

# **Klein Independent School District**

*Food Safety Plan*



Nutrition & Food Services Department  
7500 FM 2920 Rd  
Klein, Texas 77379

# Klein Independent School District



## HACCP TEAM

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**Adrian Hansell: Field Supervisor**

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# **DESCRIPTION OF THE CHILD NUTRITION PROGRAM**

## **Nutrition & Food Services**



## **SECTION I**

## **Overview of the School District**

The Klein School District is located in Klein, Texas, just north of the city of Houston. The district is under the supervision of the Harris County Public Health Code. It is located in a steadily growing suburban area. The enrollment in the school district was 53,941 as of May 31, 2022. Enrollment per school as of May 31, 2022 was as follows:

### **High Schools**

- Klein High School: 3,122
- Klein Forest: 3,291
- Klein Oak: 3,496
- Klein Collins: 3,286
- Klein Cain: 3,761
- Vistas: 138/

### **Intermediate**

- Klein Intermediate: 1,037
- Hildebrandt Intermediate: 1,080
- Wunderlich Intermediate: 1,361
- Strack Intermediate: 1,225
- Kleb Intermediate: 1,448
- Doerre Intermediate: 1,339
- Schindewolf Intermediate: 1,145
- Krimmel Intermediate: 1,318
- Ulrich Intermediate: 1,326
- Hofius Intermediate: 1,230
- Klein Annex: 242
- Klein TEP: 143

### **Elementary**

- Kohrville Elementary: 763
- Northampton Elementary: 706
- Haude Elementary: 680
- Greenwood Elementary: 703
- Epps Island Elementary: 582
- Theiss Elementary: 782
- Benfer Elementary: 794
- Kaiser Elementary: 686
- Brill Elementary: 856
- Ehrhardt Elementary: 782
- Lemm Elementary: 666
- Nitsch Elementary: 639
- Krahn Elementary: 831
- Roth Elementary: 788
- Kuehnle Elementary: 785
- Mittelstadt Elementary: 780
- Klenk Elementary: 735
- Eiland Elementary: 560

- Schultz Elementary: 579
- Hassler Elementary: 708
- Kreinhop Elementary: 724
- McDougle Elementary: 527
- Metzler Elementary: 890
- Benignus Elementary: 634
- Frank Elementary: 620
- Mueller Elementary: 626
- Blackshear Elementary: 825
- Zwink Elementary: 9092
- Bernshausen Elementary: 836
- Grace England ECC: 376
- French Elementary: 863
- Mahaffey Elementary: 924
- Fox Elementary: 794

There are approximately 7,200 total employees in the district. The school Food Services department has more than 510 employees, including a Food Services director and supervisors.

The Food Services department does on-site food production at 51 campuses and has one satellite kitchen, the Vistas High School. Breakfast and lunch for the Vistas High Schools are prepared at Klein Forest High School and delivered by Food Services staff. Based on actual meals served and 171 school days for the 2021-2022 school year, the district produces 5,479,258 lunches annually and 1,951,048 breakfasts annually. The average participation on a daily basis is 11,410 reimbursable breakfasts and 32,042 reimbursable lunches. The district serves reimbursable lunches to approximately 75% of students who qualify for free lunch and 51% students qualify for reduced prices. The approximate number of annual meals, based on 2021-2022 participation for 171 school days by each school, are as follows:

<b>High Schools</b>	<b>Breakfast</b>	<b>Lunch</b>
● Klein High School:	35,831	242,777
● Klein Forest:	111,904	284,308
● Klein Oak:	53,245	264,420
● Klein Collins:	64,395	279,066
● Klein Cain:	44,868	301,309
● Vistas:	5,815	11,673

<b>Intermediate</b>	<b>Breakfast</b>	<b>Lunch</b>
● Klein Intermediate:	17,294	114,151
● Hildebrandt Intermediate:	33,164	125,474
● Wunderlich Intermediate:	46,330	140,122
● Strack Intermediate:	36,585	115,932
● Kleb Intermediate:	46,681	137,382
● Doerre Intermediate:	25,116	119,266
● Schindewolf Intermediate:	26,724	115,207

● Krimmel Intermediate:	35,415	134,006
● Ulrich Intermediate:	35,466	148,253
● Hofius Intermediate:	30,551	131,495
● Klein Annex:	15,701	26,273
● Klein TEP:	6,837	8,355

**Elementary**

● Kohrville Elementary:	37,150	95,043
● Northampton Elementary:	32,462	79,830
● Haude Elementary:	49,175	75,063
● Greenwood Elementary:	56,774	87,174
● Epps Island Elementary:	53,674	79,875
● Theiss Elementary:	22,108	83,785
● Benfer Elementary:	36,042	96,465
● Kaiser Elementary:	69,598	97,992
● Brill Elementary:	37,002	92,234
● Ehrhardt Elementary:	29,062	89,196
● Lemm Elementary:	25,328	73,979
● Nitsch Elementary:	65,043	91,426
● Krahn Elementary:	41,506	95,407
● Roth Elementary:	33,674	95,372
● Kuehnle Elementary:	17,651	82,572
● Mittelstadt Elementary:	58,208	90,952
● Klenk Elementary:	58,042	91,550
● Eiland Elementary:	57,970	80,975
● Schultz Elementary:	25,114	69,444
● Hassler Elementary:	14,305	67,377
● Kreinhop Elementary:	28,267	85,670
● McDougle Elementary:	50,695	74,122
● Metzler Elementary:	28,041	98,571
● Benignus Elementary:	24,088	60,228
● Frank Elementary:	15,395	60,332
● Mueller Elementary:	40,492	68,886
● Blackshear Elementary:	26,576	93,602
● Zwink Elementary:	44,280	99,584
● Bernshausen Elementary:	70,721	99,484
● Grace England ECC:	46,521	50,030
● French Elementary:	18,810	85,556
● Mahaffey Elementary:	28,987	105,152
● Fox Elementary:	36,365	82,861

## **Menu Cycle**

All schools follow a cycle menu for breakfast and lunch. Menus used throughout the district include: High school lunch (may vary by campus): Global, Salad Bar, Sub, Salad/Sub, Tex Mex, Wings, International, Loaded, Hot Sandwich, and/or Meal Deal; Intermediate lunch (may vary by campus): Homestyle, Meal Deal, Italian, TexMex, and/or International; Vistas/Annex lunch menu; elementary lunch menu; ECC (preK) breakfast and lunch menu; high school breakfast menu; elementary and intermediate breakfast menu; breakfast in the classroom menu; after school snacks; dinner menu; and summer school lunch and breakfast menus. Other non-reimbursable foods are offered at most campuses through a la carte products.

## **Leftover Policy**

Leftover entrees and cooked vegetables must be frozen, labeled with the name of the item and the date (mo,day,yr) or may be stored in the cooler for serving the next day. Leftovers are labeled on the end or side of the pan so that the label may be read from the aisle for efficient use of leftovers.

- Leftovers should be used the next time the item is on the menu. Leftovers may be reheated only once. If not used at this time, they must be discarded.
- Leftover fruits and fresh vegetables may be offered as a choice the next day only until these items are used up. They must be discarded if not used the next day.
- Leftover teachers' specials may be served to adults only the following day.
- Fully assembled salads may only be served on the day prepared and may not be used as leftovers.

## **Food Production Facilities**

The school foodservice department does on-site food production. The department operates 51 production kitchens.

**Elementary School-** There are thirty-two elementary schools in the school district. All elementary level schools produce and serve all meals on site. Employees at the elementary level perform jobs such as a cook, prep production, cashier, baker, or line server.

**Intermediate School-** There are ten intermediate schools in the school district. All intermediate level schools produce and serve all meals on site. Employees at the intermediate level perform jobs such as the main cook, pizza cook, meal deal cooks, prep production, baker, cashier, or line server.

**High School-** There are six high schools in the school district. Five high schools produce and serve meals on site. Vistas high school receives food from a neighboring high school. Employees at this level perform jobs such as the main cook, pizza cook, snack shop cooks, prep production, baker, cashier, or line server.



**Alternative School-** There is one alternative school and it is located in the Klein Annex. Since this school holds many students in different grade levels, there is a menu written separately for this school. All meals are produced and served on site. Employees at this school perform jobs such as the cook, baker, cashier, or line server.

**Early Education School-** There is one early education school for pre-Kindergarten students and it is located in the Grace England Early Childhood Center. Since this school holds preK students, there is a menu written separately for this school. All meals are produced and served on site. Employees at this school perform jobs such as the cook, baker, or line server.

**Catering-** The catering kitchen is located at the Klein Multipurpose Building. They have access to all the equipment available in the catering kitchen. A catering request is submitted and evaluated by the Food Service Office. The request is then given to the catering specialists. Currently, there is one manager and two production specialists. They prepare and deliver the catering request to its desired location.

(Reference section: Task Description; part 1)

## **Types of Equipment**

The types of equipment will impact how food is prepared, held, and served. We have several different types of equipment in each of our school cafeterias. Here are a few examples of different types of equipment we have in our schools:

- ovens
- steamers & combi ovens
- steam kettles
- tilt skillets
- stoves
- refrigerators/freezers
- dish machines and pot/pan washers

## Employees Involved in Food Production

Employees at each cafeteria are classified as substitutes or full-time positions. Scheduled hours for each employee range from four hours a day to eight hours a day. Here is a full list of approximate numbers of substitutes and full-time employees at each school cafeteria:

<u>High Schools</u>	<u>Number of Staff</u>
---------------------	------------------------

- |                       |    |
|-----------------------|----|
| ● Klein High School:  | 29 |
| ● Klein Forest:       | 33 |
| ● Klein Oak:          | 29 |
| ● Klein Collins:      | 27 |
| ● Klein Cain          | 25 |
| ● Vistas High School: | 1  |

### Intermediate

- |                                  |    |
|----------------------------------|----|
| ● Klein Intermediate:            | 13 |
| ● Hildebrandt Intermediate:      | 13 |
| ● Wunderlich Intermediate:       | 14 |
| ● Strack Intermediate:           | 11 |
| ● Kleb Intermediate:             | 14 |
| ● Doerre Intermediate:           | 12 |
| ● Schindewolf Intermediate:      | 11 |
| ● Krimmel Intermediate:          | 12 |
| ● Ulrich Intermediate:           | 12 |
| ● Hofius Intermediate:           | 13 |
| ● Alternative Education Center:  | 3  |
| ● Therapeutic Education Program: | 2  |

### Elementary

- |                           |   |
|---------------------------|---|
| ● Kohrville Elementary:   | 6 |
| ● Northampton Elementary: | 6 |
| ● Haude Elementary:       | 6 |
| ● Greenwood Elementary:   | 6 |
| ● Epps Island Elementary: | 6 |
| ● Theiss Elementary:      | 5 |
| ● Benfer Elementary:      | 6 |
| ● Kaiser Elementary:      | 8 |
| ● Brill Elementary:       | 6 |
| ● Ehrhardt Elementary:    | 6 |
| ● Lemm Elementary:        | 5 |
| ● Nitsch Elementary:      | 8 |
| ● Krahn Elementary:       | 6 |
| ● Roth Elementary:        | 6 |
| ● Kuehnle Elementary:     | 5 |
| ● Mittelstadt Elementary: | 6 |
| ● Klenk Elementary        | 6 |
| ● Eiland Elementary:      | 6 |

- Schultz Elementary: 5
- Hassler Elementary: 5
- Kreinhop Elementary: 6
- McDougle Elementary: 7
- Metzler Elementary: 6
- Benignus Elementary: 5
- Frank Elementary: 4
- Mueller Elementary: 5
- Blackshear Elementary: 6
- Zwink Elementary: 6
- Bernshausen Elementary: 7
- French Elementary: 5
- Grace England ECC: 5
- Mahaffey Elementary: 8
- Fox Elementary 5
- Catering 3

### **Training School Procedures**

#### Objectives:

- To provide the new Production Assistant with exposure to the major job duties in school food service.
- To provide support and feedback to the new Production Assistant in order to help them adjust to the school food service environment.

#### Steps to Successfully Training New Production Assistant

1. The Food Services Office completes required paperwork.
2. The Food Services Office will conduct orientation, training, and school assignments.
3. Food Services handbook and Klein ISD map are provided at orientation.
4. A Field Supervisor will e-mail Kitchen Managers after orientation/training class to notify them about new employees.
5. It is very important that the managers call the FS Payroll Clerk on all days that the staff member is absent.
6. The school manager orients trainees to the kitchen on their first day in the kitchen.
7. The *Production Assistant Orientation to Campus VI-F2* packet and safety tour are helpful in orienting the new staff member, and the manager at the assigned school will complete this form and send it to the Food Service Office. A parking pass should be issued at their assigned school, if applicable.
8. The school manager uses the 5 day *Training School Agenda* as a guide for conducting training. THE PAGES CAN BE DONE IN ANY ORDER. Some items may be omitted if circumstances do not permit training in these areas.

9. Training school manager assigns training buddies who are good role models for the trainee. Training buddies and trainees initial activities on the five-day plan when they are completed. Any activities not attempted should be left blank.
10. Cashiering by the trainee **MUST** always be supervised by the regular cashier.
11. The school managers send the completed packet to the FSO.
12. The school managers evaluate each new staff member on the regular Production Assistant Evaluation form at the end of the training week.

In case of school holidays, the Food Service Office will notify schools of the revised trainee schedule.

### **Purchasing**

All food is purchased through the food service office. At each cafeteria, the manager will inventory their current items. Based on their current inventory and forecasted production records, the manager will place orders on the computer. The order is then reviewed by the food service office. After a final review, the order is electronically submitted to the vendor.

Purchasing is done from five main vendors – full service distributor (groceries, beverages, commodities, and paper supplies), produce vendor, milk vendor, chemical vendor, and slush vendor.

- Full Service Distributor - The vendor who was awarded the bid for food distribution is Sysco. Examples of products from the broad line are frozen entrees, frozen vegetables, canned fruits and vegetables, staple goods, some produce, bread products, and paper goods. The full service vendor makes deliveries two times each week, on Tuesday and Thursday and hot shots as needed.
- Produce Vendor – Produce is purchased from Brothers FOODSERVICE and delivered twice per week, on Mondays and Thursdays. DOD produce is delivered by Brothers Produce.
- Milk Vendor - Milk is purchased from Oak Farms Dairy and delivered on a daily basis. or three times per week depending on schools' cooler capacity.
- Slush Vendor – Trident Beverage supplies all secondary schools with juice concentrate weekly or biweekly and provides and maintains slush machines.
- Chemical Vendor - Chemicals for cleaning and sanitizing are delivered by SFSPac PortionPac Chemical Corporation once a month.

(Reference Section: Appendix)

# **STANDARD OPERATING PROCEDURES**

## **Nutrition & Food Services**



## **SECTION II**

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## Standard Operating Procedure

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### Cleaning and Sanitizing Food Contact Surfaces Policy 1-A

**PURPOSE:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

**SCOPE:** This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

**KEY WORDS:** Food Contact Surface, Cleaning, Sanitizing

**INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
4. Sanitize food contact surfaces of sinks, tables, utensils, thermometers, carts, and equipment:
  - Before each use
  - Between uses when preparing different types of animal foods, such as eggs, fish, meat, and poultry.
  - Between uses when preparing ready-to-eat foods and animal foods, such as eggs, fish, meat, and poultry.
  - Any time contamination occurs or is suspected.
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, utensils, carts, and equipment using the following procedure:
  - Clean soiled surfaces with towel in clean detergent solution; rinse.
  - Sanitize all surfaces with 200ppm quaternary sanitizing solution. Test the sanitizer concentration by using an appropriate test kit and record on the Solution Log.
  - Allow the area to air dry.
  - For sanitizing thermometers use a single-use alcohol swab. Allow to air dry.
6. When using the 3-compartment sink, setup and use the sink in the following manner:

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## Standard Operating Procedure

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### Cleaning and Sanitizing Food Contact Surfaces, continued

- In the first compartment, wash with a clean detergent solution at or above 110°F or at the temperature specified by the detergent manufacturer.
  - In the second compartment, rinse with clean water.
  - In the third compartment, sanitize with a quaternary sanitizing solution mixed at a concentration of 200ppm. Test the sanitizer concentration by using an appropriate test kit and record on the Solution Log.
7. When a dish machine is used:
- Follow manufacturer's instructions for use.
  - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; and water pressures, if applicable.
  - Ensure booster heater has been turned on
  - Turn on the dish machine .
  - A digital stem thermometer must be sent through the dish machine. Clear any existing temperature on the thermometer, and set to max hold. A max held temperature reading of 160°F or higher must be reached before using the machine for each meal period.
  - Record on Dish Machine Temperature Chart.

### MONITORING:

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
  - Visually monitor that the water in each compartment is clean.
  - Use a mixture of quaternary sanitizer and room temperature water to sanitize. Test the concentration of the sanitizing solution with a test strip to determine it is at 200ppm and record on the Solution Log for each meal period.
3. In a dish machine, on a daily basis:
  - Visually monitor that the water and the interior parts of the machine are clean and free of debris.



## Standard Operating Procedure

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### Cleaning and Sanitizing Food Contact Surfaces, continued

- Monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
- For hot water sanitizing dish machines, a computerized system will monitor the temperature of the final rinse cycle to ensure that food contact surfaces are reaching the appropriate temperature. A dedicated digital thermometer capable of holding the maximum temperature reached should be placed on a dish rack and run through the dish machine before using the machine each meal period and recorded on the Dish Machine Temperature Chart to confirm that proper rinse temperatures are being achieved.

### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
  - Drain and refill compartments a minimum of once per day, but as needed to keep the water clean.
  - Adjust the water temperature by adding hot water until the desired temperature is reached.
4. In a dish machine:
  - Drain and refill the machine periodically and as needed to keep the water clean.
  - For a hot water sanitizing dish machine, if the needed temperature is not reached the dish machine will be shut down until appropriate temperatures can be reached. The Maintenance Department will be contacted if repairs are needed for the dish machine. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.

## **Standard Operating Procedure**

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### **Cleaning and Sanitizing Food Contact Surfaces, continued**

#### **VERIFICATION AND RECORD KEEPING:**

Sanitizing solution concentrations will be documented twice a day on the *Solution Log*. Any corrective action taken will also be documented on this log. The foodservice manager will verify that foodservice employees have tested the sanitizer concentration by visually monitoring foodservice employees during the shift. The log will be kept on file for at least 1 year. The foodservice manager will complete the *Food Safety Checklist* weekly. The *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

Dish machine temperatures will be documented twice a day on the *Dish Machine Temperature Log*. Any corrective action taken will also be documented on this log. The foodservice manager will verify that foodservice employees have tested the dish machine temperatures by visually monitoring foodservice employees during the shift. The log will be kept on file for at least 1 year. The foodservice manager will complete the *Food Safety Checklist* weekly. The *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** August 2006      **BY:** Food Service Office

**DATE LAST REVISED:** June 2022      **BY:** Food Service Office

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## Standard Operating Procedure

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### Controlling Time and Temperature During Preparation POLICY 2-B

**PURPOSE:** To prevent foodborne illness by limiting the amount of time that Time/Temperature Control for Safety Foods are held in the temperature danger zone during preparation.

**SCOPE:** This procedure applies to foodservice employees who prepare food.

**KEY WORDS:** Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone

**INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Checking Calibration of Thermometers SOP.
2. Follow state or local health department requirements.
3. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
4. Use clean and sanitized equipment and utensils while preparing food.
5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross-Contamination During Storage and Preparation SOP.
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and melons, to 41°F or below before combining with other ingredients.
7. Prepare foods as close to serving times as the menu will allow.
8. Prepare food in small batches.
9. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
10. If Time/Temperature Control for Safety Foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Time/Temperature Control for Safety Food SOP.

## Standard Operating Procedure

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### Controlling Time and Temperature During Preparation, continued

#### MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer. Refer to Using and Checking Calibration of Thermometers SOP.
2. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.

#### CORRECTIVE ACTIONS:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.
4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
5. Discard food held in the temperature danger zone for more than 4 hours.

#### VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the date, product name, start and end times of production, the temperature measurements taken, any corrective actions taken, and the amount of food prepared on the *Perpetual Inventory Sheet*. The foodservice manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift. This will be included in the *Food Safety Checklist*, which will be completed weekly. The *Perpetual Inventory Sheet* and the *Food Safety Checklist* are to be kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** August 2006 **BY:** Food Service Office

**DATE LAST REVISED:** June 2022 **BY:** Food Service Office

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## Standard Operating Procedure

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### Cooking Time/Temperature Control for Safety Foods POLICY 3-C

**PURPOSE:** To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature.

**SCOPE:** This procedure applies to foodservice employees who prepare or serve food.

**KEY WORDS:** Cross-Contamination, Temperatures, Cooking

#### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Checking Calibration of Thermometers SOP.
2. Follow state or local health department requirements.
3. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
4. Cook products to the following temperatures:
  - a. 165°F for 15 seconds
    - Seafood, beef, and pork
    - Eggs
    - Ground products containing beef, pork, or fish
    - Fish nuggets or sticks
    - Cubed or Salisbury steaks
    - Poultry
    - Stuffed fish, pork, or beef
    - Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)
  - b. 135°F for 15 seconds
    - Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box
    - Hot cheese products including grilled cheese and cheese sauce
    - Grain products including rice and pasta

## Standard Operating Procedure

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### Cooking Time/Temperature Control for Safety Foods, Continued

#### MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer. Refer to the Using and Checking Calibration of Thermometers SOP.
2. Avoid inserting the thermometer into pockets of fat, near bones, or touching the pan when taking internal cooking temperatures.
3. Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product that usually is in the center.
4. Take at least two internal temperatures of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.
5. Record date, product name, start and end times of production, the temperature measurements taken, any corrective actions taken, and the amount of food prepared on the perpetual inventory sheet.

#### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue cooking food until the internal temperature reaches the required temperature.

#### VERIFICATION AND RECORD KEEPING:

Foodservice employees will record date, product name, start and end times of production, the temperature measurements taken, any corrective actions taken, and the amount of food prepared on the *Perpetual Inventory Sheet*. The Foodservice manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring the preparation procedures during the shift. This will be included in the *Food Safety Checklist*, which will be completed weekly. The *Perpetual Inventory Sheet* and the *Food Safety Checklist* are to be kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** August 2006 **BY:** Food Service Office

**DATE LAST REVISED:** June 2022 **BY:** Food Service Office

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## Standard Operating Procedure

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### Cooling Time/Temperature Control for Safety Foods POLICY 4-D

**PURPOSE:** To prevent foodborne illness by ensuring that all Time/Temperature Control for Safety Foods are cooled properly.

**SCOPE:** This procedure applies to foodservice employees who prepare or serve food.

**KEY WORDS:** Cross-Contamination, Temperatures, Cooling, Holding

#### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Checking Calibration of Thermometers SOP.
2. Follow state or local health department requirements.
3. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
4. Prepare and cool food in small batches. Refer to the Using and Checking Calibration of Thermometers SOP.
5. Chill food rapidly using an appropriate cooling method.
  - Place food in shallow containers no more than 2 inches deep on the top shelf in the back of the walk-in or reach-in cooler.
  - Stir the food in a container placed in an ice water bath.
  - Separate food into smaller or thinner portions.
  - Pre-chill ingredients and containers used for making bulk items such as salads.

#### **MONITORING:**

Manager will monitor staff members to make sure leftover policy and reheating guidelines are being met at all times. Refer to Reheating Time/Temperature Control for Safety Foods SOP.

#### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Any leftover foods not stored following the leftover policy will be discarded.

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3. Foods that have been in the temperature danger zone for more than 4 hours due to any reason will be discarded.

### **Cooling Time/Temperature Control for Safety Foods, Continued**

#### **VERIFICATION AND RECORD KEEPING:**

The Food Service Office conducted research to test and document the cooling times for foods of similar density to ensure that the leftover policy and reheating guidelines meet safe time and temperature regulations. Managers will oversee kitchen staff members to make sure leftover policy is followed. Any discarded foods should be documented on the *Perpetual Inventory Sheet*. Perpetual inventory slips are kept for 1 year.

**DATE IMPLEMENTED:** August 2006      **BY:** Food Service Office

**DATE LAST REVISED:** June 2022      **BY:** Food Service Office



## Standard Operating Procedure

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### **Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods POLICY 5-E**

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

**SCOPE:** This procedure applies to foodservice employees who prepare, store, or serve food.

**KEY WORDS:** Ready-to-Eat Food, Time/Temperature Control for Safety Foods, Date Marking, Cross-Contamination

#### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP. The employees will write the product name, the date, and when it was prepared or opened.
2. Follow State or local health department requirements.
3. Label ready-to-eat, Time/Temperature Control for Safety Foods that are prepared on site.
4. Label any processed, ready-to-eat, Time/Temperature Control for Safety Foods when opened.
5. Refrigerate all ready-to-eat, Time/Temperature Control for Safety Foods at 41°F or below.
6. Serve or discard refrigerated, ready-to-eat, Time/Temperature Control for Safety Foods within 7 days.
7. Follow the “Use by Date” calendar. This calendar indicates dates when Time/Temperature Control for Safety Foods are safe to use and when they should be discarded.

#### **MONITORING:**

A designated employee will check refrigerators daily to verify that foods are date marked, and foods exceeding the dates indicated on the “use by calendar” are discarded.

#### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Foods that are not date marked or that exceed the dates indicated by the “use by calendar” will be discarded.

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Department: Nutrition & Food Services Department

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3. Any discarded foods should be documented on the *Perpetual Inventory Sheet*.

### **VERIFICATION AND RECORD KEEPING:**

The foodservice manager will complete the *Food Safety Checklist* weekly. The *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** August 2006      **BY:** Food Service Office

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## Standard Operating Procedure

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### Handling a Food Recall POLICY 6-F

**PURPOSE:** To prevent foodborne illness in the event of a product recall.

**SCOPE:** This procedure applies to foodservice employees who prepare, or serve food.

**KEY WORDS:** Food Recalls

#### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Review the food recall notice and specific instructions that have been identified in the notice.
4. Communicate the food recall notice to feeding sites.
5. Hold the recalled product using the following steps:
  - Physically segregate the product, including any open containers, leftover product, and food items in current production that contain the recalled product.
  - If an item is suspected to contain the recalled product, but label information is not available, follow the guidance from the Food Service Office.
6. Mark the recalled product “Do Not Use” and “Do Not Discard”. Inform the entire staff not to use the product.
7. Do not destroy any USDA commodity food without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or State or local health department.
8. Inform the school district’s Public Relations Department, as requested, of the recalled product.
9. Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
10. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
11. Account for all recalled products by verifying inventory counts against records of food received at the feeding site.

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### Handling a Food Recall, continued

12. Wait on instructions from the Food Service Department to determine if the recalled product will be returned and to whom, or destroyed and by whom.

### MONITORING:

Foodservice employees and foodservice managers will visually observe that school sites have segregated and secured all recalled products.

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.
3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
5. Conform to the recall notice using the following steps:
  - Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendar days of the recall.
  - Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs.
  - Complete and maintain all required documentation related to the recall including:
    - Recall notice
    - Records of how food product was returned or destroyed
    - Reimbursable costs
    - Public notice and media communications
    - Correspondence to and from the public health department and State agency

School District: Klein Independent School District  
Department: Nutrition & Food Services Department

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### **Handling a Food Recall, continued**

#### **VERIFICATION AND RECORD KEEPING**

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded. This information will be added to the *Perpetual Inventory Sheet*. The foodservice manager will verify that appropriate corrective actions were taken. The Food Service Office maintains records for a minimum of 1 year.

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## Standard Operating Procedure

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### Holding Hot and Cold Time/Temperature Control for Safety Foods POLICY 7-G

**PURPOSE:** To prevent foodborne illness by ensuring that all Time/Temperature Control for Safety Foods are held under the proper temperature.

**SCOPE:** This procedure applies to foodservice employees who prepare or serve food.

**KEY WORDS:** Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

#### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Checking Calibration of Thermometers SOP.
2. Follow State or local health department requirements.
3. The holding requirements are:
  - Hold hot foods at 135 °F or above
  - Hold cold foods at 41°F or below

#### **MONITORING:**

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. 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.
4. For hot foods held for service:
  - Verify that the air/water temperature of any unit is at 135 °F or above before use.
  - Reheat foods in accordance with the Reheating Time/Temperature Control for Safety Foods SOP.
  - All hot Time/Temperature Control for Safety Foods should be 135°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 hour after.

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### **Holding Hot and Cold Time/Temperature Control for Safety Foods, continued**

5. 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 Time/Temperature Control for Safety Foods SOP.
  - All cold Time/Temperature Control for Safety Foods should be 41°F or below before placing the food out for display or service.
  - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every hour thereafter.
6. For cold foods in storage:
  - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
  - Chill food in accordance with the Cooling Time/Temperature Control for Safety Foods SOP if the food is not 41°F or below.
  - 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:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
  - Reheat the food to 165°F rapidly if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
  - Discard the food if it cannot be determined how long the food temperature was below 135 °F.
3. For cold foods:
  - 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 2 hours:

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- Place food in shallow containers (no more than 2 inches deep) on the top shelf in the back of the walk-in or reach-in cooler.

### Holding Hot and Cold Time/Temperature Control for Safety Foods, continued

- Stir the food in a container placed in an ice water bath.
  - Separate food into smaller or thinner portions.
4. Repair or reset holding equipment before returning the food to the unit, if applicable.
  5. Discard the food if it cannot be determined how long the food temperature was above 41°F.

#### VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures of food items and document corrective actions taken on the  *Holding Log*  every hour each item is being held. The foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the  *Holding Log*  at the close of each day. The  *Holding Logs*  are to be kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** August 2006      **BY:** Food Service Office

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## Standard Operating Procedure

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### Personal Hygiene POLICY 8-H

**PURPOSE:** To prevent contamination of food by foodservice employees.

**SCOPE:** This procedure applies to foodservice employees who handle, prepare, or serve food.

**KEY WORDS:** Personal Hygiene, Cross-Contamination, Contamination

#### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the local employee health guidelines. (Employee health policy is not included in this resource.)
4. Report to work in good health, clean, and dressed in clean attire. *Refer to Operations Manual Procedures for Staff-Dress Code & Personal Hygiene.*
5. Change the apron when it becomes soiled, or when changing job tasks.
6. Wash hands properly, frequently, and at the appropriate times.
7. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
8. Do not wear artificial fingernails and fingernail polish.
9. Do not wear false eyelashes.
10. Do not wear any jewelry except for a plain ring such as a wedding band, stud-type earrings or stud-type nose ring.
11. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
12. Cover a lesion with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
13. Eat and drink only in designated break areas where food or food contact surfaces may not become contaminated.
14. Taste food the correct way:
  - Place a small amount of food into a separate container.
  - Step away from exposed food and food contact surfaces.

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### **Personal Hygiene, continued**

- Use a disposable utensil to taste the food. Discard utensils and never reuse a spoon that has already been used for tasting.
- Wash hands immediately.

15. Wear suitable and effective hair and beard restraints while in the kitchen. Hair should be completely restrained.

### **MONITORING:**

- The manager or a designated foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP.
- The manager or designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard affected food.

### **VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The foodservice manager will complete the *Food Safety Checklist* weekly. Foodservice employees will record any discarded food on the *Perpetual Inventory Sheet*. The *Food Safety Checklist* and *Perpetual Inventory Sheet* are to be kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** August 2006      **BY:** Food Service Office

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## Standard Operating Procedure

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### Preventing Contamination at Food Bars POLICY 9-I

**PURPOSE:** To prevent foodborne illness by ensuring that all items held on food bars are protected from contamination.

**SCOPE:** This procedure applies to anyone who is responsible for maintaining and monitoring the self-service food bars.

**KEY WORDS:** Contamination, Self-Service, Salad Bars, Food Bars

#### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow Personal Hygiene and Washing Hands SOPs.
4. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
5. Place all exposed food under sneeze guards.
6. Provide an appropriate clean and sanitized utensil for each container on the food bar.
7. Replace existing containers of food with new containers when replenishing the food bar.
8. Use gloves when replenishing food/changing out utensils on the food bar.
9. Replace existing utensils with clean and sanitized utensils when replenishing the food bar.
10. Assist customers who are unable to properly use utensils.
11. Ensure that customers use a clean dish when returning to the food bar.
12. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
13. Do not use spray chemicals to clean food bars when food is present.

#### **Preventing Contamination at Food Bars Continued**

#### **MONITORING:**

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1. Monitor and record temperatures of food in accordance with the Holding Hot and Cold Time/Temperature Control for Safety Foods SOP.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.
3. Continually monitor customers' use of the food bar to ensure that customers are not:
  - Touching food with their bare hands
  - Coughing, spitting, or sneezing on the food
  - Placing foreign objects in the food

### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to customers how to properly use utensils.
4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135°F.

### **VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice employees are assigned to maintain food bars during all hours of operation. Foodservice employees will record temperatures of food items and document corrective actions taken on the *Perpetual Inventory Sheet*. Foodservice employees will document any discarded food on the *Perpetual Inventory Sheet*. The foodservice manager will verify that appropriate corrective actions are being taken. This will be included in the *Food Safety Checklist*, which will be completed weekly by the foodservice manager. The *Perpetual Inventory Update* and the *Food Safety Checklist* are to be kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** August 2006      **BY:** Food Service Office

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## Standard Operating Procedure

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### Preventing Cross-Contamination During Storage and Preparation POLICY 10-J

**PURPOSE:** To reduce foodborne illness by preventing unintentional contamination of food during storage and preparation.

**SCOPE:** This procedure applies to anyone who is responsible for receiving, storing, preparing, and serving food.

**KEY WORDS:** Cross-Contamination, Preparation, Contamination, Storage, Receiving

#### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands properly. Refer to the Washing Hands SOP.
4. Avoid touching ready-to-eat food with bare hands. Refer to Using Suitable Utensils When Handling Ready-To-Eat Foods SOP.
5. Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, melon and lunch meats during receiving, storage, and preparation.
6. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
7. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
8. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
9. Use only dry, cleaned, sanitized equipment, and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP for proper cleaning and sanitizing procedure.
10. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
11. Place food in covered containers or packages, except during cooling, and store in the walk-in refrigerator or cooler.
12. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.

## **Standard Operating Procedure**

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### **Preventing Cross-Contamination During Storage and Preparation, continued**

13. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
14. If using a device (such as a can opener) to open a container, ensure that it is clean and sanitized before and after each use.
15. Store damaged goods in a separate location. Refer to Segregating Damaged Goods SOP.

### **MONITORING:**

A designated foodservice employee will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Separate foods found improperly stored.
3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.

### **VERIFICATION AND RECORD KEEPING:**

The foodservice manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice manager will periodically check the storage of foods during hours of operation. Foodservice employees will document any discarded food on the *Perpetual Inventory Update*. The foodservice manager will verify that appropriate corrective actions are being taken. This will be included in the *Food Safety Checklist*, which will be completed weekly by the foodservice manager. The *Perpetual Inventory Update* and the *Food Safety Checklist* are to be kept on file for a minimum of 1 year. The foodservice manager will verify that corrective actions are being taken by reviewing, initialing, and dating the Perpetual Inventory. .

**DATE IMPLEMENTED:** August 2006      **BY:** Food Service Office

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## Standard Operating Procedure

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### Receiving Deliveries POLICY 11-K

**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.

**SCOPE:** This procedure applies to foodservice employees who handle, prepare, or serve food.

**KEY WORDS:** Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

#### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Schedule deliveries to arrive at designated times.
4. Utilize the *Bad Merchandise Form* to ensure effective refusal and return of rejected goods.
5. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
6. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries. Refer to the Using and Checking Calibration of Thermometers SOP.
7. Keep the receiving area clean and well lighted.
8. Do not touch ready-to-eat foods with bare hands. Always use clean gloves.
9. All food products will be marked with the date upon arrival.
10. Compare delivery invoice against products ordered and products delivered.
11. Transfer foods to their appropriate locations as quickly as possible.

#### MONITORING:

1. 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 on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery.

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## Standard Operating Procedure

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### Receiving Deliveries, continued

4. Check frozen foods to ensure that they are all 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.
5. Check the temperature of refrigerated foods.
  - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41°F or below. The temperature of milk should be 45°F or below.
  - b. 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.
  - c. For fresh eggs, the interior temperature of the truck should be 45°F or below.
6. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reject the following:
  - Frozen foods with signs of previous thawing
  - Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust
  - Punctured packages
  - Foods with outdated expiration dates
  - Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy



## **Standard Operating Procedure**

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### **VERIFICATION AND RECORD KEEPING:**

Record one temperature from frozen goods and one temperature from refrigerated goods. This may be completed by the delivery driver when the manager is not present. Record the temperature and the corrective action on the Receiving Log. The Vistas High School will use the Receiving Log to document temperatures of foods received from Klein Forest High School once a day. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the Receiving Log at the close of each day. Receiving Logs are kept on file for a minimum of 1 year.

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## Standard Operating Procedure

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### Reheating Time/Temperature Control for Safety Foods POLICY 12-L

**PURPOSE:** To prevent foodborne illness by ensuring that all foods are reheated to the appropriate internal temperature.

**SCOPE:** This procedure applies to foodservice employees who prepare or serve food.

**KEY WORDS:** Cross-Contamination, Temperatures, Reheating, Holding, Hot Holding

#### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Checking Calibration of Thermometers SOP.
2. Follow State or local health department requirements.
3. Reheat Time/Temperature Control for Safety Foods rapidly to above 165°F. Reheat vegetables and other hot foods to above 135°F.
4. Reheat all foods rapidly. The total time the temperature of the food is between 41°F and 135 °F may not exceed 2 hours.
5. Serve reheated food immediately or transfer to an appropriate hot holding unit.
6. Temperatures must be taken for any food held every hour. The total hold time must not exceed 2 hours.

#### **MONITORING:**

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Record at least two internal temperatures from each pan of food.

#### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue heating food if the internal temperature does not reach the required temperature.
3. Throw the product away.

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### **Reheating Time/Temperature Control for Safety Foods, Continued**

#### **VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record product name, temperature, and any corrective action taken on the *Perpetual Inventory Update*. Foodservice managers will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift. This will be included on the Food Safety Checklist, which will be completed weekly by the manager. The *Perpetual Inventory Update* and *Food Safety Checklist* are kept on file for a minimum of 1 year at the school.

Foodservice employees will document any discarded food on the *Perpetual Inventory* sheet. The foodservice manager will verify that appropriate corrective actions are being taken.

**DATE IMPLEMENTED:** August 2006 **BY:** Food Service Office

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## Standard Operating Procedure

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### Serving Food POLICY 13-M

**PURPOSE:** To prevent foodborne illness by ensuring that all foods are served in a sanitary manner.

**SCOPE:** This procedure applies to foodservice employees who serve food.

**KEY WORDS:** Cross-Contamination, Service

**INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow Employee Health Policy, Personal Hygiene, and Washing Hands SOPs.  
(Employee health policy is not included in this resource.)
4. Avoid touching ready-to-eat foods with bare hands. Always use a clean glove. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
5. Handle trays by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
6. Wash and sanitize vessels/pans that hold utensils.
7. Wash and sanitize vessels that hold food
8. Hold Time/Temperature Control for Safety Foods at the proper temperature. Refer to the Holding Hot and Cold Time/Temperature Control for Safety Foods SOP.
9. Serve food with clean and sanitized utensils.
10. Store in-use utensils properly. Refer to the Storing In-Use Utensils SOP.
11. Label, cover, date, and cool Time/Temperature Control for Safety Foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods, and Cooling Time/Temperature Control for Safety Foods SOPs.

## **Standard Operating Procedure**

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### **Serving Food, continued**

#### **MONITORING:**

A designated foodservice employee and/or foodservice manager will visually observe that food is being served in a manner that prevents contamination during all hours of service.

#### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Replace improperly handled plates, cups, or utensils with clean ones.
3. Discard ready-to-eat food that has been touched with bare hands.
4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods; Cooling Time/Temperature Control for Safety Foods; and Holding Hot and Cold Time/Temperature Control for Safety Foods SOPs.

#### **VERIFICATION AND RECORD KEEPING:**

The foodservice manager will periodically check the storage and use of utensils during service. In addition, the foodservice manager will complete the Food Safety Checklist weekly. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

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## Standard Operating Procedure

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### Storing and Using Poisonous or Toxic Chemicals POLICY 14-N

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

**SCOPE:** This procedure applies to foodservice employees who use chemicals in the kitchen.

**KEY WORDS:** Chemicals, Cross-Contamination, Contamination, Safety Data Sheet (SDS)

#### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. SDS are stored electronically and printed out in a binder at each location. An icon has been placed on your computer desktop to access these. The FSO will send out updates as needed.
4. Follow manufacturer's directions for storing, and first aid instructions on the chemical containers in the SDS.
5. Label and date all poisonous or toxic chemicals with the common name of the substance.
6. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
7. Limit access to chemicals by use of locks, seals, or key cards.
8. Maintain an inventory of chemicals.
9. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
10. Do not use chemical containers for storing food or water.
11. Label and Store employee medicines for employee use in the employee lockers. Do not store medicines in food storage areas.
12. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.
13. Discard chemicals according to the disposal method on SDS.

#### **Storing and Using Poisonous or Toxic Chemicals, Continued**

School District:  
Department:

Klein Independent School District  
Nutrition & Food Services Department

## **Standard Operating Procedure**

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### **MONITORING:**

Foodservice employees and foodservice manager will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard any food contaminated by chemicals.
3. Label and properly store any unlabeled or misplaced chemicals.

### **VERIFICATION AND RECORD KEEPING:**

The foodservice manager will complete the *Food Safety Checklist* weekly to indicate that monitoring is completed. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the *Perpetual Inventory Update*. The foodservice manager will verify that appropriate corrective actions are being taken. The *Food Safety Checklist* and *Perpetual Inventory Update* are kept on file for a minimum of 1 year at the school.

**DATE IMPLEMENTED:** August 2006

**BY:** Food Service Office

**DATE LAST REVISED:** June 2022

**BY:** Food Service Office

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## Standard Operating Procedure

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### Transporting Food to Remote Sites (Satellite Kitchens)

#### POLICY 15-0

**PURPOSE:** To prevent foodborne illness by ensuring that food temperatures are maintained during transportation and contamination is prevented.

**SCOPE:** This procedure applies to foodservice employees who transport food from a central kitchen to remote sites (satellite kitchens).

**KEY WORDS:** Hot Holding, Cold Holding, Reheating, Cooling, Transporting Food

#### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
  - Keep frozen foods frozen during transportation.
  - Maintain the temperature of refrigerated, Time/Temperature Control for Safety Foods at 41°F or below and cooked foods that are transported hot at 135°F or above.
3. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
4. Prepare the food carrier before use:
  - Ensure that all surfaces of the food carrier are clean.
  - Wash, rinse, and sanitize the interior surfaces.
  - Ensure that the food carrier is designed to maintain cold food temperatures at 41°F or below and hot food temperatures above 135°F.
  - Preheat or pre-chill the food carrier according to the manufacturer's recommendations.
  - Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the Using and Checking Calibration of Thermometers SOP.
5. Store food in containers suitable for transportation. Containers should be:
  - Rigid and sectioned so that foods do not mix
  - Tightly closed to retain the proper food temperature
  - Nonporous to avoid leakage



## Standard Operating Procedure

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### Transporting Food to Remote Sites (Satellite Kitchens), continued

- Easy-to-clean or disposable
  - Approved to hold food
6. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
  7. Follow Receiving Deliveries SOP when food arrives at the remote site.

### MONITORING:

1. Check the air temperature of the food carrier to ensure that the temperature suggested by the manufacturer is reached prior to placing food into it.
2. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the Holding Hot and Cold Time/Temperature Control for Safety Foods SOP for the proper procedures to follow when taking holding temperatures.

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue heating or cooling food carrier if the proper air temperature is not reached.
3. Reheat food to 165°F for 15 seconds if the internal temperature of hot food is less than 135 °F. Refer to the Reheating Time/Temperature Control for Safety Foods SOP.
4. Cool food to 41°F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41°F. Refer to the Cooling Time/Temperature Control for Safety Foods SOP for the proper procedures to follow when cooling food.
5. Discard TCS foods held in the danger zone for greater than 4 hours.

## **Standard Operating Procedure**

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### **VERIFICATION AND RECORD KEEPING:**

Before transporting food to remote sites, foodservice employees will record food product name, time, internal temperatures, and any corrective action taken on the Perpetual Inventory Update. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures and corrective action taken on the *Receiving Log*. The foodservice manager at central kitchens will verify that foodservice employees are following this SOP by visually observing employees and reviewing and initialing the Food Safety checklist weekly. The foodservice manager at the remote site(s) will verify that foodservice employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift and reviewing and initialing the *Receiving Log* daily. All logs are kept on file for a minimum of 1 year at the school and deep storage for 3 years. The foodservice manager will complete the Food Safety Checklist weekly. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** August 2006      **BY:** Food Service Office

**DATE LAST REVISED:** June 2022   **BY:** Food Service Office

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## Standard Operating Procedure

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### Using and Checking Calibration of Thermometers POLICY 16-P

**PURPOSE:** To prevent food-borne illness by ensuring that the appropriate type of thermometer is used to measure internal product temperatures, and that they are properly calibrated and accurate.

**SCOPE:** This procedure applies to foodservice employees who prepare, cook, cool and receive food.

**KEY WORDS:** Thermometers, Calibration

#### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0°F (-18°C) to 220°F (104°C) and is appropriate for the temperature being taken. For example:
  - Temperatures of thin products such as hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs and sausage patties must be taken using a thermometer with a thin probe.
4. Have food thermometers easily accessible to foodservice employees during all hours of operation.
5. Clean and sanitize food thermometers before each use. Allow to air dry. Refer to the Cleaning and Sanitizing Food Contact Surfaces SOP for the proper procedure to follow.
6. Store food thermometers in an area that is clean and where they are not subject to contamination.

#### **MONITORING:**

1. Foodservice employees will use the ice-point method to verify the accuracy of food thermometers. This is known as checking the calibration of the thermometer.

#### To use ice-point method:

- Insert the thermometer probe into a cup of crushed
- Add enough cold water to remove any air pockets that might remain.
- Allow the temperature reading to stabilize before reading temperature.

#### **Using and Calibrating Thermometers, continued**

## Standard Operating Procedure

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- Temperature measurement should be 32°F ( $\pm$  2°F) [or 0°C ( $\pm$  1°C)]. If not, replace the battery. If the thermometer is still inaccurate, order a new one through the warehouse and send the broken thermometer to the office through interoffice mail.
  - Record on the *Thermometer Calibration Log* on the *Food Safety Checklist*.
2. Foodservice employees will check the accuracy of the food thermometers:
- Weekly
  - Whenever accuracy is in question

### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For an inaccurate digital thermometer replace the battery. If the thermometer is still inaccurate, order a new one through the warehouse and send thermometer to the office through interoffice mail.
3. Retrain employees who are not using or checking calibration of food thermometers improperly.

### **VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record the temperature from the calibration check and note any corrective action taken, if applicable, on the *Thermometer Calibration Log* on the *Food Safety Checklist* weekly. The foodservice manager will verify that foodservice employees are using and checking for accurate calibration of thermometers. This will be done by making visual observations of the employees during the calibration check process and throughout all operating hours. The foodservice manager will review and initial the *Calibration Log* weekly. The *Calibration Log* will be kept on file for a minimum of 1 year. Attach to Day End of last day of the week. The foodservice manager will complete the *Food Safety Checklist* weekly. The *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** August 2006

**BY:** Food Service Office

**DATE LAST REVISED:** June 2022

**BY:** Food Service Office

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## Standard Operating Procedure

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### Using Appropriate Utensils When Handling Ready-to-Eat Food POLICY 17-Q

**PURPOSE:** To prevent food-borne illness due to hand-to-food cross-contamination.

**SCOPE:** This procedure applies to foodservice employees who prepare, handle, store or serve food.

**KEY WORDS:** Ready-to-Eat Food, Cross-Contamination

**INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Use proper hand-washing procedures to wash hands. Follow Hand Washing SOP.
4. Do not use bare hands to handle ready-to-eat foods at any time including when washing fruits and vegetables.
5. Use appropriate utensils when working with ready-to-eat food. Appropriate utensils may include:
  - Single-use gloves
  - Deli tissue
  - Foil wrap
  - Tongs, spoodles, spoons, and spatulas
  - Clean/sanitized table or work area

**MONITORING:**

All foodservice employees will visually observe that gloves and/or appropriate utensils are used and changed at the appropriate times during all hours of operation.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

School District: Klein Independent School District  
Department: Nutrition & Food Services Department

## **Standard Operating Procedure**

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### **VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice workers are using appropriate utensils by visually monitoring foodservice employees during all hours of operation. The foodservice manager will complete the *Food Safety Checklist* weekly. The designated foodservice employee responsible for monitoring will record any discarded food on the *Perpetual Inventory Update*. The *Food Safety Checklist* and *Perpetual Inventory Updates* are kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** August 2006      **BY:** Food Service Office

**DATE LAST REVISED:** June 2022      **BY:** Food Service Office

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## Standard Operating Procedure

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### update SOP 18-21 Washing Fruits and Vegetables POLICY 18-R

**PURPOSE:** To prevent or reduce risk of food-borne illness or injury by contaminated fruits and vegetables.

**SCOPE:** This procedure applies to foodservice employees who prepare or serve food.

**KEY WORDS:** Fruits, Vegetables, Cross-Contamination, Washing

#### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the employee health policy. *Refer to the Safety Chapter of the Operations Manual.*
4. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
5. Avoid touching ready-to-eat foods with bare hands. Always use a clean glove. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
6. 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.
7. Follow manufacturer's instructions for proper use of chemicals.
8. Only use sinks designated for food preparation.
9. Wash all raw fruits and vegetables thoroughly, including:
  - Unpeeled fresh fruits and vegetables that are served whole or cut into pieces, with the exception of bananas.
  - Fruits and vegetables that are to be peeled and/or cut and used for cooking or served ready-to-eat.
  - Visually check to ensure proper washing has occurred.
10. Wash fresh produce vigorously under cold running water. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat, do not have to be washed. Scrub the surface of potatoes using a clean and sanitized brush available from the warehouse designated for this purpose.
11. Remove any damaged or bruised areas.
12. Alert manager if unsure about a product's quality.

## Standard Operating Procedure

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### Washing Fruits and Vegetables, continued

13. Label, date, and refrigerate fresh-cut items.
14. Serve cut melons, cut tomatoes, or lettuce within 7 days, if held at 41°F or below. Refer to the Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods SOP 5-E.

### MONITORING:

1. The foodservice manager will visually monitor that fruits and vegetables are being properly washed, labeled, dated, and held during all hours of operation.
2. Foodservice employees will check daily the quality of fruits and vegetables in cold storage.
3. Document all discarded food on the *Perpetual Inventory Update*.

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove any unwashed fruits and vegetables from service and wash immediately before being served.
3. Label and date fresh cut fruits and vegetables.
4. Discard cut melons, cut tomatoes, or lettuce held after 7 days.

### VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the *Food Safety Checklist* daily to indicate that monitoring is being conducted as specified in this SOP. *The Food Safety Checklist* is to be kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** August 2006      **BY:** Food Service Office

**DATE LAST REVISED:** June 2022    **BY:** Food Service Office



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## Standard Operating Procedure

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### Washing Hands POLICY 19-S

**PURPOSE:** To prevent food-borne illness by contaminated hands.

**SCOPE:** This procedure applies to anyone who handles, prepares, and serves food.

**KEY WORDS:** Hand-washing, Cross-Contamination

**INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Post hand-washing signs near all hand-washing sinks, in food preparation areas, and restrooms.
4. Use designated hand-washing sinks for hand-washing only. Do not use food preparation, utility or dishwashing sinks for hand-washing.
5. Provide warm running water, soap, and a means to dry hands. Alert manager immediately, if there is no warm water available. Provide a waste container at each hand-washing sink and near the door in restrooms.
6. Keep hand-washing sinks accessible anytime employees are present.
7. Wash hands:
  - Before starting work
  - During food preparation
  - When moving from one food preparation area to another
  - Before putting on or changing gloves
  - After using the restroom
  - After sneezing, coughing, or using a handkerchief or tissue
  - After touching hair, face, or body
  - After smoking, eating, drinking, or chewing gum or tobacco
  - After using the phone
  - After handling raw meats, poultry, or fish
  - After any clean up activity such as sweeping, mopping, or wiping counters

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## Standard Operating Procedure

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### Washing Hands, continued

- After touching dirty dishes, equipment, or utensils
  - After handling trash
  - After handling money
  - Before/after changing job duties
  - Before/after treating a cut or wound
  - After any time, the hands may become contaminated
8. Follow proper hand-washing procedures as indicated below:
- Wet hands and forearms with warm, running water at least 100°F and apply soap.
  - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
  - It is acceptable to utilize a nailbrush to remove soil from underneath fingernails.
  - Dry hands and forearms thoroughly with single-use paper towels.
  - Dry hands for at least 30 seconds if using a warm air hand dryer.
  - Turn off water using paper towels.
  - Use a paper towel to open the door when exiting the restroom.

### MONITORING:

1. The foodservice manager will visually monitor the hand-washing practices of the foodservice staff during all hours of operation.
2. A designated employee will visually observe that hand-washing sinks are properly supplied during all hours of operation.

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.

School District: Klein Independent School District  
Department: Nutrition & Food Services Department

## **Standard Operating Procedure**

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2. Ask employees who are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper hand-washing procedures are being followed.

### **VERIFICATION AND RECORD KEEPING:**

The foodservice manager will complete the *Food Safety Checklist* weekly to indicate that monitoring is being conducted as specified. The *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** August 2006      **BY:** Food Service Office

**DATE LAST REVISED:** June 2022      **BY:** Food Service Office

## Standard Operating Procedure

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### Transporting Food from Kitchen to Another Area on Campus POLICY 20-T

**PURPOSE:** To ensure safe delivery of meals prepared in a school kitchen to other areas on campus for consumption.

**SCOPE:** This procedure applies to employees preparing and delivering meals on campuses where meals are transported from the kitchen to another area on campus for consumption.

**KEY WORDS:** Cooking, Hot Holding, Cold Holding, Transporting Food

#### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Prepare foods according to Cooking Time/Temperature Control for Safety Foods SOP when menu items require cooking. Hold foods to be served cold according to Cold Holding Time/Temperature Control for Safety Foods SOP.
3. Foods should be wrapped, packaged, bagged, or purchased individually wrapped as needed in order to ensure foods will maintain food safety standards while being transported from the kitchen to  
the area where foods will be served and eaten.
4. Store food in containers suitable for transportation. Containers should be:
  - Rigid and sectioned so that foods do not mix
  - Tightly closed to retain the proper food temperature
  - Nonporous to avoid leakage
  - Easy-to-clean or disposable
  - Approved to hold food
  - Pre-heated or pre-chilled food carriers when possible
5. Place food containers in food carriers and transport the food on clean carts to serving sites as quickly as possible.

#### MONITORING:

1. Check the internal temperatures of food using a calibrated sanitized thermometer before placing it into the food carrier. Refer to the Holding Hot and Cold Time/Temperature Control for Safety Foods SOP, for the proper procedures to follow when taking holding temperatures.
2. Monitor safe food handling from the kitchen to the area established for consumption.

**Transporting Food from Kitchen to Another Area on Campus, continued**

School District:  
Department:

Klein Independent School District  
Nutrition & Food Services Department

## **Standard Operating Procedure**

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### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reheat food to 165°F for 15 seconds if the internal temperature of hot food is less than 135 °F. Refer to the Reheating Time/Temperature Control for Safety Foods SOP.
3. Cool food to 41°F or below using a proper cooling procedure, if the internal temperature of cold food is greater than 41°F. Refer to the Cooling Time/Temperature Control for Safety Foods SOP for the proper procedures to follow when cooling food.
4. Discard foods held in the danger zone for greater than 4 hours.

### **VERIFICATION AND RECORD KEEPING:**

Cook temperatures will be logged on the Perpetual *Inventory Sheet*. All logs are kept on file for a minimum of 1 year. The foodservice manager will complete the *Food Safety Checklist* weekly. The *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** August 2006

**BY:** Food Service Office

**DATE LAST REVISED:** June 2022

**BY:** Food Service Office

## **FOOD PREPARATION ACTION PLAN**

**Process Approach for Grouping Menu Items**

The following menu groupings are based on the FDA Process Approach groups of No Cook, Same Day Service, and Complex. Critical Control Points (CCPs) and Critical Limits (CLs) are indicated on each worksheet. CLs are based on the City of Houston Food Ordinance and the state of Texas Food Establishment Regulations.

<b>No-Cook Process Worksheet</b>		
The menu item does not make a complete trip through the temperature danger zone. Served cold.		
<b>Food Category</b>	<b>Menu Items</b>	<b>Specific Instructions</b>
Milk	skim milk, chocolate milk, strawberry milk	Hold below 41°F
Yogurt	Strawberry Banana Yogurt, Strawberry yogurt, vanilla yogurt, strawberry yogurt smoothie, mango yogurt smoothie, Yogurt/granola parfait	Hold below 41°F
Produce served raw	Lettuce, tomatoes, spinach, cut watermelon, tempered corn, tempered edamame, carrots, cucumbers, broccoli, bell pepper, celery, pico de gallo, onion, olives	Hold below 41°F
Fruit salads	Melon mix	Hold below 41°F
Canned fruit	Pears, peaches, pineapples, mandarin oranges, applesauce	Once opened, hold below 41°F
Fruit Juice	Orange Juice, Apple Juice, Green Apple Juice	Hold below 41°F
Homemade Smoothies	Fruit and yogurt smoothies	Hold below 41°F
Cold Condiments	Tartar, picante, butter, mayo, ranch dressing (bulk), sour cream, guacamole, pickles, jalapenos, jelly	Once opened, hold below 41°F
Cold sandwiches	Turkey & cheese sandwich, cold hoagies, wrapped sandwiches	Hold below 41°F

Cold Entrée	Munchables, Overnight Oats	Hold below 41°F
Cheeses	American, mozzarella, pepper jack, swiss	Hold below 41°F
Cold proteins	Turkey ham, turkey, hard boiled eggs, beans	Hold below 41°F

## **CONTROL MEASURES**

### **CCPs:**

- Cold holding - Critical limit is 41°F or below

### **SOPs:**

- Keep Food Out of the Temperature Danger Zone
- Personal Hygiene
- Washing Fresh Fruits and Vegetables
- Receiving
- Date Mark Ready-to-Eat Food
- Using Suitable Utensils When Handling Ready-to-Eat Foods
- Washing Hands
- Holding Hot and Cold Time/Temperature Control for Safety Foods



<b>Same Day Service Process Worksheet</b>		
The menu item makes only one complete trip through the temperature danger zone. Cooked once and held hot.		
<b>Food Category</b>	<b>Menu Item</b>	<b>Specific Instructions</b>
Cooked fresh vegetables	Broccoli	135°F
Cooked grains	Steamed rice, Spanish rice	Follow package or recipe cooking instructions
Homemade breads	Homemade rolls, cinnamon rolls	Follow recipe cooking instructions
Cooked pre-prepared breads	Toast, wheat rolls, garlic bread stick, garlic toast, mini waffles, pancakes, mini pancakes, biscuits, banana bread, muffins, french toast	Follow package cooking instructions
Cold Entrée	Chef salad	Follow recipe cooking instructions

## **CONTROL MEASURES**

### **CCPs:**

- **COOKING** - Destroy bacteria and other pathogens (Critical limits are outlined above)
- **HOLDING** - To inhibit bacterial growth and toxin formation, hot foods shall be held at greater than 135°F

### **SOPs:**

- Limit Time in the Danger Zone
- Cooking
- Cooling
- Hot and Cold Holding or Limiting Time in the Danger Zone
- Using Suitable Utensils When Handling Ready-to-Eat Foods
- Washing Hands
- Personal Hygiene

### Complex Process Worksheet

The menu item makes two or more complete trips through the temperature danger zone  
Cooked, cooled, and possibly reheated.

Food Category	Menu Items	Cooking Temperature
Canned vegetables	Refried beans, black beans	135°F
Frozen vegetables	Carrots, Corn, Green Beans, Broccoli, blend, edamame, mixed	135°F
Cooked dried and dehydrated vegetables	Mashed potatoes	135°F
Cooked potato products	French fries, potato smiles, tater tots	135°F
Cooked vegetable casseroles	Baked beans, charro beans, sweet potato casserole	135°F
Cooked entrée Salads	Chef, Cobb, Southwestern, Spinach and Bacon, Chicken Nugget, Crispy Chicken Caesar	165°F
Hot wraps	Sriracha Chicken Wrap, Chicken Bacon Wrap	165°F
Hot sandwiches	Hamburgers, cheeseburgers, BBQ sandwich, spicy breaded chicken patty sandwich, grilled cheese sandwich, breaded chicken sandwich, fish sandwich, bacon cheeseburger, CFS Sandwich, hot dog, mini hot dogs,,, double cheeseburger spicy chicken and cheese sandwich,	165°F
Fully cooked prepared meats in sauce	taco meat, chicken fajita meat	165°F
Fully cooked chicken items	chicken drumstick, chicken nuggets, chicken strips, breaded chicken patty, boneless buffalo bites, chicken wings, Asian chicken bites, potstickers, chicken parmesan, tamales	165°F
Pizzas	Round pizza, pizza by the slice, fiestada, breakfast pizza, pizza bagels, specialty pizzas	165°F
Entrees prepared from fully cooked beef	Meatballs with sauce,	165°F

Entrees prepared from fully cooked turkey	Lasagna	165°F
Tacos using precooked meat	Soft tacos, chicken fajitas, taquitos, tornados,	165°F
Fully cooked turkey entrees	Mini corn dogs, hot dogs, roasted turkey	165°F
Fully cooked breaded beef entrees	Steak fingers, chicken fried steak	165°F
Cheese entrees	Cheese sticks, quesadillas, cheese pizza, cheese sauce, cheesy flatbread, bean and cheese pupusa, Mike's Cheese Bites, cheese enchiladas, pizza quesadillas, bosco sticks	Follow package cooking instructions
Bread side dishes	Cornbread dressing, hushpuppies	Follow package or recipe cooking instructions
Entrees containing pork	Pepperoni Pizza	165°F
Pasta dishes	Macaroni & cheese, chicken alfredo, parmesan pasta spirals, spaghetti & meat sauce, buffalo mac, cajun pasta	165°F
Breaded fully cooked seafood entrees	Fish Sandwich, fish basket	165°F
Hot breakfast bread entrees	Mini pancakes, French toast, cinnamon roll, cowboy bread	Follow package cooking instructions
Fully cooked pre-prepared breakfast entrées	Sausage kolache, mini sausage pancake on a stick, scrambled eggs, pancake sausage sandwich, chicken pancake dippers, soft filled cereal bar, scrambled eggs, turkey sausage,	165°F
Homemade breakfast entrée	Kolache, sausage and cheese biscuit, breakfast taco, breakfast tater tot bake, oatmeal bake, breakfast bowl	165°F
Dessert	Pies, cookies	Follow recipe cooking instructions
Casseroles using precooked chicken	Orange chicken, General Tso chicken, Sweet and Sour Chicken	165°F

## **CONTROL MEASURES**

### **CCPs**

- **COOKING** - destroy bacteria and other pathogens (Critical limits are outlined above)
- **COOLING** - to prevent the outgrowth of spore-forming or toxin-forming bacteria.
- **REHEATING** - for hot holding or serving, if applicable (CCP's and critical limits are outlined above)
- **HOLDING** - to inhibit bacterial growth and toxin formation.
  - Hot foods shall be held at greater than 135°F
  - Cold foods shall be held at less than 41°F

### **SOPs**

- Limit Time and Temperature in the Danger Zone
- Cooling
- Cooking
- Hot and Cold Holding or Limit Time in the Danger Zone
- Washing Hands
- Personal Hygiene
- Date Marking of Ready-to-Eat PHF held for more than 24 hours to control the growth of *Listeria monocytogenes*

**MONITORING, RECORDKEEPING,  
AND CORRECTIVE ACTION**

Klein ISD Food Service  
Cooler/Freezer Temperature Chart

Month:  
School:  
Equipment:



Date	Breakfast	Lunch	Corrective Action
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
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24			
25			
26			
27			
28			
29			
30			
31			

Proper temperature:  
refrigerators: < 41° F  
freezers: < 10° F

Record temperatures before breakfast and before lunch. Record the temperature from the independent thermometer inside equipment. Staple log to production record on last day of month.

Corrective Action: 1 = called in work order  
2 = inspected and took temperatures of food  
3 = will check temperature again in 30 minutes

Klein ISD Food Service  
Cooler/Freezer Temperature Chart

Month:  
School:  
Equipment:



Date	Breakfast	Lunch	Corrective Action
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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31			

Proper temperature:  
refrigerators: < 41° F  
freezers: < 10° F

Record temperatures before breakfast and before lunch. Record the temperature from the independent thermometer inside equipment. Staple log to production record on last day of month.

Corrective Action: 1 = called in work order  
2 = inspected and took temperatures of food  
3 = will check temperature again in 30 minutes

**Klein ISD Food Service  
Dish Machine Temperature Chart**



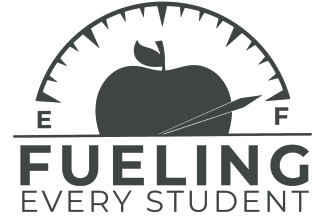
Month \_\_\_\_\_ School \_\_\_\_\_

Days	Before Breakfast Rinse Water Temp	Time	Corrective Action	Initials	Before Lunch Rinse Water Temp	Time	Corrective Action	Initials
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Record highest temperature reading from stem thermometer as the rinse surface temperature before using dish machine before breakfast and before lunch

Corrective Action: If the rinse surface temperature is <160° record a 1 as corrective action. 1 = After rechecking rinse surface temperature with the highest reading <160°, call in a work order to the food service office, discontinue use of dish machine, wash and sanitize with the 3 compartment sink  
Staple completed log to production record on last day of month.

# Klein ISD Food Service



Date:	Location of Unit:	School:
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Record one temp for each item every hour.

Corrective Action Legend: 1 = Heat rapidly / 2 = Chill quickly .....**Notify Manager**

Holding Temperature (Temp): Hot foods must be held at or over 135 degrees. Cold foods must be held at or below 41 degrees.

Corrective Action (CA): Heat foods rapidly that fall under 135 degrees or chill foods quickly that rise above 41 degrees.

Directions: Write the time of the temperatures at the top. Record temperature (Temp), including numbers after the decimal (.), in the first box, and any corrective action (CA) taken in the next box. **Notify manager when items are out of safe temperature range.**

Menu Item		Time:		Time:		Time:		Time:		Time:		Initials
		Temp	CA	Temp	CA	Temp	CA	Temp	CA	Temp	CA	
EX: Chicken Nuggets	Line	122.9	1	134.8	1							KG
	Holding Unit	148.6		142.6								
	Line											
	Holding Unit											
	Line											
	Holding Unit											
	Line											
	Holding Unit											
	Line											
	Holding Unit											
	Line											
	Holding Unit											
	Line											
	Holding Unit											
<b>MILK</b>	Line											
	Holding Unit											

Registre una temperatura por cada alimento cada hora.

Acción Correctiva Leyenda: 1 = Caliente rápidamente / 2 = Enfriar rápidamente

Temperatura de retención: Los alimentos calientes deben mantenerse en o sobre 135 grados. Los alimentos fríos deben mantenerse en o por debajo de 41 grados. Acción Correctiva: Caliente rápidamente los alimentos que caen por debajo de los 135 grados o Alimentos en frian rápidamente que suben por encima de 41 arados













# **FOOD SAFETY PLAN REVIEW AND VERIFICATION**

## Standard Operating Procedure

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### Review of Food Safety Management Plan

**Policy:** The school district food safety management plan will be reviewed at least annually and as needed to keep current with changes in the food production system to ensure safe food is served in the district.

**Scope:** The district food safety management plan review will include menu items, standard operating procedures, food handling practices, training, and related items that are used in all district food preparation areas. Food safety management plans adapted from the district plan for individual schools also are included.

**Procedures:** The district school foodservice director, their designee, and/or food safety team will:

1. Keep current with changes in food safety regulations and the science related to retail food preparation.
2. Meet at least annually to review the district's food safety management plan based on hazard analysis critical control point (HACCP) principles.
3. Determine verification activities to ensure the food safety management plan(s) are being properly implemented.
4. Make recommendations to the individual food production units about changes in food preparation procedures, training, and other relevant activities to properly implement the plan.
5. Determine food safety management plan performance benchmarks for individual food production units.
6. Review food safety documentation, including the weekly food safety verification inspections and checklists, related to the food safety management plan for adequacy.
7. Assign periodic reviews of individual food production facilities.
8. Develop appropriate and job-specific food safety training for all employees to implement the food safety management plan.
9. Amend the plan when:
  - a. New menu items are added to the menu
  - b. Menu items are removed from the menu
  - c. Food products change
  - d. Storage/preparation procedure changes
  - e. A food is linked to an illness
  - f. There are significant changes in customers, suppliers, equipment, and facilities
  - g. New food safety information becomes available such as new regulatory guidelines.
  - h. Significant changes in personnel
10. Document changes in the plan in meeting minutes.
11. Determine when outside expertise should be contracted to review, amend, and implement all or portions of the food safety management plan.
12. Provide food production units copies of the changes to the food safety management plan that are relevant to their operation so individual school plans can be updated.

**DATE IMPLEMENTED:** August 2006

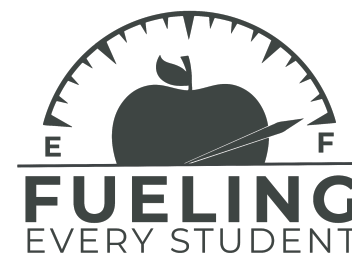
**BY:** Food Service Office

**DATE LAST REVISED:** June 2022

**BY:** Food Service Office

# **FOOD SAFETY CHECKLIST**





# WEEKLY FOOD SAFETY CHECKLIST

Directions: Use this checklist weekly. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

Date \_\_\_\_\_ Observer \_\_\_\_\_

Yes	No	PERSONAL HYGIENE	Corrective Action Taken
<input type="checkbox"/>	<input type="checkbox"/>	Employees wear clean and proper uniform	
<input type="checkbox"/>	<input type="checkbox"/>	Slip resistant shoes that repel water	
<input type="checkbox"/>	<input type="checkbox"/>	Effective hair restraints are worn properly	
<input type="checkbox"/>	<input type="checkbox"/>	Fingernails are short, unpolished, and clean (no artificial nails).	
<input type="checkbox"/>	<input type="checkbox"/>	Jewelry is limited to a plain ring, such as wedding band and small non dangle earrings.	
<input type="checkbox"/>	<input type="checkbox"/>	Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a food service glove while handling food.	
<input type="checkbox"/>	<input type="checkbox"/>	Employees appear in good health	
<input type="checkbox"/>	<input type="checkbox"/>	Hands are washed properly, frequently, and at appropriate times.	
<input type="checkbox"/>	<input type="checkbox"/>	Eating/drinking are allowed only in designated areas away from preparation, service, storage, and ware washing areas	
<input type="checkbox"/>	<input type="checkbox"/>	Beverages consumed in the production areas are only from plastic spill-proof container with a lid and a straw.	
<input type="checkbox"/>	<input type="checkbox"/>	Hand sinks are unobstructed, operational, clean, have soap, disposable towels, trash can, and warm water	
<input type="checkbox"/>	<input type="checkbox"/>	A hand washing reminder sign is posted.	
<input type="checkbox"/>	<input type="checkbox"/>	Hot water from all hand-washing sinks reach at least 100°F	
<input type="checkbox"/>	<input type="checkbox"/>	Employee restrooms are operational clean and doors must be closed	
Yes	No	FOOD PREPARATION	Corrective Action Taken
<input type="checkbox"/>	<input type="checkbox"/>	All food stored or prepared in facility is from approved sources.	
<input type="checkbox"/>	<input type="checkbox"/>	Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	
<input type="checkbox"/>	<input type="checkbox"/>	Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.	
<input type="checkbox"/>	<input type="checkbox"/>	Thawed food is not refrozen unless otherwise specified on the Use By Calendar.	

<input type="checkbox"/>	<input type="checkbox"/>	Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	
<input type="checkbox"/>	<input type="checkbox"/>	Food is tasted using the proper procedure.	
<input type="checkbox"/>	<input type="checkbox"/>	Procedures are followed to prevent cross-contamination.	
<input type="checkbox"/>	<input type="checkbox"/>	Food is handled with suitable utensils, such as single use gloves or tongs.	
<input type="checkbox"/>	<input type="checkbox"/>	Food is prepared in small batches to limit the time it is in the temperature danger zone.	
<input type="checkbox"/>	<input type="checkbox"/>	Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.	
<input type="checkbox"/>	<input type="checkbox"/>	Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested and documented with a calibrated food thermometer	

Yes	No	HOLDING	Corrective Action Taken
<input type="checkbox"/>	<input type="checkbox"/>	Food is heated to the required safe internal temperature before placing in preheated hot holding unit. Hot holding units are not used to reheat potentially hazardous foods.	
<input type="checkbox"/>	<input type="checkbox"/>	Temperature of hot food being held is at or above 135°F.	
<input type="checkbox"/>	<input type="checkbox"/>	Temperature of cold food being held is at or below 41°F.	

Yes	No	COOLERS, FREEZERS, DRY STORAGE	Corrective Action Taken
<input type="checkbox"/>	<input type="checkbox"/>	Thermometers are available and accurate.	
<input type="checkbox"/>	<input type="checkbox"/>	Food is stored 6 inches off floor or in walk-in cooling equipment.	
<input type="checkbox"/>	<input type="checkbox"/>	Storage areas are organized, clean, and neat.	
<input type="checkbox"/>	<input type="checkbox"/>	Proper chilling procedures are used.	
<input type="checkbox"/>	<input type="checkbox"/>	All food is properly wrapped, labeled, dated and in sight.	
<input type="checkbox"/>	<input type="checkbox"/>	The FIFO (First In, First Out) method of inventory management is used.	
<input type="checkbox"/>	<input type="checkbox"/>	Ambient air temperature of all refrigerators and freezers is monitored and documented.	
<input type="checkbox"/>	<input type="checkbox"/>	Temperatures of dry storage area is between 50 °F and 70 °F.	
<input type="checkbox"/>	<input type="checkbox"/>	All food and paper supplies are stored 6 to 8 inches off the floor.	
<input type="checkbox"/>	<input type="checkbox"/>	All food is labeled with name received date and sight.	
<input type="checkbox"/>	<input type="checkbox"/>	Dry food ingredients are removed from original packaging and stored in containers with tight fitting lids and labeled with name and date.	
<input type="checkbox"/>	<input type="checkbox"/>	There are no bulging or leaking canned goods.	
<input type="checkbox"/>	<input type="checkbox"/>	Chemicals are clearly labeled and stored away from food and food related supplies.	

Yes	No	CLEANING AND SANITIZING	Corrective Action Taken
<input type="checkbox"/>	<input type="checkbox"/>	All equipment and surfaces are kept clean to prevent food contamination.	
<input type="checkbox"/>	<input type="checkbox"/>	Three-compartment sink is properly set up for ware washing.	
<input type="checkbox"/>	<input type="checkbox"/>	Sink and water are clean and free of grease and food particles.	

<input type="checkbox"/>	<input type="checkbox"/>	Dish machine is working properly (such as gauges and chemicals are at recommended levels).	
<input type="checkbox"/>	<input type="checkbox"/>	Water temperatures are correct for wash and rinse.	
<input type="checkbox"/>	<input type="checkbox"/>	If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.	
<input type="checkbox"/>	<input type="checkbox"/>	Smallware and utensils are washed, sanitized, and allowed to air dry.	
<input type="checkbox"/>	<input type="checkbox"/>	Wiping cloths are stored in sanitizing solution buckets while in use. Sanitizer buckets must be stored away from food contact surfaces and floor.	
Yes	No	<b>UTENSILS AND EQUIPMENT</b>	Corrective Action Taken
<input type="checkbox"/>	<input type="checkbox"/>	All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	
<input type="checkbox"/>	<input type="checkbox"/>	Work surfaces are cleaned and sanitized between uses.	
<input type="checkbox"/>	<input type="checkbox"/>	Thermometers are cleaned and sanitized after each use.	
<input type="checkbox"/>	<input type="checkbox"/>	Thermometers are calibrated on a weekly basis.	
<input type="checkbox"/>	<input type="checkbox"/>	Can opener is clean.	
<input type="checkbox"/>	<input type="checkbox"/>	Drawers and racks are clean.	
<input type="checkbox"/>	<input type="checkbox"/>	Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.	
Yes	No	<b>LARGE EQUIPMENT</b>	Corrective Action Taken
<input type="checkbox"/>	<input type="checkbox"/>	Food slicer is broken down, cleaned, and sanitized before and after every use.	
<input type="checkbox"/>	<input type="checkbox"/>	Exhaust hood and filters are clean.	
Yes	No	<b>GARBAGE STORAGE AND DISPOSAL</b>	Corrective Action Taken
<input type="checkbox"/>	<input type="checkbox"/>	Kitchen garbage cans, dumpsters, and area around dumpsters are clean.	
<input type="checkbox"/>	<input type="checkbox"/>	Garbage cans are emptied as necessary.	
<input type="checkbox"/>	<input type="checkbox"/>	Dumpster lids are closed and in good condition.	
<input type="checkbox"/>	<input type="checkbox"/>	Dumpsters have drain plugs.	
<input type="checkbox"/>	<input type="checkbox"/>	Boxes and containers are removed from site.	
Yes	No	<b>PEST CONTROL</b>	Corrective Action Taken
<input type="checkbox"/>	<input type="checkbox"/>	Outside doors are well sealed.	
<input type="checkbox"/>	<input type="checkbox"/>	No evidence of pests is present.	
<input type="checkbox"/>	<input type="checkbox"/>	There is a regular schedule of pest control by a licensed pest control operator.	

# **APPENDIX**

## **Klein Food Service**

# **TASK DESCRIPTIONS**

## **Klein Food Service**

# Task descriptions

## All Tasks

1. Practice/Maintain personal hygiene-including hairnet, proper hand washing and clean uniform.
2. Set up a sanitizing solution bucket, towels, and thermometer and sanitize the worktable before beginning food preparation.
3. Check production records for food items and amount to prepare.
4. Use a clean cart to gather products from coolers, freezers, and pantry.
5. Use the FIFO rule. First in, First out.
6. Record everything on the perpetual inventory sheet.
7. Check recipes carefully and follow exactly. Keep recipes out and visible at all times.
8. After serving: count, wrap, label, date, and store food in proper container and record all leftovers on perpetual inventory sheet.
9. Clean work area as you go.
10. Notify the manager of any equipment issues.

## Cooking

1. Turn on equipment needed for preparation and serving.
2. Always follow the standardized recipe indicated on the *Production Record*.
3. Batch cook as needed, filling out the *Perpetual Inventory Sheet* as food is prepared
4. Check temperatures after cooking, and before placing food items on the line, record on *Perpetual Inventory Sheet*. Foods must be fully cooked/cooled before holding/serving. Hot food items must be maintained at 135° degrees or above and cold food items at 41° degrees or below. *Holding Log* is filled out hourly for foods held over one hour.
5. Communicate with Server and Manager on food levels to ensure all items are available to all students.
6. Check *Production Record*, pull items needed for the next day and pan items as needed.
7. Turn off all equipment after use

## Baking

1. Prepare dough following the standardized recipe indicated on the *Production Record*.
2. Use the baker's scales when measuring dry ingredients
3. Clean up all large equipment used in the bakery; mixer, proofer, baker's scale, dough cutter (if used), dough press (if used)
4. Pre measure ingredients for next day's usage

## Fruit

1. Assemble pans with liners and offer-vs-serve cups for the total amount of fruit needed.
2. For canned fruit, sanitize the top of the can prior to using the can opener.
3. Wash fruit as needed. Discard any damaged or unusable fruit. Record on *Perpetual Inventory Sheet*.
4. Cut all fresh fruit using the fruit sectionizer and appropriate blade.
5. Arrange fruit on a tray in an eye-catching manner.

## Salads

1. Pre-chill all salad ingredients before assembling salads. Hot items must be cooled to 41° before adding to salad.
2. When preparing salads use correct utensils and scales to ensure the proper amount of product is used.
3. Store all completed products in the walk in cooler until needed for serving.

## Vegetables

1. Weigh out vegetables as directed on Production record
2. Use long black serving pans
3. Ice all TCS foods and take temperatures every hour and record on holding log
4. Store all product in walk in cooler until needed

## Milk

1. Fill milk box per food production record. Record on perpetual inventory sheet.
2. Rotate milk based on dates (FIFO), older milk to the top. Never serve expired milk. Milk is considered expired on the date printed on the carton. Check the temperature every hour.

## Condiments

1. Prep according to production records
2. Ice all TCS condiments and take temperatures every hour and record on holding log
3. Record all temp for refrigerated items exp. ranch, sour cream on perpetual.

## A la Carte

1. Arrange a la carte items neatly according to manager directions.
2. Stock a la carte items per food production record. Record on perpetual inventory sheet.

## Iced Tea

1. Follow recipe when preparing iced tea
2. Cut lemon wedges, serve with tongs
3. Set up cups, sweeteners, and ice in cooler as directed by manager

## Serving Line Set Up

1. Turn on and fill hot and cold wells.
2. Supply each line with tools needed for serving: trays, boats, bowls, deli paper, hot pads, disposable gloves, and correct size serving utensils per production record and thermometer. Have extra serving utensils.

## Serving Line

1. All servers must be on the line and ready prior to the start of meal service. Remember to smile and talk to students as they come through the line.
2. Check production records for menu items offered, serving sizes, and serving utensils.
3. Wear a clean serving apron.
4. Ensure you have a sanitizer bucket with concentration of 200 ppm.
5. Check temperatures for TCS foods held over one hour and record on Holding Log to ensure proper temperatures are being maintained. Hot foods must be maintained at 135° or above and cold food at 41° or below.
6. To ensure good customer service, servers should communicate with Cook and Manager on levels of food and food quality to ensure all foods are available to all students at all times.
7. Replace pans of food and utensils before they are empty (or as needed), to ensure that the “fresh look” is maintained. Do not mix batches and use a clean utensil for each batch.
8. Keep serving lines clean using proper sanitizing solution. Replace sanitizing solution when dirty or as needed. Check sanitizer titration levels throughout the meal service
9. Never cover serving line with saran wrap or pan liners etc. (during serving)
10. After serving, remove all food items and take them to the proper area. Take utensils and empty pans to the dishroom.
11. Turn off all warmers and serving wells.

## Cashier

1. All cashiers must be on the line and ready prior to the start of meal service. Signed cash handling form must be on file.
2. Verify the change fund and fill out top portion of deposit slip.
3. Be sure the balance report/classroom worksheet, production record, pad and pencil are in the register drawer.
4. It is the cashier's responsibility to accurately ring in all items and collect all money due.
5. After serving, reconcile change fund, count money, record on deposit slip and sign deposit slip.
6. Take money and deposit slip to manager.
7. Initial Day End Paperwork once completed by manager before leaving.
8. Complete assigned daily cleaning.

## BIC Cart

1. Carts should be set up, in place, and ready prior to the start of meal service.
2. Sanitize cart before loading and serving.
3. Check production records for food items and amount to prepare.
4. Check the temperatures of TCS foods before leaving the kitchen and record on holding log. Hot foods must be maintained at 135° degrees or above and cold foods at 41° degrees or below.
5. Stock carts with items needed for today's use. Stock with a sufficient amount of supplies. Record everything on the perpetual inventory sheet.
6. Upon returning to the kitchen, record all leftovers on the BIC perpetual inventory and remove all food items and take them to the proper area in the kitchen.
7. Clean and sanitize BIC cart and plug monitors in daily to charge.

## Dish Machine

1. Assemble the dish machine, if needed.
2. Turn on the dish machine and booster heater.
3. Put mats down.
4. Fill detergent and drying agent, as needed.
5. Record final rinse temperatures following HACCP Manual SOP 1-A- *Cleaning and Sanitizing Food Contact Surfaces*
6. Always wear gloves when handling dirty dishes and loading the dish machine. Wear a different clean pair of gloves for handling clean dishes.
7. Scrape and rinse pots, pans, utensils and trays into the trash before placing them into the dish machine rack.
8. Load trays into the machine as soon as possible and keep the tray return window clean.
9. Keep trays washed so that adequate trays are always available for serving customers. Take filled tray carts to the serving line as needed.
10. Allow dishes to air dry. Do not wipe with a towel.
11. Before putting away clean dishes, wash hands, and put on clean disposable gloves.

## Three Compartment Sink

1. Set up sink daily with green scouring pads, small towels, rubber gloves, brushes, etc.
2. Fill sinks up to the fill line indicated on each sink, add detergent and sanitizer solution, following manufacturer's directions.
3. Record sanitizer solution concentration following HACCP Manual SOP 1-A- *Cleaning and Sanitizing Food Contact Surfaces*
4. All dishes, utensils, pots and pans must be washed, rinsed and sanitized after each use.
5. Scrape and pre-rinse all dishes before placing them into the sink.
6. Always wear gloves when handling dirty dishes. Wear a different clean pair of gloves for handling clean dishes.
7. Air dry all dishes before storage. Do not dry with towels.
8. Return all dishes, etc. to the proper storage areas.
9. Change water when dirty and as needed. Check with the manager if unsure.



# Cleaning

## Prep Tables

1. After use, wash and sanitize the prep table.
2. Weekly, wash table legs and under edge.
3. If the table has a removable bottom shelf, remove it weekly and clean thoroughly.
4. Wipe out and organize drawers.

## Scales

1. Remove any plastic wrap or foil that has been placed on the scale.
2. Wipe down ounce, pound, and/or baker's scales with mild detergent and damp cloth.
3. Sanitize with clean cloth and sanitizing solution.
4. Dry scales to prevent rust.
5. Store scales where they will not be bumped or jarred.

## Floor

1. All areas must be swept daily. Pay special attention to areas under sinks and tables.
2. Mop thoroughly and rinse the floor.
3. Mops need to be rinsed after use and stored upside down, or on rack to air dry.
4. Rinse mop buckets and return to the proper storage area.
5. Rinse mop sink out.
6. Wash floor mats.
7. Floor Drains should be cleaned out daily.
8. Add germicidal down drain weekly

## Range

1. Clean up spills as soon as possible to avoid difficult to clean, baked on material.
2. Wait until the range is cool to touch before cleaning.
3. Use brush and/or cleaning cloths with mild detergent to clean surfaces.
4. Sanitize all surfaces with clean cloth and sanitizing solution.
5. Be sure to clean inside cabinets and drip tray

## Ovens

1. Let the oven cool to touch before beginning any cleaning.
2. Remember to wear the required personal protective equipment.
3. Clean all spills and loose debris in the oven daily.
4. Remove all shelves and clean inside with oven cleaner weekly.

## Pizza Oven

1. After the oven has cooled to the touch, remove trays and take to the pot and pan sink for cleaning.
2. Wipe outside of the pizza oven with a sanitizing solution daily.
3. Reassemble pizza oven for next day's usage.
4. Perform weekly cleaning according to manufacturer's recommendations.

## Kettles, and Tilt Skillets

1. Wait until equipment is cool to touch before cleaning.
2. Use brush and/or cleaning cloths with mild detergent to clean inside and outside of equipment.
3. Rinse equipment well.
4. Sanitize all surfaces both inside and out with clean cloth and sanitizing solution.

5. Allow to air dry.

## **Mixer**

1. Turn off and unplug before cleaning.
2. Remove all parts.
3. Wash and sanitize parts in 3 compartment sinks. Allow to air dry.
4. Clean outside of the machine, paying close attention to cracks and crevices.
5. Re-assemble machine.

## **Serving Line**

1. Clean and sanitize daily.
2. Remove all paper and foam items and clean shelves under the steam table daily. No overnight storage of paper or foam products under the steam table.
3. Clean and sanitize between and under shelves daily.
4. Daily, clean under the tray carrier. Remove any gum.
5. Wipe down walls and baseboards on the serving line daily or as needed.

## **Meal Deal/Snack Shop**

1. After lunch, turn off all equipment.
2. Count left over food and record on perpetual.
3. Wrap, date and store all leftover food items.
4. Wash and sanitize all areas.
5. Clean griddles and/or stoves daily.
6. Wipe ovens daily and clean ovens weekly.
7. Pre-pan items for the next day's service.
8. Sweep and mop.

## **Milk Box**

1. Remove product and unplug milk box before cleaning.
2. Wipe out any spills daily. Check for any cartons that have fallen under the milk box.
3. Clean milk box and gaskets with mild detergent and sanitizing spray on a weekly basis.
4. Plug in after cleaning.

## **Warming Cabinets & Warming Drawers**

1. Remove product and turn off the warming unit. Allow warmers to cool to the touch before beginning any cleaning.
2. Wipe down outside daily. Clean gaskets with mild detergent and sanitizing spray.
3. Remove drawers weekly and clean top and bottom thoroughly.

## **Reach-in Refrigerators and Freezers**

1. Empty daily, do not leave any food in overnight.
2. Wipe outside of all reach in doors daily with proper sanitizing solution.
3. Wipe out any spills immediately.
4. Clean gaskets with mild detergent and sanitizing spray to prevent mold growth.
5. Weekly clean shelves with sanitizing solution.

## **Slicer/Manhart Vegetable Cutter**

1. Turn off and unplug equipment before cleaning.
2. Wear a wizard glove while cleaning.
3. Disassemble slicer or vegetable cutter using proper safety precautions.

4. Clean and sanitize all surfaces. Pay close attention to the blade and blade guard.
5. Wipe the body of equipment with clean cloth and mild detergent and spray with sanitizer.
6. Clean under equipment.
7. Allow disassembled parts to air dry.
8. Reassemble equipment when dry.
9. Report any blade or equipment damage to the manager.

## **Condiment Pumps**

1. Remove product from each container and store in the cooler or discard per manager's instructions.
2. Label any product to be stored with the date, use by date, and name of the product.
3. Wash and sanitize condiment containers and lids in 3 compartment sinks.
4. Disassemble pumps over a pan, to prevent losing small parts. Wash and sanitize all parts daily. Use a special brush provided with a pump to clean inside tubes. Do not send pump parts through the dish machine.
5. Allow to air dry overnight.
6. Record leftover product on perpetual inventory update sheet.

## **Slush Machine**

1. Wipe down outside daily.
2. Clean drip tray daily
3. Clean the lid with a sanitizing solution.
4. Empty slush mix to clean weekly.
5. Wash the slush parts in the three compartment sink. Do not send parts through the dish machine.
6. Reassemble with lubricant

## **Tray Room**

1. After all dishes have been run through the dish machine; disassemble all parts and clean daily as directed.
2. Wash floor mats and sweep and mop floors
3. De-lime the dish machine weekly or more often if needed.

## **Hand Sinks and Bathroom**

1. Clean all hand sinks in the kitchen daily by scrubbing hand sinks with scouring powder and rinse well.
2. Sanitize sinks with clean cloth and sanitizing solution.
3. Wipe mirror.
4. Refill paper towel dispensers and soap dispensers as needed.
5. Clean and sanitize nail brush.
6. Empty trash from the bathroom daily.
7. Toilets must be cleaned daily. Bathrooms must be swept and mopped daily.
8. Wipe underneath the sink, including pipes weekly.

## **Laundry and Washer/Dryer**

1. Laundry should be gathered and washed as needed during the day
2. Do not overload the washer or dryer.
3. Do not wash dark aprons with other laundry.
4. Use the correct amount of soap and/or bleach in laundry. See label for instructions.
5. Clean lint trap after each dryer load. Leave the lint tray on top of the dryer clean when not in use.
6. Fold laundry and put away - as needed
7. Weekly wipe outside of washer and dryer.

## **Pantry**

1. Keep all items on shelves straight and organized.
2. Arrange items to allow good air circulation. Store all items at least 6" off floor and 2" away from walls.

3. Rotate product as needed. First in, first out. Keep dates (Month, Date, Year) visible from the aisle.
4. Wipe off the tops of cans.
5. Wipe down shelves and walls with mild detergent.
6. Remove product from shelves for deep cleaning-as needed
7. Look for evidence of insect or rodent damage and or droppings. Report these to the manager immediately.
8. Sweep and mop area including under shelves.

## **Walk-In Coolers & Freezers**

1. Immediately, clean any debris or spills found on the cooler or freezer floor. Check under & behind shelving.
2. Use a sanitizing solution to clean underneath shelving and edges of the cooler weekly.
3. Sweep and mop walk in cooler only daily.
4. Sweep freezer, place work order for freezer floor cleaning.
5. Clean gaskets with mild detergent and sanitizing solution to prevent mold growth.
6. Remove any ice buildup in the freezer weekly.

## **Garbage Containers**

1. Take garbage out before the trashcan becomes too heavy. (Get help if needed)
2. Clean garbage from ground if spilled outside.
3. Close the dumpster lid after each trip and whenever open.
4. Remove all garbage daily from the kitchen and insert new liners in trash cans.
5. Scrub and sanitize trash cans weekly and as needed.

## **Ice Machine**

1. Wipe down outside and filter area daily.
2. Turn off machine
3. Empty ice machine to clean weekly.
4. Drain Water
5. Clean the inside bin and door with a sanitizing solution.
6. Rinse with clear water and leave to air dry.
7. Turn the machine back on.
8. Do a work order for cleaning the top cube maker part of the machine.

## **Dough Press/Dough Cutter**

1. Turn off before cleaning
2. Remove cover and wipe daily
3. Wipe handles, lever and the sides daily
4. Remember to wear wizar gloves when wiping blades daily and remove weekly for deep cleaning through dishmachine
5. Elementary dough cutters should be taken apart and cleaned daily through the dishmachine..
6. Let dry before putting back together for next day's usage.