

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Director of Food and  
Nutrition

**Issue No:** 1

**Date:** 12/20/10

**Page:** 1 of 3

**Reference:** 42 USC § 1758;  
CalCode 113700-114437

**ARTICLE: 6.0 BUSINESS SUPPORT SERVICES**

**6.60 FOOD AND NUTRITION**

**6.64 FOOD SAFETY AND SANITATION**

---

**SECTION 6.64.1 Guidelines for Food Safety and Sanitation**

The superintendent, or designee, shall ensure that all food and beverage items prepared, sold, or served on school property meet sanitation and safety requirements of the California Retail Food Code (CalCode).

All schools responsible for preparing reimbursable meals shall obtain a minimum of two food safety inspections each school year conducted by the County Department of Environmental Health. Schools shall post the latest inspection results in a visible location and make a copy available to the public upon request. (42 USC § 1758)

All food facilities that handle unpackaged potentially hazardous foods (including ice and snack foods) shall have a supervisor or employee successfully pass an approved and accredited food safety certification examination. This includes kitchens, student stores, concession stands, and other facilities that handle or serve unpackaged foods.

The District's food safety and sanitation procedures shall include, but are not limited to, the following control measures:

**Approved Food Source:** In accordance with the most current CalCode, all food shall be obtained from approved sources.

**Food Temperature "Danger Zone":** The temperature danger zone is between 41°F and 135°F. Discard food that has been left in the temperature danger zone longer than the time allowed by CalCode.

**Receipt of Food:** Inspect and properly store all produce, refrigerated, and frozen foods immediately upon receipt. Refrigerated and frozen foods should arrive at the temperatures prescribed in the most current CalCode.

**Transporting Food:** All foods must be transported in covered containers or be completely wrapped or packaged to protect them from contamination, and all potentially hazardous food must be maintained at the temperatures prescribed in the most current CalCode.

**Food Storage:** The First In, First Out (FIFO) method shall be used to rotate food during storage. Refrigerated, frozen, and dry goods shall be maintained at the proper temperatures. All food shall be covered, dated, labeled, and protected from contamination. All food and paper supplies shall be stored at least six inches off the floor.

**Food Protection:** All food shall be protected from contamination. Effective sneeze guards or covers must be used to protect food open to contamination during meal service, including trays or containers filled with food.

**Thawing Food:** Thawing food at room temperature or in warm water is prohibited. Thaw frozen foods under refrigeration and use as soon as possible.

SECTION 6.64.1 Guidelines for Food Safety and Sanitation

---

**Holding Food:** Foods shall be held at safe temperatures for a minimum amount of time before serving as specified by CalCode.

**Cooling Food:** Cooked food shall be properly cooled using strict time and temperature controls as specified by CalCode.

**Cooking Time and Temperature:** Raw food items shall be cooked to the internal temperatures required to kill common microorganisms. An accurate probe thermometer shall be used to verify internal temperatures.

**Reheating Food:** All potentially hazardous foods previously cooked and cooled must be rapidly reheated to at least 165°F in no more than two hours. Reheated foods shall be served only after they have been brought to a safe internal temperature.

**Returned and Re-service of Food:** After food has been served or sold to a consumer, food that is unused or returned by the consumer may not be reused (unpackaged dipping sauces, bread, chips, salsa, pickles, peppers, etc.). It must be discarded after the customer is finished with the serving.

**Homemade Foods:** To ensure food safety and compliance with federal and state regulations, food prepared in private homes shall not be served or sold on school campuses. This includes classroom parties, fundraisers, and other school-related events. This does not include individual and staff lunches/snacks that are not shared with others, and potlucks that are consumed by adult staff members on a voluntary basis.

**Food Labels:** All prepackaged foods must be labeled as prescribed by law. Containers holding food or food ingredients must at least have the common name of the food, manufacturer's or distributor's name and address, weight, and ingredients in descending order by weight.

**Cross Contamination:** Work surfaces, cutting boards, utensils, and equipment shall be cleaned and sanitized between uses and according to established procedures to prevent cross contamination. Equipment, utensils, and food contact surfaces shall be washed, rinsed, and sanitized after each use.

**Ice Usage:** All food (including ice) must be obtained from approved sources and will be wholesome, honestly presented, and labeled per Federal law. Ice used as a medium for cooling the exterior surfaces of food or other items shall not be used for consumption in food or beverages. Ice for beverages shall be dispensed by using a scoop with a handle.

**Hand Washing:** Food employees shall clean their hands and exposed portions of their arms with a cleaning compound by vigorously rubbing together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinsing with clean water. Employees shall pay particular attention to the areas underneath the fingernails and between the fingers.

**Thermometers:** Approved thermometers are required to determine the internal temperature of meats and poultry. Ovens, hot holding units, and cold holding units must be equipped with appropriate thermometers to monitor actual temperature against settings. Thermometers shall be calibrated when they are new and any time they are dropped or there has been an extreme change in temperature.

**Pest Control:** An adequate pest control program shall be established to ensure the sanitary operation of food and nutrition facilities. Every enclosed workplace must, so far as reasonably practical, shut out rodents, insects, and other vermin. Where their presence is detected, a continuing and effective extermination program must be instituted.

SECTION 6.64.1 Guidelines for Food Safety and Sanitation

---

**Waste Disposal:** Garbage and refuse must be kept in covered, durable, easily cleanable, insect/rodent resistant, leak proof, nonabsorbent containers that are maintained in good repair. The containers must be emptied as necessary during operations and at the close of each working day.

**Non-Food Chemicals:** All chemicals or cleaning supplies must be labeled and stored separately from food, utensils, packaging material, and food-contact surfaces. All insecticides, rodenticides, or pesticides must be used according to the directions on the label. The label must also say the chemical is safe for use in a commercial kitchen.

**Food Employee:** Personnel working in food preparation and serving areas will maintain a high degree of personal cleanliness, and conform to good hygiene practices. These practices include, but are not limited to, washing hands regularly, wearing clean garments, employing effective hair restraints (i.e., hairnet or hat), and keeping fingernails clean and trimmed (not extending beyond the fingertip). Additionally, personnel will wear food handler's gloves while engaged in food preparation and service, and use clean utensils when handling and serving ready-to-eat foods (i.e., tongs, spoons, deli tissues, foil, etc.).

Persons known to be suffering from diarrhea, abdominal cramps, fever, vomiting, persistent coughing, sneezing, and runny noses must be restricted from any food-handling area. Likewise, persons afflicted with infected wounds, skin infections, sores, etc., must also be restricted from these areas. Any persons with open cuts or wounds should not handle food unless the injury is completely protected by a secure, waterproof covering.

**Food Handler Training:** All personnel who prepare and serve food, wash dishes, or in any way touch unwrapped food or utensils are required to have food safety knowledge about their assigned duties and have a valid food handler's card or certificate as required by CalCode.