Preventive measures in safety standards are usually so simple that people tend to dismiss them without further thought. This is the major reason that accidents are caused by personal carelessness. All employees can make important contributions to personal safety by practicing accident prevention. Accidents happen when someone forgets, does not think, or does not care.

The requirements listed below are good advice and should be applied. If you cannot meet these requirements for a particular reason, you should report to your supervisor immediately.

1. Report all injuries (observed or experienced) to your supervisor immediately. (Complete an accident form)
2. Be alert for any condition that could lead to an accident. Report unsafe conditions to your supervisor immediately.
3. Eye protection must be worn at all times when there exists the possibility of cleaning materials coming in contact with an employee's eyes. When in doubt, wear eye protection.
4. Do not attempt to lift or move large or heavy objects without help.
5. Use caution in storing or retrieving items from elevated shelving. Store heavy objects on lower shelves.
6. Do not work on or adjust electrical equipment or devices unless power has been disconnected.
7. Always use electrical extension cords with caution. Do not use multiple cords in a single outlet.
8. Keep all electrical equipment away from water or moist conditions.
9. Use extreme caution when walking on wet or slippery surfaces. Avoid them when possible. Use floor mats in the dish machine area.
10. Do not leave materials and equipment in hallways or doorways.
11. Playfulness, horseplay, or practical jokes will not be tolerated.
12. When in doubt, use safety equipment (eye protection, gloves, etc.)
13. Do not use short cuts that are not absolutely safe.

CHEMICALS AND HAZARDOUS MATERIALS

1. Be familiar with material safety data sheets (MSDS)
2. Employees shall wear all protective clothing and use equipment recommended by material safety data sheets (MSDS) (safety glasses, goggles, gloves, etc.)
3. Never mix chemicals.
4. All chemical spills shall be cleaned up immediately in accordance with material safety data sheets (MSDS).
5. All containers shall be labeled as to their contents.
6. All chemicals and chemical containers shall be disposed of in accordance with material safety data sheets (MSDS).
7. Never receive chemical without first having the material safety data sheet (MSDS).

LIFTING PRECAUTIONS

There are methods to help in avoiding back problems and here are some suggestions of do's and don'ts that could be appropriate;

1. Never lean forward without bending the knees. If the knees are slightly flexed, one can assume the upright position without arching the back; therefore, avoiding strain.
2. Avoid lifting anything above your elbows. By bending the knees and the hips, one can easily lift an object off the floor without causing pain or damage. If the object is pushed above the level of the waist, the back must be arched to avoid being pulled forward. Anything lifted above the elbow could possibly create a strain in the back. Ask for help.
3. Always know your limitation and ask for help.
4. When help is not available, don't move it or lift it.
5. Store heavy objects on lower shelves.

Practice these methods whether lifting a grocery bag or moving freight:

ONE PERSON LIFT ("squat lift")

1. **STAND** as close to the load as possible, feet spread apart. (Slide the load close to you if it's on a shelf.)
2. **BEND** at the knees, keeping your back straight and stomach tucked in. (You'll reduce the risk of pinching a disc).
3. **GRASP** the load firmly.
4. **LIFT** smoothly with your legs, inhaling as you lift to help support your back.

5. HOLD the load close to the center of your body.

EQUIPMENT SAFETY

CONVECTION STEAMER:

- a. Guard against possible steam burns when opening door.
- b. Be certain that safety valve is in good working order.
- c. Clean up spilled foods immediately so vent will not become clogged.
- d. If steam pressure rises above safety level, shut off steam and call the Central Office.
- e. If steam leaks around door after tightening, have steamer checked.
- f. See that proper water level is maintained in self-contained steamers to prevent boiler from burning out.
- g. Check water level at intervals during operation: never use without water.

DISH MACHINES

- a. Follow manufacturer's instructions for care and use.
- b. Keep machine arms free of minerals and water deposits.
- c. Use only manufacturer's recommended detergents, softeners, and rinse solutions.
- d. Ensure efficient hot water supply, (adequate hot water tank or booster heater).
- e. Clean drain trap after each use; frequently remove and clean strainer trays.
- f. Check temperature gauge during each operation; do not allow to overheat.
- g. Clean, dry, oil, and check all parts at the end of the school year.
- h. Use mats on floor in dish machine area.

TIPS ON SAFE DISH WASHING AND STORAGE

Washing:

- a. **MANUAL:** You must use a sink with at least 3 sections so you can rinse and then sanitize separately. Sanitizing water must be a 170 degrees F or above. If a chemical solution is used, test its strength often according to directions.
- b. **MACHINE:** Scrape and rinse dishes well before washing. Check the water temperature and chemical solution often. Read and know the manual for your machine.
- c. **DRYING:** All dishes and utensils must air dry. Never wipe dry with cloths.

- d. STORAGE: Cups and glasses should be stored facing down, utensils with their handles facing out.

FOOD MIXERS

- a. When cleaning mixer, do not allow water to come in contact with the motor or wiring.
- b. Select proper bowl and proper beater or whip for the type of mixer.
- c. Be sure to fasten bowl and beater or whip securely before starting motor.
- d. Do not put hand or spoons into bowl while the mixer is in operation.
- e. Stop the machine before scraping down side of bowl during mixing process.
- f. Always use rubber scraper, flexible scraper or long-handled spoon to scrape down bowl and remove food from beater.
- g. Use mixing bowls for mixing only; NEVER on range or in the oven.
- h. Allow proper mixing time for products; over-mixing may be as damaging as under-mixing.
- i. If mixer is used for a long period, allow time for motor to cool. Most mixers operate at capacity load for one hour without over-heating or damaging motor.
- j. To start the motor, either turn on the switch or press the start button (depending on speed, not at an intermediate position.)
- k. Turn motor off before changing gears if machine does not have start button.

KNIVES

- a. Knives should be washed as used; never throw into a sink of water to be found unknowingly by the next person.
- b. Do not store knives loosely in a drawer. They should be stored in a knife rack.
- c. Always use the proper knife for the job being done.
- d. Use a chipping board and keep finger tips away from blade of knife when chopping or cutting food items.
- e. Keep knives sharp and properly stored when not being used.
- f. Use a spatula (not a sharp knife) when separating frozen patties, etc.

CUTTING AND CHOPPING

- a. Use plastic or rubber cutting boards without holes or splits that could collect food or germs.
- b. Clean and sanitize your utensils and board between processing different foods to prevent cross-contamination.

RANGE

- a. Provide good lighting over the range.
- b. Adequate ventilation is required. (Clean hoods, filters, and exhaust fans are important)
- c. Keep a fire extinguisher near the range (NEVER BEHIND THE RANGE).
- d. Let range cool before cleaning.
- e. Never allow grease to accumulate in cracks or on drip trays.
- f. Avoid spillage on range; this clogs burners and allows gas to escape.
- g. If burners or pilots go out due to strong draft or spilled liquid, turn off gas and wait several minutes before relighting.
- h. Use dry pot holders.
- i. Have the range inspected regularly; NEVER NEGLECT A GAS ODOR, SMOKING CORD, OR FLYING SPARKS.

SLICING MACHINE

- a. Protect against edge of knife (blade) by keeping guards on top and back edge of knife (blade).
- b. Use feed grips as a pusher plate whenever possible.
- c. Unplug slicer before cleaning.
- d. Use hand guard glove when slicing or cleaning the knife (blade). Replace damaged guard glove.

STEAM-JACKET KETTLE

- a. Raise kettle lid away from body; avoid steam burns.
- b. See that proper water level is maintained in water jacket.
- c. If water jacket has gone dry, do NOT add water without first allowing kettle to cool.
- d. Be sure that safety valve is in good working order; check it daily.
- e. If steam pressure rises above safety level, turn off kettle and call the Central Food Service Office.
- f. Use long-handled paddles, dippers and DRY pot holders.

ACCIDENT/INJURY REPORT

Employee Name _____ Job Title _____

Date of Accident _____ Time _____ Date reported _____

Location of accident: School _____
(Room #, hall, cafeteria, playground, etc.)

BE SPECIFIC _____

Did accident result in injury: Yes _____ No _____

Nature of injury: _____

Was person treated by medical professional: Yes _____ No _____

Describe the accident: BE SPECIFIC (Tools, materials, etc.)

Please list any witnesses present when this accident took place.

Name _____ Job Title _____

Employee Signature

Date

ACCIDENT INVESTIGATION REPORT

Employee Name _____ Job Title _____

Date of Accident _____ Time _____ Date reported _____

Location of Accident: School _____
(Room #, hall, cafeteria, playground, etc.)

BE SPECIFIC _____

Did accident result in injury: Yes _____ No _____

Nature of injury: _____

Was person treated by a medical professional: Yes _____ No _____
(Physician, nurse, other)

If yes, name, address, phone number of person treating injury:

Describe the accident: BE SPECIFIC (Tools, materials, etc.)

Accident Investigation Report - Cont'd

Describe Unsafe Acts: _____

Describe Unsafe Conditions: _____

Did this accident occur due to human error: Yes _____ No _____

Explain what steps could have been taken to prevent this accident: _____

Have similar accidents of this nature occurred before: Yes _____ No _____

Were the similar accidents reported: Yes _____ No _____

Describe the accidents of a similar nature: _____

Accident Investigation Report - Cont'd

Names of other people who witnessed this accident:

Name _____ Job Title _____

*Note to investigator: Complete a copy of this report for each witness

Would you be willing to testify in court to the above incident? Yes _____ No _____

Employee's Signature

Date

Investigator's Signature

Date

SAFETY STANDARD ACKNOWLEDGMENT

I have received and read the Western Heights Public Schools Safety Standards for Child Nutrition personnel, and have been given clarification and understand the contents. I also agree to abide by the standards and other procedures. They may change periodically.

Employee Signature

Date

Supervisors Signature

Date

SANITATION STANDARDS

Sanitation is a way of life. It is the quality of living that is expressed in the clean home, the clean farm, the clean business and industry, the clean neighborhood, the clean community.

Being a way of life, it must come from within the people; it is nourished by knowledge and grows as an obligation and an ideal in human relations.

Dishwashing

Give special attention to tines of forks and bowls of spoons. It has been shown that disease organisms can be transferred from infected persons to eating utensils and that disease germs may survive poor dishwashing methods.

Pre-Washing

1. Prior to washing, eating and other utensils should be prescraped and preflushed and, when necessary, pre-soaked to remove gross food particles and soil.

Washing

1. Modern detergents have been developed for various cleaning operations. Be sure the detergent you use is capable of doing the job.
2. (Hand Method) Wash in water 100-120F or as reasonably hot as your hands can stand. Be sure to start with proper amount of detergent in wash water. Fresh wash water should be made up as needed. Use brush instead of cloth.
3. (Machine Method) Equipment and eating utensils should be placed in racks, trays, and baskets so that all surfaces touched by food are subjected to a direct spray of wash and rinse waters.

Directions for operation may vary with different dish machines. Follow the instructions that accompany your equipment. Remember dishwashing machines give satisfactory results only if operated according to manufacturer's directions. Add detergent when necessary. Keep dishwashing machines clean and in good repair at all times.

Rinsing

1. All rinsing should be done with clear, hot water.

Sanitizing

1. This is the application of a substance or condition to a utensil for the purpose of destroying bacteria.
2. Total immersion of utensil in clean hot water at least 180 F for 1/2 minute or more. Thermometer must be available for checking temperature.
3. Total immersion of utensils for a period of at least one minute in clean sanitizing solution containing -

- (a) At least 50 parts per million of available chlorine at a temperature of not less than 75 F, or
 - (b) a minimum of 12.5 parts per million of available iodine at not less than 75 F, or
 - (c) any other chemical sanitizing agent that has officially been approved by the county/city health department.
4. Dish machines. The final fresh water rinse shall be at a temperature of at least 180 F. Check accuracy of machine thermometers.
 5. Fixed equipment or that which is too large to be treated by immersion may be sanitized by spraying or swabbing with a solution at least twice as strong as required for immersion sanitization.
 6. Check capacity of hot water supply. Booster heater may be needed to maintain 180 degree rinse.

Drain and Air Dry

1. Utensils should be stored in such a manner that they will not be contaminated by dust, etc.

Storage of Utensils and Food

Properly cleaned utensils and equipment will become contaminated unless properly stored and handled.

1. Shelves used for utensils should be kept clean. Cloth, paper, oilcloth or similar material should not be used for shelf covering since they provide insect hiding places.
2. Containers and utensils should be stored at a sufficient height, not less than 12 inches above the floor, in a clean dry place, protected from insects, splash, dust, overhead leakage, condensation and other contamination. Store inverted where practical.
3. Drain racks, trays, and shelves should be made of non-corrosive material, and should be kept clean.
4. Utensils should not be handled by the surfaces which come in contact with food or drink. Fingers should not touch the drinking or eating surface of glasses, cups, dishes not the bowls of spoons, tines of forks, or the blades of knives.
5. Paper cups, plates, spoons, straws, forks and other single service utensils should be purchased in sanitary containers and stored in a clean, dry place until used.
6. Cartons containing single service paper utensils should be opened in such a manner as to prevent contamination of those not used.
7. Straws should be individually wrapped or dispensed in such a manner that germs cannot be transferred from one person to another.
8. Ventilation is necessary for good food storage. Let cool air in, warm air out.
9. Store loose bulk foods such as sugar, flour, and beans in covered metal or plastic containers. Keep covers on.

10. Older food should be moved to the front when new supplies are stored. "First in...First out."

Care of Food

Lack of adequate refrigeration can be responsible for the spread of food infection and food poisoning outbreaks.

1. Refrigerator temperature must be below 45 degrees Fahrenheit in the warmest part of the storage area. A thermometer should be permanently located at this point and checked - especially when the kitchen is warmest.
2. All food should be kept covered while in the refrigerator.
3. Large quantities of food should be stored in thin layers in shallow pans rather than in deep containers.
4. Space should be left between storage items to allow for circulation of air.
5. Sliced, boned, hashed or other cooked meats should not be kept at room temperature for more than one hour after cooking. Infected meats may appear satisfactory to the sight, touch and smell.
6. Hands and equipment must be thoroughly washed after handling uncooked poultry.
7. When ice is used, it must be from sources approved by the health department. Only clean equipment and utensils should be used for storing and handling ice.
8. All pre-cooked foods should be refrigerated at 45 degrees or less.
9. Potentially hazardous* foods must always be kept at a safe temperature, below 45 degrees or above 150 degrees.
10. Frozen products should be stored at or below 0 degrees. Never refreeze products once they are thawed.
11. Frozen foods must be thawed in the refrigerator at 45 degrees or below, or as part of the cooking process.
12. Raw fruits and vegetables should be thoroughly washed before being used.
13. Only those foods which are commercially processed and subject to inspection are recommended for school lunch purposes.
14. All meat, milk and other dairy products must be from a source approved by local or state health authorities.
15. Only pasteurized milk and milk products may be used.
16. All milk must be served in the individual, original container or from an approved dispenser.
17. Leftover foods should be avoided by proper planning. Under no circumstances should they be used after 24 hours.

18. Pork should be cooked until it is no longer red or pink.
19. Margarine, peanut butter, honey, syrup, butter, jams, jellies, and similar items should be served in individual portions, and not in bulk unless in approved dispensers.
20. Paper napkins should be provided.
21. Straws should be individually wrapped or dispensed so that there is no possibility of spreading germs.
22. Do not serve plates in advance of lunch period. Serve children as they pass down the line.
23. To keep food supply fresh and at proper temperature, replenish service counters at frequent intervals.
24. Food, even though in containers, should never be placed on the floor.
25. All milk must be refrigerated until served.

*(Potentially hazardous foods include all custard and cream fillings, poultry, egg products, shellfish, salads or creamed dishes containing meat, fish, eggs or milk products).

REFRIGERATE THESE FOODS

<u>Fresh</u>	<u>Processed</u>	<u>Frozen</u>
meat	vegetables or	meat
fish	fruit salads	fish
poultry	custard	poultry
vegetables	gravy	pastries
fruits	sauces	desserts
eggs	condiments	cooked food
dairy food	cooked food	

Low temperatures stop or slow down the growth of bacteria, yeasts and molds. Proper refrigeration and handling keeps spoilage at a minimum; food poisoning and food-borne diseases are less likely to occur. Keep these perishable foods refrigerated until prepared and served.

Care and Disposal of Garbage and Trash

All garbage and refuse are potential breeding places of disease producing germs and disease bearing insects and serve as a food supply for rodents.

1. Garbage and trash should be kept in tight, nonabsorbent, easily washed containers, of not more than 20 gallon capacity.
2. Garbage cans should be provided with tight-fitting lids that are kept on when not in actual use.
3. Paper liners for garbage cans aid in cleaning and prolonging life of these containers.
4. All garbage receptacles should be washed with hot water and detergent and rinsed with clean water daily.

5. A rodent and vermin free area large enough to hold all outdoor garbage cans should be provided.
6. Insecticides can be used effectively in and near garbage and waste areas. Only those recommended by the county health department should be used.
7. Trash and paper waste should be disposed of properly by an approved method.

Pest Control

The school lunch department should be free of all pests, particularly flies, roaches, ants, mice or rats. The reason for preventing and eliminating rodents and insects is that they spread disease. They walk and feed on all kinds of filth, picking up germs on their feet and bodies, then depositing them on any food or utensils they touch.

An ounce of prevention is worth a pound of cure. Good housekeeping is a must in controlling pests. No amount of insecticides and no extermination program can overcome the effects of poor daily housekeeping.

General Methods of Controlling Pests:

1. Unless a licensed commercial exterminating firm is employed, use poisons only under the direction and supervision of the health department.
2. Soaps and cleaning powders must not be stored with dangerous substance, and neither should they be stored with food.
3. Storage items should be 12 inches above the floor or on movable dollies. Equipment should be placed a cleanable distance from walls.
4. All cracks and crevices should be sealed.
5. Keep all foods covered.
6. Keep garbage cans covered tightly. Empty and clean them daily.
7. Dispose of trash promptly and clean the trash cans.
8. Clean up spilled food immediately.
9. Clean shelves and drawers frequently.
10. Keep walls, floors, and ceilings clean and well lighted, no dark corners.
11. Keep screens on all openings closed.
12. See that breaks in screens of windows and doors, cracks in walls, ceilings and floors are repaired immediately.
13. See that all openings around wiring, drain pipes, vents and flues are closed with metal or heavy screening.
14. Keep food in metal or other approved containers with tight fitting lids.

15. Keep the inside and outside of the building clean.
16. Inspect and unpack produce on arrival. Cockroaches may be brought into school lunch department in crates or cartons of food.
17. Clean up outdoor insects and rodent breeding places such as rubbish, scrap lumber and tin cans.
18. Many chemicals for the control of pests are available on the market today. The use of these in any food establishment is an indication of some unsanitary condition.
19. Never use any poison, chemical, or insecticide unless approved in writing by the county health department.

Food Poisoning

Food poisoning is a general term, not exact in itself, but often used to describe any type of disease or illness caused by taking into the body spoiled, contaminated, or adulterated food or drink. Mistakenly, it has many times been referred to as Ptomaine Poisoning.

Food prepared far in advance + poor refrigeration + careless handling = sickness.

Almost all cases of food-borne disease are caused by bacteria or by poisons produced by bacteria. The poison is formed in food before it is eaten and cannot be detected by taste, odor, or color.

The Salmonella germ is found in the intestines of birds and animals - including rats, mice, dogs and cats - and is sometimes carried by a healthy person.

The Staphylococcus germs - sometimes referred to as Staph or pus-forming bacteria - are found in the nose and throat, sores and boils, and on the skin of man.

Botulism is the most deadly type of food poisoning. It is caused by a poison produced by the germ *Clostridium botulinum*. Found everywhere in the soil, this germ is very resistant to heat and cold. It can also live and grow without air. Since it can grow without air, the conditions found in canned non-acid foods are ideal for growth and manufacture of its deadly poison. The germ itself does not cause disease, but the poison it produces is usually fatal to man. A mere taste of food containing the powerful poison causing botulism has been known to cause death. Doubtful non-acid food should be destroyed.

Trichinosis, a condition of infested pork, can cause illness when pork has not been cooked sufficiently. Trichinosis is due to a round worm found in the muscles of some meat-eating animals. The most common host to this worm is the rat. Animals which prey on or occasionally eat rats, such as the pig, dog and cat, may become infested with them. Careful investigation has shown that these encysted worms found in pork are killed when the meat is sufficiently heated or frozen for varying periods. Therefore, all pork products should be thoroughly cooked. A change to a light color is a good indication that pork has been sufficiently cooked to render the cyst harmless.

Pork should never be served when pink meat is visible. Purchase government inspected meats and cook well.

Undulant fever (Brucellosis) is contracted from the raw milk of infected cows. Septic sore throat, dysenteries and scarlet fever may be transmitted by means of contaminated milk. These latter

three conditions may be caused by improper handling of any milk. To avoid these milk-borne illnesses, milk should be pasteurized and handled under the health department's approval.

Disease producing bacteria are spread:

1. By bacteria carriers; such people may seem well but carry bacteria that make other people sick.
2. In the air when a person sneezes or coughs.
3. By their presence on improperly cleaned and sanitized eating and cooking utensils and equipment.
4. By the hands that have not been properly washed.
5. By fingernails not properly cleaned.
6. By contamination of food, utensils and equipment from flies, insects, rats and mice.
7. By improper handling and preparation of food.
8. By use of common towels.
9. By serving improperly cooked food.
10. By poor personal hygiene practices of food handlers.
11. By use of foods from unapproved sources.

Sanitation Responsibilities

Manager

1. Call all sanitation and safety hazards to the attention of the director immediately.
2. Request from proper authorities facilities, materials and supplies needed in connection with sanitation and safety.
3. Check department at regular intervals.
4. Keep up to date.
5. Train school lunch personnel. Practice what you know.
6. Cooperate with others responsible for program.

School Administrator

1. Provide facilities, materials and supplies needed.
2. Provide special personnel as needed.
3. Delegate responsibility and authority as necessary.
4. Make training possible and require participation.
5. Cooperate with school lunch personnel and others concerned.

Health Department

1. Inspect school lunch departments regularly.
2. Discuss improvements and problems with manager, principal, school lunch supervisor and superintendent.
3. Furnish copy of inspection report to manager, principal, and county superintendent.
4. Assist in securing sanitation materials and supplies.
5. Cooperate with school officials in planning and conducting training programs.

Teacher

1. Teach pupils proper personal sanitation habits through example and class activities.
2. Assist in making the school lunch a positive learning experience.

School Lunch Supervisor

1. Work with those concerned in developing standards, policies and practices regarding sanitation.
2. Work with administrators and teachers in making the sanitation aspects of school lunch a positive learning experience for children.

3. Solicit aid from the health department personnel when help is needed.
4. Assist in securing "built-in" sanitation for school lunch departments.
5. Plan and conduct such training programs as are necessary for the maintenance of established sanitation standards.
6. Prepare or secure suitable materials for sanitation education.

The Fundamental Five of Safe Food Service

These are the five fundamentals for safe, sanitary food service. Good food sanitation includes other details, but if any one of these basic five points is missing, no food service operation can be entirely safe.

1. **CLEAN HANDS** - Dirty hands spread germs. Hands and fingernails should be washed thoroughly with soap and water before work, after using toilet and every time they are soiled.
2. **CLEAN SERVICE** - Handling utensils the wrong way may spread disease. Paper service should be handled carefully to keep it sanitary. Other utensils should be washed clean, sanitized as recommended by the health department, then carefully stored and handled.
3. **CLEAN FOOD** - Food may be infected by coughs, sneezes, handling, dirty equipment, vermin, animals, and wastes. It should be protected during storage, preparation, display and service.
4. **RIGHT TEMPERATURE** - Cold stops germs from growing; heat kills them. Cold foods should be kept cold; hot foods should be kept hot. Prepared food never should be left standing at room temperature one unnecessary minute.
5. **HEALTHY WORKERS** - Food workers must be healthy, for colds or other diseases may be passed to others. Germs from infected cuts, pimples or boils may cause food poisoning.

PURCHASING PROCEDURE

The Child Nutrition Division of the Western Heights School System has as one of its goals to purchase the correct product at the right time at the fairest price. The best way to achieve this goal is to purchase food and non-food supplies on a formal bid basis.

This booklet has been provided to acquaint you with the policies and procedures for submitting bids. You will find enclosed a bid calendar (Attachment A) to advise you of the dates that have been set for advertising, pick up and return of bids, and deliveries. Also enclosed are the general bid requirements and specifications.

Bids for food and non-food supplies will be mailed to interested vendors or may be picked up at the Child Nutrition Program Office, 8401 S.W. 44th Street, Oklahoma City, Oklahoma. Bids must be returned before the date and time of the bid opening to be considered.

Food bid tabulations are made following the public bid opening. Bids will be awarded by the Western Heights Board of Education at the next regularly scheduled meeting. Notification will be made to successful and unsuccessful bidders.

It is hoped the development of this manual and the bidding system will not only strengthen the purchasing of the Child Nutrition Programs but will also be of benefit to the vendors. Your assistance in advising us in clarification of our system and/or specifications is greatly appreciated.

Purchasing procedures - Western Heights Child Nutrition Program

The Child Nutrition Program of Western Heights Schools is responsible for the purchasing of all food items, paper goods, equipment, utensils and certain cleaning supplies used in the food service operation of the school system.

Formal sealed bids are taken for the year's supply of milk, bread, warewashing, small equipment and pest elimination. Formal sealed bids are taken on a four month basis for all other purchases except equipment for new facilities. Contracts awarded to contractors for new buildings provide this equipment. An advertisement for formal bids will be made annually with bid opening dates for the entire year's bidding. Invitations to Bid will be sent to all vendors expressing an interest in any or all of the bid periods. A purchasing manual will be provided to all interested vendors for use during the entire year. Specifications provide an accurate description of the product desired. Specifications will not unduly restrict competition. Manuals may be picked up in the Child Nutrition Program Office. Annual bids are opened at a formal bid opening and accepted at the regularly scheduled meeting of the Board of Education.

Staple foods and frozen foods are bid on a four month basis and supplied on an "as needed" basis. Perishable food products are supplied on "as needed" basis. Deliveries will not be received during the serving time, between the hours of 11:00 a.m. and 1:00 p.m. Dry, staple and frozen products are to be delivered to the Western Heights Warehouse, 4101 S. Council Road, Oklahoma City, Oklahoma between the hours of 7:30 a.m. and 2:00 p.m., Monday through Friday.

Price is not the only factor considered in determining who will be awarded the bid. Quality of product, density, number and size in the pack are product factors. Samples may be requested at no charge to the school for comparison purposes. Delivery, service, and billing procedures are also a major factor in awarding bids. It is imperative that deliveries be reliable as to completeness and punctuality. All vendors wanting to bid are welcomed and will be given consideration.

All procurement transactions shall be conducted in a manner so as to provide maximum open and free competition.

Orders are placed with successful bidders on an "as needed" basis and deliveries are required within three (3) working days after the order is placed. Since amounts are required on the bid for a specific time period, product must be available for delivery. Failure to deliver as agreed will result in the company paying for any difference paid by the school to acquire the product from the next lowest bidder. Substitution of products by the company must be approved by the child nutrition programs office prior to delivery and must be billed at the bid price.

Food service employees shall not solicit nor accept gratuities, favor, or anything of monetary value from the contractors or potential contractors.

No employee, officer, or agent of the school district shall participate in selection of or in the award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

1. The employee, officer, or agent;
2. Any member of his/her immediate family;
3. His or her partner;
4. An organization which employs, or is about to employ any of the above.

The school district shall make all officers, employees or their agents, or contractors, or the contractors' agents aware that violations of these procurement standards are subject to penalties as established by Title 74 O.S. ~ 3401 et. seq., also known as the Anti-Kickback Act of 1974.

The school reserves the right to purchase at food shows when such purchases are advantageous to the school and products are to be evaluated for use and acceptability.

General Rules, Conditions, and Instructions for Bidders

SECTION I: BIDS

The date, time and place of bid openings will be shown on all Invitations to Bid.

Bids shall be submitted only on the Bid Proposal Form provided. The entire document must be returned including the Contract Section.

All information required on the bid form must be supplied in order to constitute a regular bid.

Bids or amendments thereto received after the date and time designated for opening of bids or received unsealed will not be considered.

The bid form must be typed or completed in ink. Any corrections made by erasure or the use of correction fluid must be initialed by the person signing the bid.

Bids must be signed by a duly authorized representative of the firm and returned in a sealed envelope marked "**SEALED FOOD SERVICE BIDS**" indicating the date and hour of opening.

Any notation on the outside of the sealed bid envelope which is intended to amend the bid in any manner will not be considered.

The price quoted shall include handling and delivery to the Western Heights Warehouse, 4101 South Council Road, Oklahoma City, Oklahoma.

Bids submitted are binding on all bidders for the delivery period as listed in the bid proposal. Errors in quoted prices or in a preparation of the bid are the responsibility of the vendor.

Vendors who fail to respond after having been invited to bid for two (2) openings will be deleted from the vendors list.

When samples are required, they must be submitted by the vendor to the Child Nutrition Office or the designated place at least two (2) working days after the bid opening. No cost for samples is to be incurred by the school.

All contracts, unless otherwise specifically stated, shall produce new commodities, fresh stock, latest pack. All products quoted shall have been processed and packed in accordance with good commercial practice and shall be in good condition at the time of delivery. All products shall conform in all respects to all applicable standards promulgated under the Federal Food, Drug, and Cosmetic Act in effect at the time of delivery. All products must be domestic, except for products not produced in the United States.

Products intended to satisfy the meat/meat alternate requirement of the reimbursable meal must be a **CN LABEL** or the vendor must attach a completed **PRODUCT FORMULATION STATEMENT** (Attachment C) with the bid form.

Vendors must provide Occupational Safety and Health Administration U.S. Department of Labor, OMB Form 44-R1387 **MATERIAL SAFETY DATA SHEET** with bid for all products containing hazardous ingredients.

Bids shall not include state and local taxes. Western Heights' tax exempt number is 385-817.

Where applicable, bids shall state the amount of allowances for products produced under the National Commodity Processing Agreement. Western Heights' National Commodity Processing number is 140020140.

SECTION II: AWARDS

The opening of bids will be for reading only. Award of bids will be as directed by the Western Heights Board of Education.

Bids will be awarded by **ITEM** to the lowest responsible bidder whose bid is responsive and most advantageous to the Child Nutrition program. The Western Heights Board of Education reserves the right to select any part of a bid or the whole bid, to reject and/or all bids.

The right is reserved to increase the quantities, where shown, for item or items on the bid. Also, the right is reserved to decrease quantities when USDA products become available in the amounts that create a usage and storage problem. Quantities when listed, are estimated only; however, every effort will be made to make the estimates realistic.

When brand name or equal is specified, the Director of Child Nutrition Program will be sole determiner of product equality and all decisions as to equality will be final.

One copy of the vendor's Bid Proposal, countersigned by the Director of Child Nutrition Program or the designee, mailed or picked up in the school food service office by the field representative will be considered sufficient notice of acceptance of bid and award of the contract.

SECTION III: DELIVERIES

Deliveries shall be made on a regularly scheduled basis to the Western Heights Warehouse between the hours of 7:30 a.m. and 2:00 p.m. Delivery will be made within three working days following the receipt of an order. Milk, bread, produce and snack vendors shall develop a delivery schedule with the manager of each kitchen that insures sufficient and timely supplies.

The manager of each cafeteria has the responsibility of checking the quantity and quality of products delivered to the cafeteria sites. Any item found unacceptable will be returned to stock immediately with cost to the school. The warehouseman will be responsible for checking the quantity and quality of products delivered to the central warehouse. Any products found to be unacceptable in quantity or quality or does not meet the specification of the order will be returned to stock immediately without charge to the school.

Deliveries shall be subject to reweighing. Payment shall be made on the basis of net weight of materials delivered.

Vendors must give immediate notice to the school food service office of inability to deliver. This may be done by calling (405) 745-6300. The school reserves the right to cancel that portion of an order which the vendor has failed to deliver at the time specified.

If a vendor is temporarily out of stock of a particular item, he/she may deliver an equal or superior product at an equal or lower price with prior approval from the school food service office. This may be done by calling (405) 745-6300.

When delivered products appear to be inferior to the products specified, the buyer reserves the right to submit the items in doubt to the nearest local or regional USDA office for official inspection and grading. The expense of the inspection shall be paid by the vendor if any article fails in any way to meet specifications. Payment shall be made on an adjusted price basis.

SECTION IV: INVOICES AND STATEMENTS

Successful vendors shall be required to leave duplicate invoices with the representative who receives the items as the receiving sites. Statements shall be submitted monthly to the school food service office no later than the 5th of the following month. Each statement will contain a record of all purchases for the month. Payment will be made from invoices signed by a representative of the vendor and co-signed by a representative of the school. It is the responsibility of the vendor to reconcile the statement and invoices, and to furnish the school food service office with proof information of copies of unpaid invoices or incorrect invoices in case of a discrepancy. All vendors must have a **NON-KICKBACK AFFIDAVIT** (Attachment D) on file in the Central Food Service Office before payment can be made.

SECTION V: CONTRACT CONDITIONS

Repeated failure to make delivery in accordance with specifications will result in termination of the contract, pursuit of appropriate legal remedies, and/or disqualification of the vendor until such time as she/he furnishes satisfactory evidence that future obligations can be fulfilled. Failure to render prompt service will be considered when making subsequent award.

Contracts may be terminated at any time on thirty (30) days notice upon mutual agreement of both parties, or at any time the terms of the contract are violated in any way.

The Western Heights School Board of Education, the Oklahoma Department of Education and United States Department of Agriculture, the Comptroller General of the United States, or any of their authorized representatives, may have access to any books, documents, papers, and records of the contractor which are directly pertinent to this specific contract, for the purpose of making an audit, examination, excerpts and transcriptions.

Attachment A

This bid calendar shall be submitted for publication and posted in the Administration Building for the benefit of all prospective bidders.

Bid Calendar for School Year 94-95

Bids for frozen and refrigerated food; dry, canned and staple food, paper products, chemicals, and small equipment subject to breakage or loss will be taken on the following schedule.

All bids are due at the Western Heights Administration Building, on or before 4:00 p.m., on the opening date. All bids will be awarded following the next regularly scheduled meeting of the Western Heights Board of Education.

	No. 1	No. 2	No. 3
Released:	August 30, 1994	December 12, 1994	March 13, 1995
	Sept 20, 1994	January 4, 1995	March 28, 1995

Attachment C

Name of School District _____
 Address _____
 Product Name _____
 Product Code _____
 List Variety(ies) of meat used in Product _____

Total Weights Per Portion of Uncooked Product _____
 Weight of Raw Meat _____
 Percent Fat of Raw Meat _____

*(Percent of dry VPP or Partially Hydrated or Hydrated VPP) _____
 _____ Specify which used)

*(Percent of Protein in Hydrated VPP) _____

*(Percent of Liquid for Hydration) _____

*(Weight of Raw Meat and VPP)

Dry VPP + Raw Meat _____

Partially Hydrated VPP + Raw Meat _____

Hydrated VPP + Raw Meat _____

Total weight of Precooked Product _____

Weight of Breading, if used _____

Weight of Meat, (with VPP) _____

I certify that the above information is true and correct, and that the above meat product (ready for serving) contains _____ ounces of cooked lean meat/meat alternate when prepared according to directions.

 Signed Title

 Company Date

*This information is needed if a creditable Vegetable Protein Produce (VPP) is used in the product and counted toward meeting the two (2) ounce meat/meat alternate requirement.

I further certify that the VPP used in this product, when fully hydrated or formulated, will not exceed 30 part to 70 parts raw meat, poultry, or seafood. The VPP used conforms to Food and Nutrition Service Regulations. That is, (1) the VPP used contains at least 18% protein by weight when hydrated; (2) the biological quality of the protein in the VPP shall be at least 80% that of caseins; and (3) contains the amount and kinds of nutrients required by FDA 43 FR 30472.

Attachment D

NON-KICKBACK AFFIDAVIT

STATE OF OKLAHOMA)
) ss
COUNTY OF)

The undersigned (architect, contractor, supplier, or engineer), of lawful age, being first duly sworn, on oath says that this invoice or claim is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders or request furnished the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain payment.

(Contractor, Supplier, or Engineer)

Subscribed and sworn to before me this _____ day of _____ 19 _____.

Notary Public (or Clerk or Judge)