

**Food Safety Plan
School Food Safety Program
Winston County Schools**

**Winston County CNP Director
Bart Shannon**

Email: bshannon@wscsclass.com

Phone: 205-489-5018

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Glossary of Terms

Description of Program Overview and Facility

This program was developed 1-6-2016 by Bart Shannon, Director of Child Nutrition, Winston County School System. The program follows the USDA guidance on developing a food safety program based on the Process Approach to HACCP. All standards in this food safety program are based on recommendations in the sections of the 2001 Food Code adopted by the State of Alabama. Food Code 2013 changes are provided by Health Department and are added to this file.

It will be the duty and responsibility of each lunchroom manager to implement and comply with all practices listed in this HACCP document to ensure food safety practices in their cafeteria. Any corrective action for the cafeteria will be implemented by the lunchroom manager.

The CNP Director/Coordinator will ensure the training of personnel and recording of training for employees to meet professional standards. Effective January 2020, a person in charge with a food protection manager certification must be present at the food establishment at all times.

Average Daily Participation

Breakfasts

Lunches

School Foodservice Staff

Manager

Staff

Kitchen Equipment

Convection Ovens

Dishwasher

Fryers

Heated Serving Counters

Milk Cooler

Mixer

Tilt-Skillet

Walk-in Cooler

Walk-in Freezer

Steamer

Warmers

Combi oven

Microwave

Meat slicer

Menus

Cycled menus are supplied by Central Office with nutritional analysis and food base compliance for 100 students. Managers will change planning numbers to what is needed for their school and making sure nutritional analysis and food base compliance remain accurate.

STANDARD OPERATING PROCEDURES (SOP)

Standard Operating Procedures for Winston County Schools are listed below. Each SOP will be attached to this food safety program. Foodservice staff will be made aware of all SOPs during initial and in ongoing training.

1. HACCP

- Food Safety and HACCP Training Program
- Record Keeping and Documentation
- Employee Orientation

2. Facilities and Equipment

- Cleanliness and Sanitation of the Cafeteria
- Equipment Cleaning and Sanitizing
- Facility and Equipment Maintenance
- Pest Control
- Storing and Using Poisonous or Toxic Chemicals
- Manual Warewashing
- Machine Warehousing
- Ice Machine Usage
- Laundry and Linen Use

3. Personnel

- Employee Health and Personal Hygiene
- Washing Hands
- Gloves and Utensil Use
- Employee Eating and Drinking in the Workplace
- Contact with Blood and Bodily Fluids
- Visitors in Foodservice
- Tasting Method

4. Purchasing To Storage

- Purchasing
- Receiving Deliveries
- Storage

Date Marking Ready-To-Eat Potentially Hazardous Food

5. Food Preparation

Use of Thermometers

Calibration of Thermometers

Using Utensils When Handling Ready-To-Eat Foods

Washing Fruits and Vegetables

Thawing Foods

Cooking Potentially Hazardous Foods

Reheating Potentially Hazardous Foods

Cooling Potentially Hazardous Foods

Preparing Cold Foods

Sack Lunches

6. Food Service

Holding Hot and Cold Potentially Hazardous Foods

Serving

7. Consumer Issues

Responding to a Foodborne Illness Complaint

Food Safety in Emergency Situations

IMPLEMENTATION AND ORIENTATION OF HACCP

SOPs

Food Safety and HACCP Training Program

Record Keeping and Documentation

Employee Orientation

Food Safety and HACCP Training Program

Purpose:

To train all school foodservice individuals in food safety and Hazard Analysis Critical Control Points (HACCP) program. Training will be ongoing to ensure that all employees are aware of food safety and are following the department's HACCP program.

Scope:

This procedure applies to foodservice employees and substitutes who handle, prepare, or serve food.

Instructions:

1. Include basic food safety training as part of new employee orientation.
2. Require all managers to complete a food safety certification course. (Servsafe)
3. Schedule all employees to take a food safety certification course. (Servsafe)
4. Use outside resources, such as Extension specialists, vendors, or qualified trainers to provide food safety and HACCP training.

Monitoring:

Observe staff to ensure that they demonstrate food safety knowledge each day in the workplace.

Corrective Action:

Employees who fail to demonstrate a working knowledge of food safety principles will be retrained.

Verification and Record Keeping:

Document the content of all training sessions and attendance. File documentation in HACCP records.

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Record Keeping and Documentation

Purpose:

To maintain accurate records of how food is handled during its flow through the foodservice department.

Scope:

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

Instructions:

1. Keep a current copy of the HACCP plan accessible for use in the operation.
2. Maintain a record of employee training records.
3. The CNP manager will maintain the following records of daily operations:
 - Standardized recipes (not required by HACCP)
 - Procedures for potentially hazardous foods
 - Steps that are Critical Control Points
 - Monitoring Procedures
 - Corrective Actions
 - Verification Procedures
 - Calibration Logs
 - Temperature Logs
4. Place records where they are accessible to employees who need to use them.
5. Designate employees to complete the records.

Monitoring:

The foodservice manager will check each day to see that all records are completed and filed in a designated area.

Corrective Action:

Any foodservice employee that is not completing their assigned duty will be retrained at the time of the incident.

Verification and Record Keeping:

The foodservice manager will verify that all records are completed each day by visually checking the records and initialing each chart

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Employee Orientation

Purpose:

To acquaint all foodservice employees with the standards of the HACCP plan.

Scope:

This procedure applies to foodservice employees who handle, prepare, or serve food

Instructions:

1. In-service will be provided at the beginning of each year for all employees for basic food safety procedures. Substitutes will be trained as they are used to work.
2. The Coordinator will review each point in the Food Safety Checklist with all employees. Each procedure will be discussed thoroughly with implications for food safety described.
3. Employees will read, sign, and date the statement at the end of the checklist, indicating understanding and agreement with stated procedures.
4. The Coordinator and CNP Manager will also sign and date each form.
5. Employees will receive a signed copy of the Checklist document.
6. Lunchroom staff will be servsafe tested as needed.

Monitoring:

1. Employees will be asked questions during the training session to see that they understand and are paying attention to the items being discussed on the food safety checklist.
2. Servsafe testing for managers is a requirement within the first year. Goal is to maintain 2 to 3 employees servsafe qualified per lunchroom.

Corrective Action:

Employees scoring that do not pass servsafe will be retested as soon as test can be implemented by the Winston County Extension Office.

Verification and Record Keeping:

1. A signature page of personnel trained on Food Safety Checklist document will be retained in the cnp training file.

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FACILITIES AND EQUIPMENT

SOPS

Cleanliness and Sanitation of the Cafeteria

Equipment Cleaning and Sanitizing

Facility and Equipment Maintenance

Pest Control

Storing and Using Poisonous or Toxic Chemicals

Manual Warewashing

Machine Warewashing

Ice Machine Usage

Laundry and Linen Use

Cleanliness and Sanitation of the Cafeteria

Purpose:

To maintain the cleanliness and sanitation of the cafeteria

Scope:

This procedure applies to all foodservice employees

Instructions:

1. Train food service employees on the proper cleaning and sanitation procedures.
2. Train employees on the safe use of cleaning supplies and chemicals.
3. Foodservice employees will wash hands before handling service ware, food, or beverages. Wash hands for 20 seconds
4. Prepare milk cooler for student use before their arrival. Milk should be served at 40°F or below. Keep cooler closed during breaks in service to maintain proper product temperature. Check and record temperatures, twice daily.
5. When assisting with meal service, handle all trays, dishes, and flatware by non-food contact surfaces only.
6. Inform children where to return trays, plates, and flatware. Also inform them where disposable trash and garbage should be taken.
7. Clean and sanitize tables and counters during breaks in service.
8. Immediately wipe up spills as they occur. Use only designated cloths.
9. After service clean and sanitize tables, counters, and all other serving areas. Monitor milk coolers, checking for any spillage.
10. Sweep and clean floors after meals. No chemical shall be used in kitchen during meal prep or serving.
11. According to the cleaning schedule, routinely clean all areas of the cafeteria, including milk coolers, condiment dispensers, etc.

Monitoring:

1. The CNP Manager will monitor employees to ensure that the cafeteria is properly maintained and all foods are served safely.
2. The CNP Manager will provide supplies needed to maintain the cleanliness and sanitation of the cafeteria.
3. The CNP Manager will establish complete cafeteria cleaning as part of the routine cleaning schedule.
4. The CNP Manager will follow up as necessary.

Corrective Action:

1. Areas of service that have not been cleaned and sanitized properly will be identified and corrected.
2. Employees who do not demonstrate a working knowledge of the proper cleaning and sanitizing procedures will be retrained.

Cleanliness and Sanitation of the Cafeteria, Continued

Verification and Record Keeping:

1. Keep records of cleaning schedules and cleaning rotation. Have employees check and initial the task completed. Keep all records on file.
2. Keep records of all training and in-service on proper cleaning and sanitizing procedures.
3. Keep records of the training of CNP employees on the safe use of cleaning chemicals and supplies.

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1 gal water – ½ cap (lid) of bleach - test w/ strip for proper sanitation. A test kit must be provided to check sanitizer levels. Any school found not to be in compliance will be assessed a 4-point violation. This has been amended from a 1-point violation.

...REMOVE GLOVES. DISPOSE OF GLOVES IN A PLASTIC GARBAGE BAG.
...WASH HANDS.

4. CLEAN THE AFFECTED AREA

... PUT ON NEW DISPOSABLE GLOVES, DOUBLE GLOVE.
...CLEAN THE AFFECTED AREA WITH SOAP AND WATER AND PAPER TOWELS. THIS INCLUDES SURFACES THAT CAME IN DIRECT CONTACT WITH BODY FLUIDS AND SURFACES THAT MAY HAVE BEEN CONTAMINATED WITH BODY FLUIDS. **BEFORE DISINFECTED, ALL SURFACES SHOULD BE CLEANED THOROUGHLY CLEANED.**

...DISPOSE OF PAPER TOWELS IN A PLASTIC GARBAGE BAG.
...REMOVE GLOVES. DISPOSE OF GLOVES IN A PLASTIC GARBAGE BAG.
...WASH HANDS.

5. DISINFECT THE AFFECTED AREA.

...PUT ON NEW DISPOSABLE GLOVES.
...PREPARE CHLORINE BLEACH SOLUTION. COMBINE 1.5 CUPS BLEACH TO 1 GALLON WATER. THIS IS RECOMMENDED TO BE USED ON SURFACES THAT HAVE HAD DIRECT CONTACT WITH BODY FLUIDS. TRANSFER TO A SPRAY BOTTLE.

...USING THE SPRAY BOTTLE, GENEROUSLY APPLY THE SOLUTION TO AFFECTED SURFACES, INCLUDING SURFACES THAT CAME INTO DIRECT CONTACT WITH BODY FLUIDS AND SURFACES THAT MAY HAVE BEEN CONTAMINATED WITH BODY FLUIDS.

USE IN WELL VENTILATED AREA.

...FOR INCIDENTS INVOLVING VOMIT, DISINFECT ALL AREAS AND SURFACES WITHIN 25 FEET.

CLEANING AND DISINFECTING BODY FLUID SPILLS

Not to
be done
by cnp
refer to SAP

THIS STANDARD OPERATING PROCEDURE SHOULD BE IMPLEMENTED TO SAFELY AND PROPERLY RESPOND TO ALL INCIDENTS REQUIRING CLEANING AND DISINFECTING OF BODY FLUIDS SPILLS. BODY FLUIDS-INCLUDING VOMIT, DIARRHEA, AND BLOOD – ARE CONSIDERED POTENTIALLY INFECTIOUS. EMPLOYEES SHOULD ALWAYS WEAR PERSONAL PROTECTIVE EQUIPMENT WHEN CLEANING AND DISINFECTING BODY FLUID SPILLS.

1. CONTAIN THE AFFECTED AREA.
 - ... DISCONTINUE FOODSERVICE OPERATION IF SPILL OCCURRED ON FOOD PREP OR SERVICE AREA.
 - ...BLOCK OFF THE AREA OF THE SPILL FROM STAFF AND STUDENTS UNTIL CLEANUP AND DISINFECTION ARE COMPLETE. FOR INCIDENTS INVOLVING VOMIT, CONTAIN ALL AREAS WITHIN 25 FEET OF THE SPILL.
 - ...SEND SICK STAFF HOME AND STUDENTS TO THE SCHOOL NURSE FOR ASSISTANCE.
 - ...ALLOW ONLY FOODSERVICE EMPLOYEES/AND OR CUSTODIAL STAFF DESIGNATED TO CLEAN AND DISINFECT BODY FLUID SPILLS IN THE AFFECTED AREA. IF THE SPILL IS IN A NON-FOODSERVICE AREA, SCHOOL CUSTODIAL STAFF SHOULD HANDLE THE CLEAN-UP.
2. PUT ON PERSONAL PROTECTIVE EQUIPMENT (PPE), INCLUDING:
 - ...DISPOSABLE NON LATEX GLOVES. GLOVES SHOULD BE VINYL OR NITRILE RUBBER, AND NON POWDERED.
 - ...CONSIDER WEARING DOUBLE GLOVES. REPLACE GLOVES IF THEY TEAR OR BECOME VISIBLY SOILED. KEEP HAND AWAY FROM FACE WHILE WEARING GLOVES.
 - ...A DISPOSABLE GOWN OR APRON, AND DISPOSABLE SHOE COVERS
 - ...A FACE MASK WITH EYE PROTECTION, OR GOGGLES.
3. REMOVE VISIBLE BODY FLUID
 - ...POUR SAND, OR LIQUID SPILL ABSORBENT MATERIAL, ON BODY FLUID SPILL.
 - ...USE A DISPOSABLE SCOOP, OR EQUIVALENT, AND DISPOSABLE PAPER TOWELS TO REMOVE THE SAND AND BODY FLUID FROM THE AFFECTED SURFACES.
 - ...IN A PLASTIC GARBAGE BAG.

Purpose:

To wash, rinse, and sanitize equipment after each use to ensure the safety of food served to children.

Scope:

This procedure applies to all foodservice employees.

Instructions:

Equipment that handles potentially hazardous foods is cleaned at least every four hours, if the equipment is in continual use for more than four hours. Steps include:

1. Disassemble removable parts from equipment.
2. Use the three-sink method to wash, rinse, and sanitize all parts. Verify sanitizer concentration for each meal period and as necessary as per policy.
 - a. Quaternary ammonia – 220 ppm and immerse for 30 seconds
 - b. Iodine – 12.5-25 ppm and immerse for 30 seconds
 - c. Chlorine – 50 ppm and immerse for 7 seconds
3. Wash, rinse, and sanitize all food contact surfaces of the equipment that are stationary.
4. Allow all parts of the equipment to air dry.
5. Re-assemble the equipment

Monitoring:

The manager will conduct a visual inspection of all equipment to be certain that it is being cleaned properly.

Corrective Action:

The worker will wash, rinse, and sanitize the equipment until it passes inspection.

Verification and Record Keeping:

If corrective action is taken it will be noted on the corrective action form.

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Purpose:

To maintain the equipment and facilities to ensure the safety of the food served to children.

Scope:

This procedure pertains to all foodservice employees.

Instructions:

Managers in the school foodservice operations must:

1. Monitor the maintenance of toilet facilities so that they function properly and are clean. This includes verifying that adequate supplies of liquid soap and disposable towels are available at all times. Toilet paper must be available at each toilet. The point violation for noncompliance has increased from 1 to 4.
2. Take water temperature to ensure that hot and cold running water is available at all sinks.
3. Check to make sure that there is no possibility of back siphonage.
4. Check to make sure that all food waste and rubbish are stored in rodent and insect-proof containers with tight fitting lids.
5. Verify that temperatures of all heating equipment are taken and recorded routinely to ensure proper calibration of thermometers and proper equipment operation.
6. Monitor the maintenance of ventilation systems, ensuring that systems are adequate and regularly cleaned according to the set schedule.

The Program Coordinator will:

1. Assure all equipment in the foodservice facility is well maintained.
2. Schedule preventive maintenance for selected equipment.
3. Establish a schedule for the calibration of thermometers. Schedule is daily calibration and record.
4. Maintain a log of all preventive maintenance.

Monitoring:

Review temperature logs to ensure that all are being completed and to determine problem areas.

Corrective Action:

Follow up on all equipment issues or needs.

Verification and Record Keeping:

Maintain all facility and equipment documentation with HACCP records.

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Pest Control

Purpose:

To ensure that pests are controlled in the foodservice operation, through the use of a licensed pest control operator (PCO).

Scope:

This procedure pertains to all foodservice employees and building.

Instructions:

1. Employees will use an integrated pest management program (IPM) using the following steps:
 - a) Deny access to pests
 - Use reputable suppliers for all deliveries.
 - Check all deliveries before they enter the foodservice department.
 - Refuse shipments that have signs of pest infestation.
 - Keep all exterior openings closed tightly. Check doors for proper fit as part of the regular cleaning schedule.
 - Report any signs of pests to the school foodservice manager.
 - Report any openings, cracks, broken seals or other opportunities for pest infestation to the school foodservice manager.
 - b) Deny pests food, water, and a hiding or nesting place
 - Dispose of garbage quickly and correctly. Keep garbage containers clean, in good condition, and tightly covered in all areas (indoor and outdoor). Clean up spills around garbage containers immediately. Wash, rinse, and sanitize containers regularly.
 - Store recyclables in clean, pest-proof containers away from the building.
 - Store all food and supplies as quickly as possible.
 - Keep all food and supplies at least six inches off the floor and six inches away from walls.
 - Refrigerate foods such as powdered milk, cocoa, and nuts after opening. These foods attract insects, but most insects become inactive at temperatures below 41°F.
2. Use FIFO (First In, First Out) inventory rotation will also prevent pests.
3. Wet towels and mop heads should be taken to the laundry area at the end of each shift to minimize the risk of infestation by pests.
4. Clean and sanitize the facility thoroughly and regularly. Careful cleaning eliminates the food supply, destroys insect eggs, and reduces the number of places pests can take shelter.

Pest Control, Continued

5. The PCO should decide if and when pesticides should be used in the facility. PCOs are trained to determine the best pesticide for each pest, and how and where to apply it. The PCO should store and dispose of all pesticides used in the facility. If any pesticides are stored, follow these guidelines:
 - Keep pesticides in their original containers.
 - Store pesticides in locked cabinets away from food-storage and food-preparation areas.
 - Store aerosol or pressurized spray cans in a cool place. Exposure to temperatures higher than 120°F could cause them to explode.
 - Check local regulations before disposing of pesticides. Many are considered hazardous waste.
 - Dispose of empty containers according to manufacturers' directions and local regulations.
 - Keep a copy of the corresponding material safety data sheets (MSDS) on the premises.

Monitoring:

1. The foodservice manager will:
 - Supervise daily cleaning routine.
 - Check completion of all cleaning tasks daily against the master cleaning schedule.
 - Review and change the master cleaning schedule every time there is a change in menu, procedures, or equipment.
 - Request employee input in the program during staff meetings.
 - Conduct routine inspections of the facility.
 - Review infestation and control issues with PCO, take necessary steps to control and/or eliminate pests.

Corrective Actions:

Follow up with staff's observations and PCO as necessary.

Verification and Recordkeeping:

File PCO / IPM records with EOM records.

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Storing And Using Poisonous Or Toxic Chemicals

Purpose:

To prevent foodborne illness by chemical contamination

Scope:

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

Instructions:

1. Train foodservice employees on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits as specified in this procedure.
 2. Designate a location for storing the Material Safety Data Sheets (MSDS).
 3. Label and date all poisonous or toxic chemicals with the common name of the substance.
 4. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
 5. Limit access to chemicals.
 6. Maintain an inventory of chemicals.
 7. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
 8. Mix, test, and use sanitizing solutions as recommended by the manufacturer, state, or local health department.
 9. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
 10. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
 11. Do not use chemical containers for storing food or water.
 12. Use only hand sanitizers that comply with the *2013 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *FDA Food Code*.
 13. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
 14. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
 15. Store refrigerated medicines in a covered, leak proof container, where they are not accessible to children, and cannot contaminate food.
 16. Follow state and local public health requirements.
-

Storing And Using Poisonous Or Toxic Chemicals, Continued

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

Foodservice manager will complete the Food Safety Checklist yearly 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 Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. Damaged and Discarded Product Logs are kept on file for a minimum of one year.

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Recommended Field Evaluation Procedures for Commercial Warewashing Machines



Dishwashing machines belong to one of two categories: the hot water sanitizing type or the chemical sanitizing type. The evaluation procedures described here depend on the type of machine to be checked. For specific machine information, consult the current NSF Food Service Equipment Listing at www.nsf.org

Study the Data Plate of the Machine

Close adherence to the manufacturer's specifications as listed on the data plate ensures proper evaluation. Check to assure that the following conditions exist:

1. Scrap trays are clear of soil.
2. Dishes properly prescraped and racked.
3. On conveyor – type machines, curtains intact and in proper position.
4. Conveyor speed according to manufacturer's specifications.
5. Overflow standpipe in place and not blocked or leaking.
6. Wash and rinse pump inlet unobstructed. Tank interior clear of buildup of lime, food soils, etc.
7. Wash and rinse nozzles clear of obstructions and lime deposits.
8. End caps in place on wash and rinse arms.
9. Rinse arm nozzle alignment correct.
10. Rinse line strainer clear.
11. Wash and rinse thermometers accurate or properly calibrated.
12. Pressure regulator functioning properly.
13. Flow pressure 20 ± 5 psi (where required).

Checking Temperatures In Dishwashing Machines

1. Heat accumulation on dishes over a period of time in hot water sanitizing machines, not merely a single temperature, achieves proper sanitization. Therefore, each of the wash, power rinse (on some machines), and final rise cycles must be operating at its proper temperature. For hot water sanitizing machines, the following should be determined:
 - a. No deposits (e.g., lime, napkins, etc.) on the heating elements.
 - b. On gas-heated machines, tank gas heater jets not obstructed.
 - c. No excessive ventilation in the removal of steam and condensation.
2. Unless the machine has been used just prior to testing, it should be run through at least two complete wash and final rise cycles before temperature readings are taken. On conveyor machines, this is done by running a rack through the machine twice.
3. Temperatures of wash water and pumped rinse water are taken directly from the tanks of the machines. As standard practice, the temperature of the water during the final rinse cycle should be taken at the inlet manifold.
4. Maximum-registering thermometers or thermo-labels (paper thermometers that change color when reaching specified temperatures) may be used to confirm the effectiveness of heat sanitization. For hot water sanitizing machines, a reading of 160°F at the dish level, measured using a maximum registering or paper thermometer, is an indication of satisfactory sanitization.
5. To give accurate reading, the maximum registering thermometer should be attached in a vertical position to the machine. Rubber bands or clips may be used to hold the thermometer in place. The thermometer should also be removed from any case or guard when used. Thermo-labels are attached by pressure-sensitive adhesive tape to a clean, dry china plate.
6. Although absolute accuracy cannot be expected from thermometers, a variation of from 1 to 2°F in either direction is acceptable.

NSF Specifications for Various Types of Warewashing Machines

The accompanying charts summarize the requirements detailed in NSF Standard No. 3 for commercial warewashing machines (See reverse side of this guide).

1. The figures on the table represent minimum requirements. NSF tests the final rinse flow pressure at 20 psi as optimum pressure, but allowable flow pressures range from 15 to 25 psi.
2. If the manufacturer's data plate indicates a flow pressure, the machine must carry a gauge valve to measure it. If the data plate does not state a flow pressure, the machine is not required to carry a gauge valve.
3. Temperatures stated on the dish machine data plate are minimums. Except for chemical sanitizing machines, the machine should not heat to more than 15°F above its minimum temperatures.

Hot Water Sanitizing Specifications

	Minimum wash temp.	Minimum pumped rinse temp.	Minimum sanitizing rinse temp.	Maximum sanitizing rinse temp.	Sanitizing rinse pressure (range)
stationary rack/single temp.	165 °F (74 °C)	N/A	165 °F (74 °C)	195 °F (90 °C)	20 ± 5 psi (138 ± 34kPa)
stationary rack/dual temp.	150 °F (66 °C)	N/A	180 °F (82 °C)	195 °F (90 °C)	20 ± 5 psi (138 ± 34kPa)
single tank conveyor	160 °F (71 °C)	N/A	180 °F (82 °C)	195 °F (90 °C)	20 ± 5 psi (138 ± 34kPa)
multiple tank conveyor	150 °F (66 °C)	160 °F (71 °C)	180 °F (82 °C)	195 °F (90 °C)	20 ± 5 psi (138 ± 34kPa)

Chemical Sanitizing Specifications

Sanitizing solution type	Final rinse temperature	Concentration
chlorine solution	min: 120 °F (49 °C) ¹	min: 50 ppm (as NaOCl)
iodine solution	min: 75 °F (24 °C)	min: 12.5 ppm - max: 25 ppm
quaternary ammonium solution	min: 75 °F (24 °C)	min: 150 ppm - max: 400 ppm

¹ For glasswashing machines that use a chlorine sanitizing solution, the minimum final rinse temperature specified by the manufacturer shall be at least 75 °F (24 °C).

Some Chemical and Physical Factors Affecting the Dishwashing Process

Symptoms	Possible Cause	Suggested Solution
Dishes Soiled	Insufficient Detergents	Use enough detergent in wash water to ensure complete soil suspension
	Wash Water temperature too low	Keep water temperature within recommended ranges to dissolve food residues and to further facilitate heat accumulation (for sanitization)
	Inadequate wash and rinse times	Allow sufficient time for wash and rinse operation to be effective. (Time should be automatically controlled by timer or by conveyor speed. The timer may need to be reset or the conveyor speed adjusted.)
	Insufficient prescribing	Do a better job of water-scraping dishes prior to washing.
	Improper racking or placing	Rack dishes according to size and type in appropriate rack
Films	Water Hardness	Use an external softening process. Use more detergent to provide internal conditioning. Use a chlorinated cleaner. Check temperature of wash and rinse water. Water maintained above recommended ranges may cause filming.
	Detergent carryover	Maintain adequate pressure and volume of rinse water.
	Improperly cleaned or rinsed equipment	Prevent scale buildup in equipment by adopting frequent and adequate cleaning practices. Maintain adequate water pressure and volume.
Greasy Films	Low pH Insufficient detergent Low Water temperatures	Maintain adequate alkalinity to saponify greases. Check amount of detergent, water temperature.
	Improperly cleaned	Unclog all wash and rinse nozzles to provide proper equipment spray action. Clogged rinse nozzles may also interfere with wash tank overflow.
Streaking	Alkalinity in the water	Use an external treatment method to reduce alkalinity
Spotting	Rinse water hardness	Provide external or internal softening
	Rinse water temperature too high or too low	Check rinse water temperature. Dishes may be flash drying, or water may be drying on dishes rather than drying off.
	Inadequate time between rinsing and storages	Allow sufficient time for air drying.
Foaming	Detergent	Change to a low sudsing product
	Water too soft or too hard	Use an appropriate treatment method to adjust the condition of the water.
	Food Soil	Adequately remove gross soil before washing. The decomposition of carbohydrates, proteins, or fats may cause foaming during the wash cycle
	Wash temperature too low	Increase wash temperature.

PREPARED BY:

NSF International
789 Dixboro Rd.
Ann Arbor, MI 48105
800-NSF-MARK
www.nsf.org
01/04

Manual Warewashing

Purpose:

To reduce or eliminate the risk of foodborne illness by washing, rinsing and sanitizing all equipment and utensils after each use.

Scope:

This procedure pertains to all foodservice employees.

Instructions:

1. Employees who use warewashing sinks will be responsible for knowing how to use them properly and document concentrations and /or temperatures. Steps include:
 1. Rinse, scrape, or soak all items before washing.
 2. Wash items in the first sink in the detergent solution. Water temperature should be at least 110 °F. Use a brush, cloth, or scrubber to loosen soil. Replace detergent solution when suds are gone or water is dirty.
 3. Immerse or spray-rinse items in second sink. Water temperature should be at least 110 °F. Remove all traces of food and detergent. If using immersion method, replace water when it becomes cloudy, dirty, or suds appear.
 4. Immerse items in third sink filled with hot water or a chemical-sanitizing solution. If hot water immersion is used, the water temperature must be at least 171 °F. Items must be immersed for 30 seconds. If chemical sanitizing is used, the sanitizer must be mixed at the proper concentration. (Check at regular intervals with a test kit.)
 5. Water must be the correct temperature for the sanitizer used. Air-dry all items on a drainboard. Do not use towels to dry items.
 6. When using hot water to sanitize,, the sanitation compartment must have a booster heater and be provided with a rack or basket for equipment immersion. According to the 2013 Food Code Changes, a violation in this area is increased from 1-point violation to a 4 point violation.

Proper Warewashing Sink Setup

1. WASH	2. RINSE	3. SANITIZE
110 °F Soapy Water	110 °F Clear Water	171 °F or Chemical sanitizer SEE BELOW

Chemical Solution	Concentration Level	Minimum Temperature	Minimum Immersion Time
Chlorine solution	25 mg/1 minimum	120 °F	10 seconds
	50 mg/1 minimum	100 °F	10 seconds
	100 mg/1 minimum	55 °F	10 seconds
Iodine solution	12.5-25 mg/1	75 °F	30 seconds
Quaternary Ammonium solution	200 ppm maximum	75 °F	30 seconds

Basket for sanitizing is now needed per 2013 health codes.

Manual Warewashing, Continued

Monitoring:

A designated individual will observe that employees using warewashing sinks are following the correct procedure.

Corrective Action:

Employees will wash, rinse, or sanitize any equipment or utensils that were not cleaned following the SOP for manual warewashing.

Verification and Record Keeping:

This will be checked on the daily report and any problems will be noted and filed.

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By: Danny Springer

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By: Sonja Townsend

Date Revised: 12/30/2017

By: Sonja Townsend

Date Revised: 2/13/2023

By: Bart Shannon

Machine Warewashing

Purpose:

To prevent the outbreak of foodborne illness by washing, rinsing, and sanitizing flatware, serving dishes, pots and pans, and utensils.

Scope:

This procedure pertains to all foodservice employees.

Instructions:

Employees who use the warewashing machine will be responsible for knowing how to operate the machine, document its use, and properly maintain it after use.

Steps include:

1. Fill dish machine tanks prior to use, using the automatic filler.
2. Run dish machine for 10 minutes after being filled, but prior to being used, to heat water.
3. Check that soap and rinse additive dispensers have enough products for the day's use.
4. Scrape and rinse all items before placing them in the machine.
5. Load the dishwasher racks. Avoid overloading or improper loading.
6. Place rack in machine and close door or place on conveyor belt.
Check that wash cycle is maintaining at least 150 °F and runs for a minimum of 2 minutes.
7. Note the temperatures for the wash and rinse cycles and the water pressure. Temperatures and pressure should be at least:
 - Wash – 150 °F and runs for a minimum of 2 minutes
 - Rinse – 180 °F
 - Minimum water pressure for final rinse should be at least 15-25 psi
8. Check sanitizer concentration using appropriate test strips if chemical sanitizer is used.
9. Remove dishes from machine, and allow to air dry.
10. Per 2013 Food Code new thermometers were purchased and being used.
11. Dishes will be air dried or dried with disposable paper towels.
Utensils will be stored handles up.

Machine Warewashing, Continued

Monitoring:

The manager will verify that the dishmachine is functioning properly, and verify that the temperatures and water pressure meet standards. The manager will notify the program coordinator if problems arise. A routine maintenance schedule will be established for the cleaning and deliming of all dishmachines.

Corrective Action:

Workers will be retrained on the use and care of the dishmachine. Dishes that are not clean will go through another cleaning cycle until they are clean.

Verification and Record Keeping:

The employees will verify that the machine is operating properly each day. The proper temperatures of the machine will be documented on the daily report and filed appropriately.

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By: Bart Shannon

Ice Machine Usage

Purpose:

To see that ice is handled in a manner to ensure safety.

Scope:

This procedure pertains to all foodservice employees.

Instructions:

1. Employees must observe the following procedures to ensure the safety of ice used in foodservice:
 - Wash hands before handling scoop or portioning ice.
 - Use a scoop to transfer ice to a clean and sanitized container. The scoop should be stored in a sanitary manner adjacent to the ice machine. It should never be stored in the ice storage bin. Scoop should be cleaned and sanitized daily.
 - Avoid using bare hands or inserting a glass directly into the ice storage bin. Cross contamination or introduction of a physical hazard (glass) could occur.
 - Store and transport ice in designated containers only. Do not use containers that formerly held chemicals or raw foods.
 - Discard ice used for display (salad bars) or ice baths. Do not use for consumption.
 - Clean and sanitize parts of the ice machine considered "food contact surface" according to manufacturer's guidelines and the department-cleaning schedule.
2. Develop an ice machine cleaning schedule, following manufacturer's guidelines.

Monitoring:

Observe employees to ensure that proper ice handling techniques are being followed.

Corrective Action:

Employees will be retrained if ice machine is not cleaned and equipment sanitized on a daily basis.

Verification and Record Keeping:

Maintain date of cleaning and employee's initials on Cleaning Log.

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By: Sonja Townsend

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By: Sonja Townsend

Date Revised: 2/13/2023

By: Bart Shannon

Laundry and Linen Use

Purpose:

To ensure that clean and sanitized cloths, towels, aprons, table linens, and mop heads are used at appropriate intervals during the work period. To verify that linens used in the foodservice department for purposes of cleaning and sanitizing are not used in other areas of the school.

Scope:

This procedure pertains to all foodservice employees.

Instructions:

Linens should be kept separate by functional use to minimize risk of cross contamination.

All employees in foodservice must:

1. Use wiping cloths and other cleaning cloths for purposes of cleaning and sanitizing, as needed.
2. Change cloths and aprons every four hours to minimize the risk of cross contamination. Soiled cleaning linens and aprons should be placed in a designated container by use and taken to the laundry area at the end of each shift.
3. Place soiled table linens in a designated container for transportation to the laundry at the end of each meal period.
4. After use, thoroughly rinse mop heads and sanitize in a bleach solution of two tablespoons of bleach to one gallon of water, squeeze out excess water and hang up to dry in a separate designated area outside kitchen. This will minimize mold growth and infestation by pests. Toilets and urinals may no longer be used for disposing of mop water.

In the laundry, the following procedures are recommended:

1. Linens should be washed in temperatures appropriate for color and type of fabric; generally wash water of 120°F is recommended.
2. Detergent appropriate for water type is recommended. Other cleaning agents might include a pre-soak solution and a product to minimize mold growth, particularly in humid conditions.
3. Clean and soiled linens are to be kept separate in the laundry. Employees should wash their hands prior to handling clean linens.
4. Any linen that comes in contact with human blood or other bodily fluids should be earmarked for special treatment in the laundry. This special treatment would include soaking in a chlorine bleach solution and washing in a separate load.
5. Best practice is to avoid linen contact with food.

Monitoring:

1. The foodservice manager will check that sufficient containers are available to store clean and soiled linens separately
2. Check to see that appropriate cleaning supplies are available to effectively clean all items laundered.

Laundry and Linen Use, Continued

Corrective Action:

Linens that do not meet standards of cleanliness will be re-washed. Any worker using cloths to dry will be retrained. Dishes will be washed and dried using the correct procedures.

Verification and Record Keeping:

Any problems will be noted and filed.

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By: Sonja Townsend

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By: Bart Shannon

PERSONNEL

SOPs

Employee Health and Personal Hygiene

Washing Hands

Glove and Utensil Use...

Employees Eating and Drinking in the Workplace

Contact with Blood and Bodily Fluids

Visitors in Foodservice Preparation Areas

Tasting Method

Employee Health and Personal Hygiene

Purpose:

To prevent contamination of food by foodservice employees

Scope:

This procedure applies to foodservice employees who handle, prepare, or serve food

Instructions:

1. Train foodservice employees on practicing good personal hygiene.
2. Follow the rules of good grooming:
 - Arrive at work clean – clean hair, teeth brushed, bathe and use deodorant daily.
 - Maintain short, clean, and polish-free fingernails. No artificial nails are permitted in the food production area.
 - Wash hands following the SOP for hand washing
 - Wear appropriate clothing, no shorts, clothes with holes or low cut blouses – clean clothing with sleeves, and clean non-skid close-toed shoes that are comfortable for standing and working on floors that can be slippery.
 - Wear school-issued apron on site.
 - Do not wear apron to and from work
 - Take off aprons before using the restroom
 - Change apron when it becomes soiled or stained
3. Bandage any cut, abrasion, or burn that has broken the skin.
4. Wear single-use gloves with any cuts, sores, rashes, or lesions on the hands.
5. Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
7. Any employee with a cut on the face, neck, hand or arms that has pus will be denied access to the food production area. The worker will be assigned non-food contact work or sent home.
8. Hair Restraint is spray short hair so that it is so stiff it will not move. Workers with longer than shoulder long hair, hair will be bound with pony tail holder, if pony tail is longer than 2" the pony tail must be clipped to head and spray or they may wear it in a bun, may wear a cap, visor but long hair must be bound. Each worker to check the other person's clothing before serving each meal for loose hair.
9. Keep beards and mustaches neat and trimmed. Beard restraints are required.
10. The only hand jewelry allowed in the food production area is a plain band, plain wrist watch, earrings not longer than 2" with no loose items that may come off.
11. Short necklaces only. 16"
12. NO CELL PHONES IN KITCHEN AREA.
13. Hoops no bigger than 2" earrings, no other body pierced jewelry allowed.
14. Follow the guidelines for notification of illness
 - Report any flu-symptoms, diarrhea, and or vomiting to the manager. Employees with these symptoms will be sent home immediately.
 - Instances of Hepatitis A, Salmonella Typhi, Shigella or E. Coli 0157:H7 must be reported to the CNP Director.
 - Taste food the correct way, use one spoon to dip from pot to bowl then different spoon to taste.

Employee Health and Personal Hygiene, Continued

15. Follow State and local public health requirements.
16. No tobacco products are allowed on school property.
17. No beverage containers are allowed in the food production area.
18. Employees are not allowed to chew gum in the cafeteria or kitchen areas.

Monitoring:

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

Corrective Action:

Any foodservice employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded.

Verification and Record Keeping:

The foodservice manager will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist yearly.

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By: Bart Shannon

Washing Hands

Purpose:

To prevent foodborne illness caused by contaminated hands

Scope:

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

Instructions:

1. Managers will train individuals who prepare or serve food on proper hand washing. Training may include viewing a hand washing video and demonstrating proper hand washing procedures.
2. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
3. Use designated hand-washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.

Each hand sink is required to have soap, paper towels or a drying device and hot water available at 100 degrees Fahrenheit. A waste container must be provided at each hand washing sink or near the door in the restrooms. Point violations increased from 1 to 4 points in the 2013 Food Code.

4. Keep hand washing sinks accessible anytime employees are present.
5. Wash hands and change gloves:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After eating or drinking
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
 - Anytime a glove is torn, damaged, or soiled.

Washing Hands, continued

6. 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 20 seconds. Rinse thoroughly under warm running water for 20 seconds.
 - 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 paper towel to open door when exiting the restroom.
7. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the **2013 FDA Food Code**. Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the manner specified by the manufacturer.

Monitoring:

A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation. In addition, the designated employee will visually observe that hand washing sinks are properly supplied during all hours of operation.

Corrective Action:

Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately. Employee will be re-trained to ensure proper hand washing procedure.

Verification and Record Keeping:

Foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified.

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By: Danny Springer

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By: Sonja Townsend

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By: Bart Shannon

Glove and Utensil Use

Purpose:

To prevent the spread of food-borne illness by foodservice employees when handling ready-to-eat foods and when there are cuts, sores, burns, or lesions on the hands of food handlers.

Scope:

All employees in school foodservice that handle food.

Instructions:

1. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands or arms may have become contaminated. All employees must wash hands thoroughly prior to putting on gloves and when gloves are changed.
2. Do not use bare hands to handle ready-to-eat foods.
3. Wash hands and change gloves when:
 - Before beginning food preparation
 - Beginning each new task.
 - After touching equipment such as refrigerator doors or utensils that have not been cleaned and sanitized.
 - After contacting chemicals
 - After touching any part of your body, such as face or hair.
 - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery.
 - Handling money
 - They become soiled or torn.
 - Anytime contamination of a glove might have occurred.
 - Gloves are in continual use for four hours.
 - Finished handling raw meat and before handling cooked or ready-to-eat foods.
4. Use suitable utensils when working with ready-to-eat foods, such as single use gloves, deli-tissue, spatulas, or tongs, as an alternative to gloves.
5. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.
6. Disposable gloves must be used for only one task, such as working with ready-to-eat foods or working with raw animal foods, and discarded after becoming damaged or soiled. The point violation for any CNP employee found not be in compliance has increased from 1 to 4 points.
7. Managers will purchase powder-free, non-latex gloves for workers who are latex sensitive.

Monitoring:

The foodservice manager will observe all employees daily to ensure that they are following procedures.

Corrective Action:

1. Employees that are observed not using gloves as instructed will be re-trained to ensure proper glove use is observed.
2. Follow up as necessary.

Verification and Record Keeping:

Corrective Action will be noted and placed in the Corrective Action file for review.

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By: Sonja Townsend

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By: Sonja Townsend

Date Revised: 02/13/2023

By: Bart Shannon

Employees Eating and Drinking in the Workplace

Purpose:

To ensure that foodservice employees will eat and drink in designated areas outside of the kitchen.

Scope:

All employees in school foodservice.

Instructions:

1. Eat and drink in designated areas only, never in the work area. Eating (with the exception of cooks tasting foods to ensure quality) is NOT allowed in the production and service areas.
2. No chewing gum, mints, or candies are allowed by employees during the work period.

Monitoring:

1. The unit supervisor will observe employees to make sure they are eating and drinking only in designated areas.
2. Follow up as necessary.

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By: Bart Shannon

Contact with Blood and Bodily Fluids

Purpose:

To handle blood and other bodily fluids properly to minimize the possibility of cross contamination.

Scope:

All employees in school foodservice.

Instructions:

1. Contain the source of the blood.
2. Wear disposable gloves when exposed to blood or bodily fluids to minimize the risk of contamination.
3. Dispose of contaminated gloves so that they do not come in contact with other people, food, or equipment. Dispose of any contaminated foods.
4. Clean and sanitize any affected food contact surfaces with a chlorine solution.
5. Follow procedures outlined by the school administration.
6. If needed, seek assistance from someone trained to handle blood or bodily fluids, such as a school nurse, as needed.
7. Child nutrition employees are not allowed to clean up blood and bodily fluids.
8. Procedures are required for responding to vomiting or diarrheal events in the establishment. The office should be called for janitorial services to come and clean. See attached procedure in Forms and Documents.

Note: A Blood-Borne Pathogens Kit should be located in the school, to be used when handling blood and bodily fluids.

Monitoring:

Review practices with all employees as part of new employee orientation.

Corrective Action:

Follow up as necessary

Verification and Record Keeping:

Document and file

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By: Bart Shannon

Visitors in Foodservice Preparation and Storage Areas

Purpose:

To verify that visitors in the foodservice department should be kept to a minimum, examples of visitors are vendors, and board employees. Students should not be in foodservice area unless they have been trained and cleared as a co-op student. OUTSIDE VISITORS are not permitted in food production area. When visitors are present, they must adhere to food safety practices followed in the department.

Scope:

All visitors in the foodservice preparation and storage areas.

Instructions:

Visitors are not permitted in food production and storage area without manager permission.

1. Must adhere to haccp procedures.
2. Limit the access of visitors in the food production areas to those essential to conduct business, such as delivery personnel, health inspectors, etc.
3. Maintain security of access doors.
4. Outside visitors granted access to dining area only by checking in and out of the office.
5. Students only permitted in food service area if student co-op.
6. Those unnecessary to the food operation are not allowed in the food preparation, food storage or warewashing areas. If found in violation, the point has increased from 1 to 4.

Monitoring:

The foodservice manager will post signs to inform all visitors of the following procedures:

1. Limited access to foodservice production areas
2. Visitors should be limited to board employees and vendors.
3. Location of and proper use of hand washing stations.
4. Monitor visitors in production areas to ensure that procedures are followed.
5. Manager must monitor visitors in CNP spaces at all times to ensure that procedures are followed.
6. Limit unauthorized entry by maintaining the security perimeters.

Corrective Action:

Retrain any worker on the correct procedure to be followed.

Verification and Record Keeping:

Foodservice manager will verify that employees who supervise visitors are following all rules.

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Tasting Method**Purpose:**

All foodservice employees will use the correct and sanitary tasting method to prevent contamination and ensure food safety.

Scope:

All employees in school foodservice.

Instructions:***Use a Two Spoon Tasting Method***

- Remove a sample of a product from the container with one spoon.
- Transfer the product sample onto a second spoon, away from the original food container or preparation area.
- Sample the product by tasting.
- Never re-use a used spoon. Note: Always use two spoons to ensure sanitary practices are being followed and the product is not contaminated.

Monitoring:

1. The foodservice manager will observe the food tasting practices of employees.
2. Follow up as necessary.

Corrective Action:

Dispose of any food that was tested using an inappropriate tasting method.

Verification and Record Keeping:

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PURCHASING TO STORAGE

SOPs

Purchasing

Receiving

Storage

Date Marking Ready-To-Eat Potentially Hazardous Food

Purchasing

Purpose:

To ensure that food is purchased only from approved vendors and guarantee the safety of food served to children. The instructions below are for guidance purposes only. Winston County Schools will only purchase from licensed approved vendors. No local grower purchases without Central Office approval through State Department.

Scope:

Employees in charge of food purchases

Instructions:

1. Purchase packaged or processed foods only from suppliers who receive their products from licensed and reputable purveyors and manufacturers who adhere to good manufacturing practices.
2. Fresh produce may be purchased directly from local growers approved by Central Office with approval clearance of the State.
3. Meat and fresh shell eggs may be purchased from local producers, but because these foods are considered potentially hazardous, the products must be inspected for safety. Beef or pork that is processed in a state inspected locker may be purchased by a foodservice operation. Poultry must also be processed in a state inspected locker or facility. State inspection is sufficient if the food is purchased by a foodservice within that state. These facilities are required to have HACCP plans in place. In many states, inspection standards are more stringent than USDA regulations.
4. Only pasteurized dairy products should be purchased for service to children. Pasteurized shell or processed eggs should be purchased for menu items not receiving heat treatment or not reaching 145°F. Pasteurized apple juice and cider should also be purchased for service to children.

Monitoring Suggestion if considering using local vendors:

1. May need to visit approved vendors to ensure that they maintain clean warehouses.
2. Observe delivery vehicles to ensure cleanliness and temperature control.
3. Use written specifications to ensure that the vendor knows what is to be ordered and delivered each day.

Corrective Action Recommended and Winston County will adhere to:

Do not purchase from vendors who do not follow sanitary guidelines in their facilities. Do not purchase from vendors who are not on bids without the approval from Central Office and after approval getting price quotes.

Purchasing, Continued**Verification and Record Keeping:**

1. Documentation of any irregularities in grocery deliveries are to be filed.
2. Request a written letter from all vendors indicating that they follow either a HACCP program or good manufacturing practices.
3. When at all possible, coordinate delivery times with vendors/suppliers to ensure that deliveries are made when they can be checked, including product temperatures.
4. Review orders and delivery information to ensure orders and product specifications are being met.

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Receiving Deliveries

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 who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours.
3. Post the delivery schedule including the names of vendors, days and times of deliveries, and drivers' names.
4. Establish a rejection policy to ensure accurate, timely, consistent, and 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.
7. Keep receiving area clean and well lighted.
8. Do not touch ready-to-eat foods with bare hands.
9. Determine whether foods will be marked with the date of arrival or the "use-by" date and mark accordingly upon receipt.
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, as well as driver's identification before accepting delivery. If the driver's name is different than what is indicated on the delivery schedule, contact the vendor immediately.
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.

Receiving Deliveries, Continued

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 45 °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 45 °F, it may be necessary to take the internal temperature before accepting the product.
 - c. For 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. Reject the following:
 - a. Frozen foods with signs of previous thawing
 - b. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
 - c. Punctured packages
 - d. Expired foods
 - e. Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

Verification and Record Keeping:

Record temperature and corrective action on the delivery invoice or on the Receiving Log. 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 one year.

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By: Danny Springer

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By: Sonja Townsend

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By: Sonja Townsend

Date Revised: 2/13/2023

By: Bart Shannon

Storage

Policy:

To store all food, chemicals, and supplies in a manner that ensures quality and maximizes safety of the food served to children.

Scope:

Employees who will be receiving and storing food.

Instructions:

Maintain the storage areas, including dry, refrigerated and freezer storage, by following these steps:

Storage Upon Receiving:

1. Place foods in the proper storage area (refrigerator or freezer) quickly to avoid bacterial growth.
 - 41°F or lower – refrigerator temperatures
 - 26°F to 32°F or below – deep chill storage temperatures
 - 0°F or below – freezer temperatures
 - 50° to 70°F at 50 to 60% humidity – dry storage temperatures
2. Place foods into appropriate storage areas immediately upon receipt in the following order:
 - Refrigerated foods
 1. Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order:
 2. Prepared or ready-to-eat foods (top shelf)
 3. Fish and seafood items
 4. Whole cuts of raw beef
 5. Whole cuts of raw pork
 6. Ground or processed meats
 7. Raw poultry
 - Frozen foods
 - Dry foods
3. Keep all food items on shelves that are at least 6" above the floor to facilitate air circulation and proper cleaning.
4. Store food out of direct sunlight.
5. Place chemicals and supplies in appropriate storage areas, away from food.
6. Use First In First Out (FIFO) rotation of products in all storage areas to assure that oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates. Mixing old food with new food is not acceptable.
7. Make sure all goods are dated with receiving date and use-by date, as appropriate.
8. Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers. This also can be done after a package is opened. Food is NEVER put in chemical containers and chemicals are NEVER placed in food storage containers.

Storage, Continued

9. Store potentially hazardous foods no more than 7 days at 41°F from date of preparation.
10. Store pesticides and chemicals away from food handling and storage areas. Pesticides and chemicals must be stored in original, labeled containers.

Storeroom sanitation

1. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from areas where garbage is stored.
2. Dispose of items that are beyond the expiration or “use by” dates.
3. Store all items on shelves at least 6” above the floor to facilitate air circulation and proper cleaning.
4. Check for signs of rodents or insects. If there are signs of the presence of rodents or insects, notify the unit supervisor.

Temperature Control

1. Check the temperatures of all refrigerators, freezers, and dry storerooms at the beginning of each shift. This includes both internal and external thermometers, where appropriate.
 - Refrigerator temperatures should be between 36°F and 41°F.
 - Freezer temperatures should be between -10 and 0°F.
 - Storeroom (dry storage) temperatures should be between 50°F and 70°F.
2. Record temperatures on the appropriate temperature log with employee initial.
3. Notify unit supervisor immediately of any unacceptable temperatures.
4. Limit overloading refrigerated storage areas, as this prevents air flow and makes the unit work harder to stay cold.
5. Use caution when cooling hot food in the refrigerator, since this warms the unit and can put other foods into the temperature danger zone.
6. Keep units closed as much as possible to maintain proper temperatures.
7. Defrost all units on a regular schedule to aid in proper maintenance and air circulation.
8. Include cleaning and sanitizing of all storage areas in the master cleaning schedule.

Monitoring:

1. A designated employee will monitor temperature logs of storage rooms, freezers, and refrigerators.
2. Review logs to make sure there are no temperature deviations.

Corrective Action:

Document all corrective action taken on the appropriate forms.

Verification and Record Keeping:

File all temperature logs for one year with HACCP records.

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By: Danny Springer

By: Sonja Townsend

By: Sonja Townsend

By: Bart Shannon

Date Marking Ready-To-Eat, Potentially Hazardous Food

Purpose:

To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness from *Listeria monocytogenes*

Scope:

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

Instructions:

1. Establish a date marking system and train employees accordingly. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
2. We label with tape or stickers,
 - Labeling food with a calendar date, i.e. cut cantaloupe, 5/26/05, 8:00 a.m.
 - Identifying the day of the week, i.e. cut cantaloupe, Monday, 8:00 a.m., or
 - Using color-coded marks or tags, i.e. cut cantaloupe, blue dot, 8:00 a.m. means "cut on Monday at 8:00 a.m."
3. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
4. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
5. Refrigerate all ready-to-eat, potentially hazardous foods at 40° F or below.
6. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
7. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
8. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
 - On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, "Lasagna – Cooked – 8/1/05."
 - On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, "Frozen – 8/2/05." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 – Tuesday, 8/2/05, only 1 day is counted towards the 7-day time period.
 - On Tuesday, 8/16/05, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, "Thawed – 8/16/05." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.
9. Follow State and local public health requirements
10. DO NOT WRITE ON FOIL OR PAPER COVERING PRODUCTS.

Date Marking Ready-To-Eat, Potentially Hazardous Food, Continued

Monitoring:

A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

Corrective Measure:

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

Verification and Record Keeping:

Foodservice manager will complete the Food Safety Checklist daily.

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FOOD PREPARATION

SOPs

Use of Thermometers

Calibration of Thermometers

Using Utensils When Handling Ready-To-Eat-Foods

Washing Fruits and Vegetables

Thawing Foods

Cooking Potentially Hazardous Foods

Reheating Potentially Hazardous Foods

Cooling Potentially Hazardous Foods

Preparing Cold Foods

Sack Lunches

Use of Thermometers

Purpose:

To take temperatures at all steps in the food flow— receiving, storage, preparation, cooking, transporting, and serving – with daily calibrated thermometers to ensure the safety of food served to children.

Scope:

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

Instructions:

1. Employees involved in the production or service of food must take temperatures at critical steps throughout the flow of food using the following procedures to measure the temperature of food items:
 - Use a calibrated thermometer.
 - Probe type thermometers are required for checking food and dishwashing temperatures.
 - Sanitize stem of thermometer with an alcohol wipe or insert stem into sanitizing solution for at least 5 seconds, then air dry. Sanitize thermometer holder.
 - Insert the end of the sanitized thermometer into one of the following locations, depending on the type of food:
 - a) the thickest part of the product for meat, poultry, or fish
 - b) the center of the item
 - c) between two packages of refrigerated or frozen packaged foods
 - d) until at least 2 inches are submersed in milk and other liquids
 - e) by folding the bag over the stem of the thermometer or probe for bulk milk or liquids.
 - Make sure the tip of the thermometer does not poke through the food.
 - Measure the temperature for at least 15 seconds. When the hand stops rising then start the count of 15 seconds holding temperature.
 - Read thermometer and record temperature.
 - Sanitize stem of thermometer and store it in a sanitized protective cover in an accessible location.
2. Keep thermometers and their storage cases clean, stored safely, and easily accessible.
3. Use bi-metallic stemmed thermometers or digital thermometers. Do not use glass thermometers filled with mercury or spirits.
4. Wait at least 15 seconds for the thermometer reading to steady before recording the temperature.
5. Take 2 temperatures in different locations, since product temperatures can vary throughout the food item.
6. Insert the thermometer into liquids and hold. Do not allow the thermometer's sensing area or probe to touch the sides or bottom of the container.
7. The 2013 Food Code states that an irreversible registered thermometer is required for mechanical dishwashers using hot water to sanitize.

Use of Thermometers, Continued

Monitoring:

Review logs daily to ensure that temperatures and corrective actions are being met.

Observe employees to ensure that cross-contamination of food does not occur during temping.

Corrective Action:

Replace defective thermometers.

Verification and Recordkeeping:

File temperature logs with HACCP file and keep for one year.

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By: Bart Shannon

Calibration of Thermometers

Purpose:

Thermometers will be calibrated routinely (daily) to ensure accuracy of temperatures taken and the safety of food served to children.

Scope:

Employees will calibrate thermometers on a DAILY basis using the following steps:

Instructions:

Note: *The ice-point method of calibrating thermometers is the most accurate and should be used, unless a thermometer cannot read 32°F; The boiling-point method is sometimes less reliable due to variances in altitude and atmospheric pressure.*

Ice-Point Method

1. Fill a large glass (at least 6" in diameter) with crushed ice. Add cold, clean tap water until the glass is full. Stir the mixture well so that it will be at 32°F.
2. Put the end of the clean thermometer or probe stem into the ice water so that the sensing area is completely submerged, but the stem does not touch the bottom or sides of the glass. Wait 30 seconds. The thermometer stem or probe stem must remain in the ice water.
3. Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, securely with a small wrench or pliers, and rotate the head of the thermometer until it reads 32°F (0°C).
4. Press the reset button on a digital thermometer to adjust the readout.
5. Record calibration, including date and initials, on the Thermometer Calibration Record.

Boiling-Point Method

1. Bring clean tap water to a boil (212°F) in a deep pan.
2. Put the stem of a clean thermometer or probe into the boiling water so that the sensing area is completely submerged, but does not touch the bottom or sides of the pan. The thermometer or probe stem must remain in the boiling water for 30 seconds. Use a hot pad to hold the thermometer in the boiling water.
3. Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, secure with a small wrench or pliers, and rotate the head of the thermometer until it reads 212°F (100°C).
4. Press the reset button on a digital thermometer to adjust the readout.
5. Record calibration, including date and initials, on the **Thermometer Calibration Record**.

Calibration of Thermometers, Continued

Monitoring:

A designated foodservice employee will

- Inspect the procedure used in calibration of thermometers
- Review the **Thermometer Calibration Record** weekly to ensure that thermometers were calibrated.

Corrective Action:

Any foodservice employee found not following the correct calibration procedure will be retrained at the time and the thermometer will be re-calibrated.

Verification and Record Keeping:

The foodservice manager will verify that foodservice employees are following this policy by visually observing the employees who are calibrating thermometers.

- Thermometer Calibration Record logs will be kept for one year.

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By: Bart Shannon

Using Suitable Utensils When Handling Ready-To-Eat Foods

Purpose:

To prevent foodborne illness due to hand-to-food cross-contamination

Scope:

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

Instructions:

1. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
4. Wash hands and change gloves:
 - Before beginning food preparation
 - Before beginning a new task
 - After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - When interruptions in food preparation occur, such as, when answering the telephone or checking in a delivery
 - Handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred
5. Follow State and local public health requirements.

Monitoring:

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

Using Suitable Utensils When Handling Ready-to-Eat Foods, continued

Corrective Action:

Employees observed touching ready-to-eat food with bare hands will be retrained at the time of the incident. Ready-to-eat food touched with bare hands will be discarded.

Verification and Record Keeping:

The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. This log will be maintained for a minimum of one year.

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By: Bart Shannon

Washing Fruits and Vegetables

Purpose:

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

Scope:

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

Instructions:

1. Train foodservice employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure.
3. 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.
4. Follow manufacturer's instructions for proper use of chemicals.
5. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
 - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
 - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
6. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *2001 FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
7. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
8. Remove any damaged or bruised areas.
9. Label, date, and refrigerate fresh-cut items.
10. Serve cut melons within 7 days if held at 40 °F or below (see SOP for Date Marking, Ready-to-Eat, Potentially Hazardous Food).
11. Cut leafy greens and cut fresh tomatoes are added to the list of foods that must be time/temperature controlled for safety (TCS) with the 2013 Food Code Changes.
12. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
13. Follow State and local public health requirements.

Monitoring:

Foodservice manager will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation. In addition, foodservice employees will check daily the quality of fruits and vegetables in cold storage.

Washing Fruits and Vegetables, Continued

Corrective Action:

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

Verification and Record Keeping:

Foodservice manager will monitor is to ensure being method conducted as specified in this procedure.

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By: Sonja Townsend

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By: Bart Shannon

Thawing Foods

Purpose:

To thaw foods using appropriate practices to ensure food safety.

Scope:

All foodservice employees.

Instructions:

1. Employees thawing food should use one of four acceptable methods for thawing food:
 - Thaw foods in the refrigerator at 41°F or below. NEVER thaw foods at room temperature.
 - Thaw foods needed for immediate service under potable running water at 70°F or lower. Prepare the product within 4 hours of thawing.
 - Thaw the product in the microwave if product will be cooked immediately.
 - There is no separate thawing – thawing occurs as part of the cooking process.
2. Use the lowest shelf in the cooler for thawing raw meat to prevent cross contamination and separate raw products from cooked and ready-to-eat products.
3. Do not refreeze thawed foods, unless they are first cooked or processed.

Monitoring:

1. The manager will review thawing procedures to assure they are done correctly.
2. Use labels to monitor pulled dates or freezer charts to ensure FIFO of freezer products.

Corrective Actions:

When foods are thawed incorrectly and the thawing procedure used increases the risk of foodborne illness, the food will be discarded. Workers will be retrained on the acceptable thawing procedures.

Verification and Record Keeping:

Any corrective action needed will be recorded and maintained in the HACCP file.

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By: Bart Shannon

Pre-preparation of Potentially Hazardous Foods

Purpose:

To prevent foodborne illness and cross contamination during the pre-preparation stage.

Scope:

This procedure applies to foodservice employees who prepares, handles, or serves food.

Keywords:

Cutting Boards, cross contamination, proper handling

Instructions:

- Train foodservice employees who prepare food for cooking or eating to follow safe sanitation practices at all time.
- Ensure that all raw food is kept separated from cooked, ready to eat foods.
- Wash and rinse all ready to eat food in designated sink. Use food service gloves during preparation of ready to eat foods. No hand contact.
- Wash all fruits and vegetables to remove pesticide residue, dirt, and insects. Produce with hard skins that cannot be easily damaged, employees shall use a vegetable brush to scrub the outer surfaces if the produce will be served with the skin intact.
- If meat slicer, chopper, or robot-coupe is being used for more than one item, the machine is to be broken down, cleaned, sanitized and reassembled between tasks to prevent cross contamination.
- Reduced oxygen packaged (vacuum sealed) frozen fish must be removed from the package before thawing or immediately after.
- Maintain food contact surfaces by using color-coded cutting boards as follows: Red for meat, Green for vegetables or fruits, Yellow for breads.
- Clean and sanitize all food contact surfaces, cutting boards, and utensils that have been used in the preparation of raw meats, poultry, and fish prior to using for raw fruits and vegetables and ready-to-eat foods.
- There is a difference between cleaning and sanitizing. Cleaning and sanitizing MUST be done separately in order to be effective.
- After pre-preparation are complete, clean utensils, cutting boards and rinse with fresh water to remove chemical residue.
- Take cutting boards and utensils to 3-compartment sink, wash, rinse and place in sanitizing sink.

Monitoring:

1. Monitor use of cutting boards to ensure proper techniques are being followed.
2. Monitor cleaning and sanitizing techniques.

Corrective Action:

1. Retrain employees who do not follow proper techniques and document.
2. Discard all food that has been exposed to the possibility of cross-contamination.

Verification and Record Keeping:

1. The foodservice manager will verify that foodservice employees are do pre-preparation of food following safe sanitary practices at all time. Employees will monitor each other and report violation of preparation techniques.

Cooking Potentially Hazardous Foods

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.

Instructions:

- Train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
- If a recipe contains a combination of meat product, cook the product to the highest required temperature.
- Follow State or local health department requirements regarding internal cooking temperatures.
- Take end-point cooking temperatures on the Service Log
- Use batch cooking to help ensure temp. and quality
- Allow temperature of cooking equipment to return to required temperatures between batches
- Do not use hold holding equipment to cook or reheat foods.
- Heat fruits, vegetables and ready to eat commercially processed and packaged foods to 135 degrees F.
- Prepare raw products away from other products not receiving heat treatment. This reduces the opportunity of cross contamination with any ready to eat foods
- 145F for 15 seconds – seafood beef, pork, eggs cooked to order that are placed on a plate and immediately served
- 155F for 15 seconds – Ground products containing beef, pork, or fish, fish nuggets or sticks, eggs held on a steam table, cubed or Salisbury steak.
- 165F for 15 seconds – poultry, stuffed fish, pork or beef, pasta stuffed with eggs, fish, pork or beef (like lasagna or manicotti)
- 135 for 15 seconds – fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or hot box.
- Non-continuous cooking of raw animal foods is allowed but a plan must be submitted to and approved by the Health Department.

Cooking Potentially Hazardous Foods, Continued

Maintain food Contact Surfaces:

1. Use -coded cutting boards or label boards for all products.
 - Red for meat
 - Green for vegetables or fruits
 - Yellow for breads
2. Clean and sanitize all food contact surfaces, cutting boards, and utensils that have been used in the preparation of raw meats, poultry, and fish, prior to using for raw fruits and vegetables and ready-to-eat foods. Cleaning and sanitizing **MUST** be done separately in order to be effective.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer (preferably a thermocouple).
2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
3. Take at least two (2) internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
4. Take at least two (2) internal temperatures of each large food item, like a turkey, to ensure that all parts of the product reach the required cooking temperature.

Corrective Action:

Continue cooking food until the internal temperature reaches the required temperature.
Discard any food that is contaminated during preparation.

Verification and Record Keeping:

Foodservice employees will record product name, time, the two (2) temperatures/times, and any corrective action taken on the Cooking - Reheating Temperature Log.
Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking – Reheating Temperature Log are kept on file for a minimum of one year.

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By: Bart Shannon

Reheating Potentially Hazardous Foods

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.

Instructions:

1. Train foodservice employees who prepare or serve food on using a food thermometer and how to reheat foods using this procedure.
2. Follow State or local health department requirements regarding reheating temperatures.
3. Heat processed, ready-to-eat foods from a package or can, such as, canned green beans or prepackaged breakfast burritos, to an internal temperature of at least 145 °F for 15 seconds for hot holding.
4. Reheat the following products to 165 °F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
5. Reheat food for hot holding in the following manner if using a microwave oven:
 - Heat processed, ready-to-eat foods from a package or can to at least 140 °F for 15 seconds
 - Heat leftovers to 165 °F for 15 seconds
 - Rotate (or stir) and cover foods while heating
 - Allow to sit for 2 minutes after heating
6. Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed 4 hours.
7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring:

Use a clean, sanitized, and calibrated probe thermometer.

Take at least two internal temperatures from each pan of food.

Reheating Potentially Hazardous Foods, Continued

Corrective Action:

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

Verification and Record Keeping:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking – Reheating Temperature Log. Foodservice manager will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Cooking – Reheating Temperature Log at the close of each day. The Cooking – Reheating Temperature Logs are kept on file for a minimum of one year.

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By: Bart Shannon

Cooling Potentially Hazardous Foods

Purpose:

To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly.

Scope:

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

Instructions:

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and how to cool foods using this procedure.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
3. Prepare and cool food in small batches.
4. Chill food rapidly using an appropriate cooling method:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Use a quick-chill unit like a blast chiller.
 - Stir the food in a container placed in an ice water bath – ice paddles and chill sticks can be used to stir foods through the chilling process. Stirring food with these cold paddles chills foods very quickly.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
 - Pre-chill ingredients and containers used for making bulk items like salads.
 - Use a steam-jacketed kettle as a cooler – simply run cold water through the jacket to cool the food in the kettle.
 - To cool hot TCS foods, place in shallow pans, separated into thinner portions and put into freezer or blast chillers or stirred in an ice bath. The point violation for noncompliance has increased from 1 to 4 points.
5. Follow State or local health department requirements regarding required cooling parameters.
6. Chill cooked hot food from:
 - 135 °F to 70 °F within 2 hours. Take corrective action immediately if food not chilled from 135 °F to 70 °F within 2 hours.
 - 70 °F to 40 °F or below in remaining time. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6 hour cooling process.
7. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours. (Cool Melons to 41 or below before cutting)

Factors that affect how quickly foods will cool down:

1. Size of the food being cooled – the thickness of the food or distance to its center plays the biggest part in how fast a food cools.

2. Density of the food – the denser the food, the slower it will cool.
3. Container in which food is stored – stainless steel transfers heat from foods faster than plastic. Shallow pans allow the heat from food to disperse fast than deep pans.

Cooling Potentially Hazardous Foods, Continued

Note* *Food may not move through the temperature danger zone fast enough if the food is still hot when placed in the cooler or freezer. The hot food may also raise the temperature of the surrounding food items, placing them in danger of contamination.*

Monitoring:

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

Corrective Action:

1. Reheat cooked hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is
 - Above 70 °F and 2 hours or less into the cooling process; and
 - Above 41 °F and 6 hours or less into the cooling process.
2. Discard cooked hot food immediately when the food is
 - Above 70 °F and more than 2 hours into the cooling process; or
 - Above 41 °F and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 40 °F and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41°F and more than 4 hours into the cooling process.

Verification and Record Keeping:

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log. If not foods are cooled then no foods will be written down. Foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the temperature log each working day. The Cooling Temperature Logs are kept on file for a minimum of one year.

Date Implemented: 01/17/06

By: Danny Springer

Date Reviewed: 08/09/06

By: Sonja Townsend

Date Revised: 02/30/2017

By: Sonja Townsend

Date Revised: 2/13/2023

By: Bart Shannon

Preparing Cold Foods

Purpose:

To prepare foods that will be held at 41 °F, temperatures of all cold foods will be taken during preparation to ensure safety of all food served to children. To prepare all cold foods using appropriate practices and procedures to ensure safety and sanitation.

Scope:

All employees involved in the production of cold foods.

Instruction:

1. Pre-chill ingredients for foods served cold (sandwiches and salads) to 41°F or below before combining. (Best to place in cooler overnight to chill)
2. Prepare foods at room temperature in 2 hours or less, working with small batches of food items. TOTAL time of food at room temperature must not exceed 4 hours. This includes time spent at receiving, assembly and holding.
3. Prepare raw products away from other products. This reduces the opportunity of cross contamination with any ready-to-eat foods.
4. Discard thawed potentially hazardous foods that have been above 41°F for more than 4 hours.
5. Maintain food contact surfaces using color-coded cutting boards designated for products not receiving further heat treatment.
6. Clean and sanitize all surfaces, cutting boards, and utensils that have been used in the preparation of raw meats, poultry, and fish prior to using for fruits, vegetables, and ready-to-eat foods. Cleaning and sanitizing steps MUST be done separately in order to be effective.
7. Take temperatures:
 - Use a calibrated thermometer to take the temperatures of designated food products.
 - Wipe the thermometer stem with alcohol wipes prior to and after taking the temperatures of each food; or wash thermometer stem in hot, soapy water, rinse, and dip in sanitizing solution.
 - Record temperatures in the **Service Temperature Record**.

Monitoring:

Manager will monitor these procedures daily.

Corrective Actions:

1. Refrigerate foods until food temperature is less than 41°
2. Discard food if it cannot be determined how long the food temperature was above 41 °F.

Verification and Record Keeping:

File logs in HACCP records

Date Implemented: 01/17/06

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Date Revised: 12/30/2017

Date Revised: 2/13/2023

By: Danny Springer

By: Sonja Townsend

By: Sonja Townsend

By: Bart Shannon

Sack Lunches

Purpose:

Foodservice employees and teachers/school staff will work together to ensure that sack lunches served to children are safe to eat.

Scope:

This procedure applies to all food service employees and any school staff handling sack lunches for students.

Instructions:

1. School foodservice employees must follow all personal hygiene standard operating procedures.
2. Prepare and store sack lunches according to standard operating procedures.
3. Use gloves for handling all ready-to-eat foods.
4. Teachers or school staff must place the order at least two weeks before the event and confirm final count three days prior to the event.
5. Teachers or school staff must observe appropriate food handling techniques such as:
 - Wash hands prior to distributing meals.
 - Maintain cold temperatures of food.
 - Discard ALL extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures. The temperature danger zone is between 40°F and 140°F.

Return all equipment to the school foodservice department within 24 hours of the event.

Monitoring:

1. The CNP Manager will take and monitor orders from teacher/staff.
2. The CNP Manager will observe all foodservice employees to ensure that they are following standard operating procedures.
3. The CNP Manager will accept and inspect returned equipment. If equipment is not returned or is returned damaged appropriate steps will be taken to retrieve the equipment or make replacements of equipment. Cooler and Equipment returned must be sanitized.
4. The CNP Manager will follow up as necessary.

Corrective Action:

1. Employees who fail to demonstrate a working knowledge of food safety principles and personal hygiene standard operating procedures will be retrained.
2. Teachers/staff who fail to demonstrate a working knowledge of sack lunch guidelines and procedures will be retrained and follow up will be conducted.

Sack Lunches, Continued

Verification and Record Keeping:

1. Keep records of all sack lunch orders from teachers or staff and any correspondence concerning the field trip.
2. Temperatures taken during the preparation and storage of the sack lunches will be recorded and kept on file.

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By: Sonja Townsend

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By: Sonja Townsend

Date Revised: 2/13/2023

By: Bart Shannon

HOLDING AND SERVING FOOD

SOPs

Holding Hot and Cold Potentially Hazardous Foods Serving Food

Holding Hot And Cold Potentially Hazardous Foods

Purpose:

To prevent foodborne illness by ensuring that all potentially hazardous foods are held at the proper temperature.

Scope:

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

Instructions:

1. Train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot and cold holding temperatures.
3. Alabama requirements based on the *2013 FDA Food Code* are as follows:
 - Hold hot foods at 135 °F or above; and
 - Cold foods at 41 °F or below.
4. Preheat steam tables and hot boxes.

Holding Hot Foods:

1. Prepare and cook only as much food as is needed (i.e. Use batch cooking).
2. Reheat foods only in appropriate cooking equipment (oven, steamer, microwave, steam-jacketed kettle) to 165 °F, then transfer to holding equipment. Hot holding equipment should never be used to reheat foods.
3. Use hot-holding equipment that can keep hot foods at 135 °F or higher.
4. Follow manufacturer's instructions in using hot-holding equipment. *Indicate the method that must be used for your hot-holding equipment. (For example – you may need to indicate that the steam table wells need to be filled with hot water and at what level.)*
5. Keep foods covered to retain heat and to keep contaminants from falling into food.
6. Measure internal food temperatures at least every two (2) hours using a probe thermometer. Record temperature in a food temperature log.
7. Discard hot foods after four (4) hours if they have not been properly held at or above 135°F.
8. Do not mix freshly prepared foods with foods being held for service to prevent cross-contamination.

Holding Hot And Cold Potentially Hazardous Foods, Continued

Holding Cold Foods:

1. Use cold-holding equipment that can keep cold foods at 41 °F or lower.
2. Measure internal food temperatures at least every two hours using a probe thermometer. Record temperatures in a food temperature log.
3. Protect cold foods from contaminants with covers or food shields.
4. Place cold foods in pans or on plates first, never directly on ice. The only exceptions are whole fruits and vegetables. Ice used in a display should be self-draining. Wash and sanitize drip pans after each use.

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-held foods:
 - Verify that the air/water temperature of any unit is at 135 °F or above before use.
 - Reheat foods in accordance with the Reheating for Hot Holding SOP.
 - All hot potentially hazardous 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 2 hours thereafter.
5. For cold foods held for service:
 - Verify that the air/water temperature of any unit is at 40 °F or below before use.
 - Chill foods, if applicable, in accordance with the Cooling SOP.
 - All cold potentially hazardous foods should be 40 °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 2 hours 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 SOP if the food is not 40 °F or below.
 - Verify that the air temperature of any cold holding unit is at 40 °F or below before use and at least every 4 hours thereafter during all hours of operation.

Holding Hot And Cold Potentially Hazardous Foods, Continued

Corrective Action:

For hot foods:

- Reheat the food to 165 °F for 15 seconds 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 135F.

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.
- Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk- in or reach- in cooler.
- Use a quick-chill unit like a blast chiller.
- Stir the food in a container placed in an ice water bath.
- Add ice as an ingredient.
- Separate food into smaller or thinner portions.
- 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 above 41 °F.

Verification and Record Keeping:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. Foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are kept on file for a minimum of one year.

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By: Danny Springer

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By: Sonja Townend

Date Revised: 12/30/2017

By: Sonja Townsend

Date Revised: 2/13/2023

By: Bart Shannon

SERVING FOOD

Purpose:

To ensure that food is served in a manner to ensure food safety.

Scope:

This procedure applies to foodservice employees involved in the service of food.

Instructions

1. Train foodservice employees who serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow local health department requirements regarding required hot and cold holding temperatures.
 - Hold hot foods at 135 °F or above
 - Cold foods at 41 °F
3. Use proper hand washing procedures to wash hands and exposed arms prior to serving food.
4. Use suitable utensils when serving ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil Wrap
 - Tongs, spoodles, spoons, and spatulas
5. Train foodservice employees who serve food on the correct use of a food thermometer.
6. Clean the area on and around the service line, using warm soapy water.
7. Sanitize the area on and around the service line, using an approved sanitizer.
8. Wipe down area before service begins, and as needed throughout service.
9. Cloths used for cleaning food spills shouldn't be used for anything else.
10. Store utensils properly, with the handle extended above the container, or on a clean, sanitized food-contact surface.
11. Use serving utensils with long handles to keep hands away from the food item.
12. Clean and sanitize utensils before using them, and use separate utensils for each food item.
13. Handle glassware and dishes properly, in a sanitary fashion.
14. Hold flatware and utensils by the handles.
15. Take temperatures of foods at the beginning of each service period.
16. Take temperatures of foods when changing pans of food to assure proper serving temperatures are achieved.

Serving Food, Continued

Monitoring

1. A designated foodservice worker will verify that foodservice employees are following the hand washing policy during service time.
2. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
3. The food service manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during serving of food time.

Corrective Action:

Employees observed touching ready-to-eat food with bare hands will be retrained at the time of the incident. Ready to eat food touched with bare hands will be discarded.

Verification and Record Keeping:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The temperature logs are kept on file for a minimum of one year.

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By: Bart Shannon

CONSUMER ISSUES

SOPs

Responding to a Foodborne Illness Complaint Food Safety in Emergency Situations

Responding to a Foodborne Illness Complaint

Purpose:

To ensure that all school foodservice personnel will respond to a complaint of a foodborne illness promptly and will show concern for the individual making the complaint.

Scope:

All foodservice employees.

Instructions:

1. *CONTACT CENTRAL OFFICE for further details.*
2. *When a complaint is received related to a foodborne illness, employees will:*
 - Indicate concern for the individual and let that person know that the complaint will be referred to the school foodservice manager.
 - Contact the school foodservice manager if she/he is onsite.
 - Write down information about the complaint if the school foodservice manager is not on site. Fill out all of the information at the top of the *Foodborne Illness Incident Report*.
3. *The school foodservice managers will:*
 - Talk with the individual making the complaint. Get basic information required to complete the *Foodborne Illness Incident Report*.
 - Notify the district school foodservice director as soon as possible.
 - Remove all food from service and store it in the refrigerator – label it “DO NOT EAT” and date it.
3. *When the situation warrants the involvement of the health department the district school foodservice director will:*
 - Call the local Health Department to report the suspected outbreak and obtain assistance with the foodborne illness investigation.
 - Call the school district nurse to be on the scene to assess and document:
 - a. Symptoms
 - b. Names and phone numbers and address of students and staff affected
 - c. Physician’s name and phone number
4. Notify the school administrator. Provide that individual with the pertinent information needed to answer questions.
5. Work with the media should they become involved.
6. **LUNCHROOMS SHOULD BE HOLDING DAILY MEAL PLATES FOR TESTING. IN CASE THE ABOVE SITUATION ARISES WE WILL HAVE SAMPLES OF FOODS SERVED.**

Monitoring:

1. Ensure that all steps are followed in responding to a complaint.
2. Remove suspected food from service.
3. Review method of food preparation and sanitation procedures followed.
4. Follow-up as necessary.

Responding to a Foodborne Illness Complaint, Continued**Corrective Action:**

Retrain any worker on the correct procedures to be followed for prevention of cross-contamination of food and maintaining the correct food temperatures.

Verification and Record Keeping:

The foodservice manager will file corrective action and incident report in HACCP file.

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By: Danny Springer

Date Reviewed: 08/09/06

By: Sonja Townsend

Date Revised: 12/30/2017

By: Sonja Townsend

Date Revised: 2/13/2023

By: Bart Shannon

Food Safety In Emergency Situations

Purpose:

To train foodservice personnel to be knowledgeable about food handling procedures affecting food safety in case of district or building emergencies.

Scope:

All employees in the foodservice department.

Instructions:

1. Follow established procedures related to handling food safely during emergencies.
2. Maintain confidentiality when security is an issue.
3. Be aware of implications when the following issues arise:
 - Menu changes
 - Staff notification systems – phone trees, etc.
 - Transportation of food to satellite units – transport and return
 - Food disposal procedures
 - When food is wholesome but service has been interrupted.
 - When food is no longer wholesome because of improper holding temperatures, fire, smoke, chemicals, fumes, etc.

Monitoring:

The foodservice director or unit supervisor will:

1. Develop procedures that address food safety concerns during emergencies.
2. Instruct staff and review those procedures on regular basis, at least once a year.
3. Provide specific directions regarding safe food handling for all emergency situations.
4. Observe all employees to ensure procedures are being followed.

Corrective Action:

1. Inform the local health department (or equivalent) if an emergency affecting food safety occurs.
2. Follow up, as necessary, with employees and food safety professionals.

Verification and Record Keeping:

File documentation with HACCP records.

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By: Danny Springer

Date Reviewed: 08/09/06

By: Sonja Townsend

Date Revised: 12/30/2017

By: Sonja Townsend

Date Revised: 2/13/2023

By: Bart Shannon

Manager Responsibility for Food Recalls

- Step 1 Segregate the product in inventory, any open containers, any leftovers and any suspect containers without a label. Inform the staff not to use this product.
- Step 2 Mark the product "DO NOT USE AND DO NOT DISCARD, with an 8 ½" x 11" sign securely attached.
- Step 3 Review invoices, inventory, production records and menus to determine if food has been used.
- Step 4 Add the amount on inventory and the amount used to determine if they total the amount received.
- Step 5 Document the dates used and to whom it was served (classes not individuals).
- Step 6 Collect names and symptoms of physical illness and action taken.
- Step 7 Follow instructions for collection, return or destruction. Instruction may vary and will be sent to you from the CNP Director.
- Step 8 Submit necessary paper work for reimbursement of food cost to CNP Director.
- Step 9 Document everything and keep one copy on file for 3 years plus current year. Send one copy to the CNP Director.
1. Recall notice
 2. Invoices
 3. Inventory
 4. Reimbursable cost
 5. Illness report
 6. Description of how food was used or destroyed
-
- Step 10 Complete the food recall checklist

Manager Responsibility for Food Recalls, Continued

CLASS I	Recall could cause serious health problems.
CLASS II	Remote probability of adverse health problems.
CLASS III	Will not cause health problems (missing ingredients)
HOLD	A time period for investigation. Do not use if on hold.
RELEASE	If a food is found safe it will be released.
NOTE	All public communications will be handled by the Winston county board of education communications contact person, which is the Superintendent. Do not make statements to the media or public without written permission.

BOTTOM LINE: IF YOU SENSE THERE IS A PROBLEM WITH ANY FOOD DO NOT SERVE IT OR CONSUME IT.

**DO NOT
USE AND
DO NOT DISCARD**

DATE: _____

SIGNATURE: _____

FOODBORNE ILLNESS COMPLAINT FORM

DATE: _____ TIME: _____

PERSON AND/OR PERSONS MAKING COMPLAINT:

COMPLAINT:

ACTION PLAN:

DIRECTOR NOTIFIED: DATE: _____ TIME: _____
FOOD REMOVED FROM SERVICE: YES _____ NO _____
FOOD STORED IN REFRIGERATOR: YES _____ NO _____
FOOD LABELED "DO NOT EAT": YES _____ NO _____

MANAGER SIGNATURE: _____

DATE: _____ TIME: _____

If the situation warrants the involvement of the health department, director will contact.

SCHOOL NURSE NOTIFIED: YES _____ NO _____
HEALTH DEPARTMENT NOTIFIED BY DIRECTOR: YES _____ NO _____

Names & phone numbers & addresses of students & staff affected:

Physicians Names & phone numbers:

Superintendent Notified: Yes _____ No _____

Superintendent will work with the media should they become involved.

FOOD PREPARATION ACTION PLAN

Categorizing Menu Items and Identifying Control Measures and Critical Control Points (CCPs):

The week menu cycle is posted in the kitchen. Each menu item available for service is listed in this food safety program in the table below. When new menu items are added, the list is updated. Each item is evaluated to determine which of the three processes is applicable and to identify the appropriate control measures and critical control points (CCPs) using the Process Approach charts attached. Once the determination is made for each menu item, the food service manager will make the rest of the food service staff aware of the menu items and applicable process and control measures by posting the Process Charts in the kitchen. In addition, the menu cycle, menus, recipes, product directions, and charts are kept in a notebook in the manager's office.

Staff

- All foodservice personnel will be given an overview of the Process Approach to HACCP after being hired and before handling food.
- Any substitute food service staff will be given instructions on the Process Approach and a list of necessary procedures relevant to the tasks they will be performing and the corresponding records to be kept.
- Periodic refresher training for employees will be provided on a quarterly basis.

**An easily accessible copy with an explanation of the Process Approach, taken from the USDA HACCP guidance document, will be available in the manager's office.*

For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.