Fresh Fruit & Vegetable Program
Classroom HACCP Standard Operating Procedures

HACCP SOP 2 - Washing Hands

PURPOSE: To prevent foodborne illness by contaminated hands.

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

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
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 (unless designated).
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
5. Hand washing sinks must be accessible anytime employees are present.
6. **Hand Washing is required:**
    - 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, drinking, or chewing gum
    - 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 the hands may become contaminated

INSTRUCTIONS,

7. Follow proper hand washing procedures as indicated below:
    - Wet hands and wrists with warm, running water at least 100 ºF and apply soap.
    - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
    - 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.

MONITORING:

1. The Nutrition Services Lead and all Nutrition Services staff will visually observe the hand washing practices of the foodservice staff during all hours of operation.

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2. The Nutrition Services Lead and any Nutrition Services staff member at the site will visually observe that hand washing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:
1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper hand washing procedure.

HACCP SOP 14 - Serving Food

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

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

INSTRUCTIONS:
1. Train foodservice employees on using the procedures in this SOP. Refer to the follow SOP's: Using and Calibrating Thermometers SOP # 4, Washing Hands SOP # 2, Using Suitable Utensils When Handling Ready to Eat Foods SOP # 17, Glove Use SOP # 22, Preventing Cross Contamination at Food Bars SOP # 15.
2. Wash hands before putting on gloves, each time the gloves are changed, (gloves should be changed anytime you touch any other object or part of your body, when changing tasks etc.) Wash hands when changing tasks, and before serving food with utensils.
3. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
4. Store utensils with the handles up or by other means to prevent contamination.
5. Serve food with clean and sanitized utensils.
6. Store in-use utensils properly.
7. Date mark potentially hazardous foods and discard or donate leftovers. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Foods SOP # 12.

MONITORING:
All Nutrition Services employees will visually observe that food is being served in a manner that prevents contamination during all hours of service.

CORRECTIVE ACTION:
1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Replace improperly handled plates, cups, or utensils.

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