OXNARD SCHOOL DISTRICT

HACCP GUIDELINES FOR FOOD SAFETY

Created: Aug 2025

DRESS CODE POLICY		Closed-toe/heel non-skid shoes; no canvas. Hair is to be pulled back, hair net is optional. Clean, district provided apron to be worn. Cap sleeves on shirts ok, no tank tops. Knee length shorts are allowed. If ring has stones, gloves must be worn during all food handling. Acrylic nails and nail polish is allowed, gloves must be worn during all food handling.
COOKING TEMPS AND LOGS		Minimum cooking temp for RTE foods is 135° F, raw TCS food cooked on site is based on minimum Cal-code temperature requirements. End point cooking temp/time is recorded on Production Record.
COLD HOLDING EQUIPMENT		Refrigerator, freezer, and milk coolers temp/times are to be recorded 2x daily on Equipment Temperature Log.
HOT FOOD LOG		N/A
COLD FOOD LOG		Cold food is held at 41° F or below. Cold TCS food and milk temp/time is recorded on Production Record
SERVING LOG		All hot TCS food temp/time are recorded prior to service on Production Record.
COOLING LOG		Record temp/time of TCS leftovers when placed in refrigerator to begin cooling process in accordance with Cal-code.
RECEIVING LOGS		Verify delivery temperature of TCS foods by recording temp/time of 2 items on invoice next to items temped. For frozen items, verify by touching (should be hard) and write "F" next to items on invoice.
OUTSIDE VENDORS		N/A
SANITIZER LOGS		The first prepared bucket and sink are to be tested and recorded on Sanitizer/Calibration Log daily.
THERMOMETER CALIBRATION LOG		Analog thermometers are to be calibrated weekly unless dropped or exposed to extreme temperatures. Readings are to be recorded on the Sanitizer/Calibration Log daily.
DATE MARKING		All foods is to be date marked upon receipt. Leftovers and prepared foods are to be labeled with the product name and expiration date.
DISHMACHINE LOGS		N/A
LEFTOVER POLICY		After proper cooling, leftovers can be reheated 1x if quality permits. All reheats must be heated to a minimum of 165° F. Time as a control will be used for cold TCS foods on salad bar and will be discarded at end of service.
TRANSPORT LOG		N/A
TRAINING		The site manager is to train staff. Each staff member must sign the training log and initial the training grid.
SPECIAL NOTES		N/A

Approved by: Jason E Corona

Jason Corona, Director of Child Nutrition Services

7-1-2025

Date