



**Nutrition
Services
HACCP
SOP Manual**

Revised July 2019

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PORTION CONTROL IN FOOD PREPARATION

Portion control is most important in food preparation because it provides assurance that each student will receive the correct amount of each nutrient to meet the requirement of the meal.

Proper portion control is also an important aid in controlling food cost.

To best organize portion control, the Cafeteria Staff should do the following:

1. Always use the standardized recipes.
2. Check production menus for amounts to prepare, portion, and scoop sizes to use.
3. Use correct pans for cooking the product.
4. Use proper preparation and cooking methods for proper yield of the product.
5. Do not assume that the same size cut or scoop is always used with a given products.
6. Serve level measures of the product.
7. Do not overcook or under cook the food.
8. Serve the food neatly and attractively to eliminate discards.
9. Identify foods that require thawing prior to cooking/heating.
10. Weigh portions of meat, poultry and cheese to be sure that the correct portions are used.
11. Eliminate the causes of failures in baked products that lead to loss of portions, such as:
 - a. Uneveled oven shelves
 - b. Batter not level
 - c. Warped pans
 - d. Crowding oven racks
 - e. Baking at too high a temperature
 - f. Pan too heavily greased

Receiving Deliveries

PURPOSE: To ensure that all food is received fresh and safe when it enters the school nutrition facility and to transfer food to proper storage as quickly as possible.

SCOPE: This procedure applies to school nutrition employees who handle, prepare, or serve food.

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

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Schedule deliveries to arrive at designated times during operational hours.
4. Post the delivery schedule, including the names of vendors, days and times of deliveries, and drivers' names.
5. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
6. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
7. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries. Refer to the Using and Calibrating Thermometers SOP.
8. Keep receiving area clean and well lighted.
9. Do not touch ready-to-eat foods with bare hands.
10. Determine whether foods will be marked with the date arrival or the "use by" date and mark accordingly upon receipt.
11. Compare delivery invoice against products ordered and products delivered.
12. Transfer foods to their appropriate locations as quickly as possible.
13. Verify that Key Drop Deliveries are from approved supplier, stored properly, protected from contamination, and presented authentically.

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 driver's name is different from 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.
5. Check the temperature of refrigerated foods.
 - For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 45 °F or below. Milk may be received at 45 °F, but must be stored at 41 °F.
 - For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
 - For eggs, the interior temperature of the truck should be 45 °F or below.
6. Check expiration dates of milk, eggs, and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.

MONITORING Cont.

- 8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

Record the temperature and the corrective action on the delivery invoice or on the Receiving Log. The school nutrition manager will verify that school nutrition employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the Receiving Log at the close of each day. Receiving Logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: July 2019___**BY: Crystal O'Rear Operations Manager**

DATE REVIEWED:_____ **BY:**_____

DATE REVISED:_____ **BY:**_____

Serving Food

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

SCOPE: This procedure applies to school nutrition employees who serve food.

KEY WORDS: Cross Contamination, Service, and Serving Food

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. Follow the employee health policy. (Employee health policy is not included in this resource.)
4. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
5. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
6. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
7. Store utensils with the handles up or by other means to prevent contamination.
8. Hold time/temperature control for safety food at the proper temperature. Refer to the Hot and Cold Holding for Time/Temperature Control for Safety Foods.
9. Serve food with clean and sanitized utensils.
10. Store in-use utensils properly. Refer to the Storing In-Use Utensils SOP.
11. Date mark and cool time/temperature control for safety foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods, and Cooling Time/Temperature Control for Safety Foods SOPs.

MONITORING:

A designated school nutrition employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: July 2019, _ **BY:** Crystal O'Rear Operations Manager

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

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 school nutrition employees who prepare, handle, or serve food.

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

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Use proper handwashing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.
4. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
5. 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
6. 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
 - When handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred
 - Between handling raw meat and ready-to-eat foods

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will verify that school nutrition workers are using suitable utensils by visually monitoring school nutrition employees during all hours of operation. The school nutrition manager will complete the Food Safety Checklist daily. The designated school nutrition employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. The Food Safety Checklist and Damaged and Discarded Food Log are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: July 2019____ BY: Crystal O'Rear Operations Manager

DATE REVIEWED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

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 school nutrition employees who prepare or serve food.

KEY WORDS: Fruits, Vegetables, Cross Contamination, Washing

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Wash hands using the proper procedure.
4. 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.
5. Follow manufacturer's instructions for proper use of chemicals.
6. 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.
7. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
8. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
9. Remove any damaged or bruised areas.
10. Label, date, and refrigerate fresh-cut items.
11. Serve cut melons within 7 days if held at 41 °F or below. Refer to the Date Marking Ready-to-Eat, Time/Temperature Control for Safety Food SOP.
12. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

MONITORING:

1. The school nutrition manager will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation.
2. School nutrition employees will check daily the quality of fruits and vegetables in cold storage.

CORRECTIVE ACTION:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Remove unwashed fruits and vegetables service and washed immediately before being served.
3. Label and date fresh cut fruits and vegetables.
4. Discard cut melons held after 7 days.

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: July 2019____ **BY:** Crystal O'Rear Operations Manager

DATE REVIEWED:_____ **BY:**_____

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Cleaning and Sanitizing Food Contact Surfaces

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

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

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
4. If state or local requirements are based on the FDA Food Code, wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
 - Before each use.
 - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry.
 - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
 - Any time contamination occurs or is suspected.
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
 - Wash surface with detergent solution.
 - Rinse surface with clean water.
 - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
 - Place wet items in a manner to allow air drying.
6. If a 3-compartment sink is used, setup and use the sink in the following manner:
 - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
 - In the second compartment, rinse with clean water.
 - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.
7. If a dish machine is used:
 - Check with the dish machine manufacturer to verify that the information on the data plate is correct.
 - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
 - Follow manufacturer's instructions for use.
 - Ensure that food contact surfaces reach a surface temperature of 160 °F or above if using hot water to sanitize.

MONITORING:

School nutrition employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
 - Visually monitor that the water in each compartment is clean.
 - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
 - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
 - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. It should be at or above 171 °F. Refer to Using and Calibrating Thermometers SOPs.
3. In a dish machine, on a daily basis:
 - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
 - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
 - For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature at or above 160 °F by placing a piece of heat sensitive tape on a small ware item or an irreversible registering temperature indicator on a rack and running the item or rack through the dish machine.
 - For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

CORRECTIVE ACTION:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
 - Drain and refill compartments periodically and as needed to keep the water clean.
 - Adjust the water temperature by adding hot water until the desired temperature is reached.
 - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
4. In a dish machine:
 - Drain and refill the machine periodically and as needed to keep the water clean.
 - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
 - For a hot water sanitizing dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
 - For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log. The school Team Leads will verify that school nutrition employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Food Contact Surfaces Cleaning and Sanitizing Log. The log will be kept on file for at least 1 year. The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: July 2019____ **BY:** Crystal O'Rear Operations Manager

DATE REVIEWED:_____ **BY:**_____

DATE REVISED:_____ **BY:**_____

Preventing Cross Contamination during Storage and Preparation

PURPOSE: To reduce foodborne illness by preventing unintentional contamination of food.

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

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

INSTRUCTIONS:

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

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The school nutrition manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist daily. The Food Safety Checklist will be kept on file for a minimum of 1 year. School nutrition employees will document any discarded food on the Damaged and Discarded Product Log. The school nutrition manager will verify that appropriate corrective actions are being taken by

reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Damaged and Discarded Product Log is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: July 2019____ **BY:** Crystal O'Rear Operations Manager

DATE REVIEWED:_____ **BY:**_____

DATE REVISED:_____ **BY:**_____

Using and Calibrating Thermometers

PURPOSE: To prevent foodborne illness by ensuring that the appropriate type of thermometer is used to measure internal product temperatures and that thermometers used are correctly calibrated for accuracy.

SCOPE: This procedure applies to school nutrition employees who prepare, cook, and cool food.

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 °F (-18 °C) to 220 °F (104 °C) and is appropriate for the temperature being taken. For example:
 - a. Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermistor or thermocouple with a thin probe.
 - b. Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They may not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.
 - c. Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
4. Have food thermometers easily-accessible to school nutrition employees during all hours of operation.
5. Clean and sanitize food thermometers before each use. Refer to the Cleaning and Sanitizing Food Contact Surfaces SOP for the proper procedure to follow.
6. Store food thermometers in an area that is clean and where they are not subject to contamination.
7. School nutrition employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
8. To use ice-point method:
 - a. Insert the thermometer probe into a cup of crushed ice.
 - b. Add enough cold water to remove any air pockets that might remain. Allow to sit for 1 minute.
 - c. Allow the temperature reading to stabilize before reading temperature.
 - d. Temperature measurement should be 32 °F (± 2 °F) [or 0 °C (± 1 °C)]. If not, adjust according to manufacturer's instructions.
9. To use boiling-point method:
 - a. Immerse at least the first two inches of the probe into boiling water.
 - b. Allow the temperature reading to stabilize before reading temperature.
 - c. Reading should be 212 °F (± 2 °F) [or 100 °C (± 1 °C)]. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.
10. School nutrition employees will check the accuracy of the food thermometers:
11. At regular intervals (at least once per week, ideally daily)
 - a. If dropped
 - b. If used to measure extreme temperatures, such as in an oven
 - c. Whenever accuracy is in question

CORRECTIVE ACTION:

- 1. Retrain any school nutrition employee found not following the procedures in this SOP.
- 2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
- 3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
- 4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.
- 5. Retrain employees who are using or calibrating food thermometers improperly.

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. The school nutrition manager will verify that school nutrition employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours. The school nutrition manager will review and initial the Calibration Log daily. The Calibration Log will be kept on file a minimum of 1 year. The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: July 2019.____ **BY:** Crystal O'Rear Operations Manager

DATE REVIEWED:_____ **BY:**_____

DATE REVISED:_____ **BY:**_____

Controlling Time and Temperature during Preparation

PURPOSE: To prevent foodborne illness by limiting the amount of time that time/temperature control for safety foods are held in the temperature danger zone during preparation.

SCOPE: This procedure applies to school nutrition employees who prepare food.

KEY WORDS: Cross Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone, Time/Temperature Control for Safety Foods, TCS Foods

INSTRUCTIONS:

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

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Take at least two internal temperatures from each pan of food at various stages of preparation. Record temperatures.
3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.

CORRECTIVE ACTIONS:

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

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The school nutrition manager will verify that school nutrition employees are taking

the required temperatures and following the proper preparation procedure by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your State agency. The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: July 2019_____ **BY: Crystal O'Rear Operations Manager**

DATE REVIEWED:_____ **BY:**_____

DATE REVISED:_____ **BY:**_____

Cooking Time/Temperature Control for Safety Foods

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

SCOPE: This procedure applies to school nutrition employees who prepare or serve food.

KEY WORDS: Cross Contamination, Temperatures, Cooking, Time/Temperature Control for Safety Foods, TCS Foods

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
4. If state or local health department requirements are based on the *FDA Food Code*, cook products to the following temperatures:
 - 135 °F for 15 seconds
 - o Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box
 - 145 °F for 15 seconds
 - o Seafood, beef roast, and pork roast
 - o Eggs cooked to order that are placed onto a plate and immediately served
 - 155 °F for 15 seconds
 - o Ground products containing beef, pork, or fish
 - o Fish nuggets or sticks
 - o Eggs held on a steam table
 - o Cubed or Salisbury steaks
 - 165 °F for 15 seconds
 - o Poultry
 - o Stuffed fish, pork, or beef
 - o Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)

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 internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product which usually is in the center.
4. Take at least two internal temperatures of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log.

School nutrition manager will verify that school nutrition employees has taken the required cooking temperatures by visually monitoring school nutrition employee and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking and Reheating Temperature Log is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: July 2019____ BY: Crystal O'Rear Operations Manager

DATE REVIEWED:_____ BY:_____

DATE REVISED:_____ BY:_____

Hot and Cold Holding for Time/Temperature Control for Safety Foods

PURPOSE: To prevent foodborne illness by ensuring that all time/temperature control for safety foods are held under the proper temperature.

SCOPE: This procedure applies to school nutrition employees who prepare or serve food.

KEY WORDS: Cross Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage, Time/Temperature Control for Safety Foods, TCS Foods

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. If state or local health department requirements are based on the *FDA Food Code*:
 - Hold hot foods at 135 °F or above
 - Hold cold foods at 41 °F or below
4. Preheat steam tables and hot boxes.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot foods held for service:
 - Verify that the air/water temperature of any unit is at 135 °F or above before use.
 - Reheat foods in accordance with the Reheating for Hot Holding SOP.
 - All hot time/temperature control for safety foods should be 135 °F or above before placing the food out for display or service.
 - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
5. For cold foods held for service:
 - Verify that the air/water temperature of any unit is at 41 °F or below before use.
 - Chill foods, if applicable, in accordance with the Cooling Time/Temperature Control for Safety Foods SOP.
 - All cold time/temperature control for safety foods should be 41 °F or below before placing the food out for display or service.
 - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 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 Time/Temperature Control for Safety Foods SOP if the food is not 41 °F or below.
 - Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:

7. Retrain any school nutrition employee found not following the procedures in this SOP.
8. For hot foods:
9. 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.
10. Repair or reset holding equipment before returning the food to the unit, if applicable.
11. Discard the food if it cannot be determined how long the food temperature was below 135 °F.
12. For cold foods:
13. 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:
14. Place food in shallow containers (no more than 2 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
15. Use a quick-chill unit like a blast chiller.
16. Stir the food in a container placed in an ice water bath.
17. Add ice as an ingredient.
18. Separate food into smaller or thinner portions.
19. Repair or reset holding equipment before returning the food to the unit, if applicable.
20. Discard the food if it cannot be determined how long the food temperature was above 41 °F.

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated school nutrition employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The school nutrition manager will verify that school nutrition employees have taken the required holding temperatures by visually monitoring school nutrition employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: July 2019,____ **BY:** Crystal O’Rear Operations Manager

DATE REVIEWED:_____ **BY:**_____

DATE REVISED:_____ **BY:**_____

Preventing Contamination at Food Bars

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

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

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

INSTRUCTIONS:

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

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will verify that school nutrition employees are assigned to maintain food bars during all hours of operation. School nutrition employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The school nutrition manager will complete the Food Safety Checklist daily. This form is to be kept on file for a minimum of 1 year. School nutrition employees will document any discarded food on the Damaged or Discarded Product Log. The school nutrition manager will verify that appropriate corrective actions are

being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. The Hot and Cold Holding Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: July 2019____ **BY: Crystal O'Rear Operations Manager**

DATE REVIEWED:_____ **BY:_____**

DATE REVISED:_____ **BY:_____**

Reheating Time/Temperature Control for Safety Foods

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

SCOPE: This procedure applies to school nutrition employees who prepare or serve food.

KEY WORDS: Cross Contamination, Temperatures, Reheating, Holding, Hot Holding, Time/Temperature Control for Safety Foods, TCS Foods

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. If state or local requirements are based on the *FDA Food Code*, 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 135 °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 135 °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 2 hours.
7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

FOODS PERMITTED FOR REHEATING:

1. Taco Meat

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Continue reheating and heating food if the internal temperature does not reach the required temperature.

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log. School nutrition manager will verify that school nutrition employees have taken the required reheating temperatures by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Cooking

and Reheating Temperature Log at the close of each day. The temperature logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: July 2019____ **BY:** Crystal O'Rear Operations Manager

DATE REVIEWED:_____ **BY:**_____

DATE REVISED:_____ **BY:**_____

Serving Safe Food to Students with Food Allergies

PURPOSE: To serve safe and nutritious meals to students with food allergies.

SCOPE: This procedure applies to child nutrition employees involved in preparing and serving food to students with food allergies.

KEY WORDS: Allergies, Cleaning, Cross contact, Handwashing

INSTRUCTIONS:

1. Follow policies and procedures of your child nutrition operation and school district.
2. Use your receiving procedures.
 - Check all ingredient labels each time a food is purchased.
 - Date each food item when received.
3. Store food items that contain allergens in a separate location from the non-allergenic items.
4. Keep ingredient labels for a minimum of 24 hours after serving the product.
5. Prevent cross contact during food preparation:
 - Wash hands before preparing foods.
 - Wear single-use gloves.
 - Use a clean apron when preparing allergen-free food.
 - Wash, rinse, and sanitize all cookware before and after each use.
 - Wash, rinse, and sanitize food contact surfaces.
 - Designate an allergy-free zone in the kitchen. When working with multiple food allergies, set up procedures to prevent cross contact within the allergy-free zone.
 - Prepare food items that do not contain allergens first. Label and store the allergen-free items separately.
 - Use a clean, sanitized cutting board when preparing food.
 - Use clean potholders and oven mitts for allergen-free foods to prevent cross contact.
6. Prevent cross contact during meal service.
 - Set aside food for students with food allergies from self-service food areas, such as salad bars, before the food is set out.
 - Use dedicated serving utensils and gloves for allergen-free foods.
 - Label items on the serving line correctly and clearly so that items containing food allergens are easily recognizable.
 - Ensure that tables and chairs are cleaned and sanitized before and after each meal and when needed.
7. Follow your school's procedures for identifying students with food allergies.

MONITORING:

A child nutrition employee continually monitors receiving, preparation, and serving areas to assess whether food allergy procedures are being followed.

CORRECTIVE ACTION:

1. Retrain any child nutrition employee found not following the procedures in this SOP.
2. Refrain from serving any food to a student with a food allergy if there is any question as to whether or not an allergen might be present in that particular food.
3. Activate the emergency action plan immediately if a student with the potential for anaphylaxis consumes a food allergen.

VERIFICATION AND RECORD KEEPING:

The child nutrition manager will observe child nutrition staff to make sure they are following these procedures and are taking all necessary corrective actions. Keep a list of corrective actions taken.

DATE IMPLEMENTED: July 2019____ **BY:** Crystal O'Rear Operations Manager

DATE REVIEWED:_____ **BY:**_____

DATE REVISED:_____ **BY:**_____

Transporting Food to Remote Sites (Satellite Kitchens)

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

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

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

INSTRUCTIONS:

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

INSTRUCTIONS, continued:

1. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
2. Follow Receiving Deliveries SOP when food arrives at remote site.

MONITORING:

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

CORRECTIVE ACTION:

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

2. CORRECTIVE ACTION continued

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

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: July 2019____ **BY:** Crystal O'Rear Operations Manager

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Handling a Food Recall

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

SCOPE: This procedure applies to school nutrition employees who prepare or serve food.

KEY WORDS: Food Recalls

INSTRUCTIONS:

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

MONITORING:

School nutrition employees and school nutrition manager will visually observe that school sites have segregated and secured all recalled products.

CORRECTIVE ACTION:

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

- Records of how food product was returned or destroyed
- Reimbursable costs
- Public notice and media communications
- Correspondence to and from the public health department and State agency

VERIFICATION AND RECORD KEEPING

School nutrition employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log. The school nutrition manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

DATE IMPLEMENTED: July 2019,____ **BY:** Crystal O'Rear Operations Manager

DATE REVIEWED:_____ **BY:**_____

DATE REVISED:_____ **BY:**_____

Adapted from: Institute of Child Nutrition. (2013). *Responding to a Food Recall*. University, MS: Author.

Storing and Using Poisonous or Toxic Chemicals

PURPOSE: To prevent foodborne illness by chemical contamination.

SCOPE: This procedure applies to school nutrition employees who use chemicals in the kitchen.

KEY WORDS: Chemicals, Contamination, Safety Data Sheet

INSTRUCTIONS:

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

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. School nutrition 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 school nutrition manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Food Safety Checklist and Damaged and Discarded Product Logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: July 2019_____

BY: Crystal O'Rear Operations Manager

DATE REVIEWED:_____ BY:_____

Use of Share Tables

Purpose: To prevent foodborne illness by ensuring that all items held on Share Tables are used appropriately and protected from contamination.

Scope: This procedure applies to all Nutrition Education staff.

Instructions:

1. Train staff on the procedures related to appropriately handling foods on Share Tables.
2. Follow all practices related to *California Department of Education Nutrition Services Division, CNP-04-2016*.
3. Share tables are to be placed within view of the Nutrition Education staff.
4. Share tables will only be used in locations that can meet *California Retail Food Code (CalCode) 114079* requirements. The use of share tables is only permitted when all of the following conditions are met.
 - a. Only foods permitted by *CalCode 114079 (b)* are allowed to be offered on the share tables.
 - b. Potentially hazardous foods on the Share Table is to be consumed or discarded within 4 hours.
 - c. The Share Table is supervised by a member of the food service staff to ensure the foods have not been contaminated and the original package is intact.
5. Nutrition Education staff will remove all foods from the Share Tables between grade level service and place in the appropriate storage location or discard.
6. Potentially hazardous foods served to students will not be reused or recycled.
7. Unopened milk containers on the Share Tables may not be reused or recycled at the end of service.
8. Offer versus Serve is utilized at meal service to reduce the amount of foods placed on the Share Tables or discarded.
9. Share Tables are for student consumption only. Adults and adult staff are not to consume foods from the Share Tables.
10. Foods brought from home are not to be placed upon the Share Tables.

Monitoring:

1. Monitor all foods placed on the Share Tables.
2. Continually monitor food containers to ensure that all packaging is intact.
3. Remove all foods from the Share Tables between grade level service and place in the appropriate storage location or discard.

Corrective Action:

1. Retrain any Nutrition Services staff found not following the correct procedures.
2. Remove and discard contaminated food.
3. Discard any food brought from home.

Verification and Record Keeping:

The Nutrition Education staff will verify that Share Tables are maintained during all hours of operation. Nutrition Education staff will record discarded food items on the Menu Production Records. The Field Supervisor will verify that appropriate actions are being taken during Site Visits. All documentation is kept for three years plus the current year.

DATE IMPLEMENTED: July 2019,____ **BY:** Crystal O'Rear Operations Manager

DATE REVIEWED: _____ By: _____

Thawing Foods

Policy: All foods will be thawed using appropriate practices to ensure food safety.

Procedures: Employees thawing food should:

1. Use one of four acceptable methods for thawing food:
 - a. Thaw foods in the refrigerator at 40°F or below. NEVER thaw foods at room temperature.
 - b. Thaw foods needed for immediate service under potable running water at 70°F or lower. Prepare the product within 4 hours of thawing.
 - c. Thaw the product in the microwave if product will be cooked immediately in the microwave or by conventional means.
 - d. There is no separate thawing – thawing occurs as part of the cooking process. This should only be used for processed foods according to the package directions and never for bulk meats such as ground beef, roasts, turkeys, etc.
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.

Monitoring: The unit supervisor will:

1. Review thawing procedures to assure they are done correctly.
2. Take corrective action as necessary.
3. Use labels to monitor pulled dates or freezer charts to ensure FIFO of freezer products.
4. Follow up as necessary.

Corrective Action:

1. Retrain any food service employee not found following the procedures of this SOP.
2. Discard improperly thawed foods.

Verification and Record Keeping:

1. The foodservice supervisor/ Director will verify that foodservice workers are following procedures by visually monitoring foodservice employees during all hours of operation.
2. The foodservice supervisor will complete the Food Safety Checklist daily.
3. The foodservice supervisor will record any discarded food in the food production sheet.

DATE IMPLEMENTED: July 2019, _____ **BY:** Crystal O'Rear Operations Manager


DATE REVIEWED: _____ **By:** _____

Storage

Policy: All food, chemicals, and supplies should be stored in a manner that ensures quality and maximizes safety of the food served to children.

Procedures: Employees who will be receiving and storing food must 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:
 - 40°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
Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order:
 - prepared or ready-to-eat foods (top shelf)
 - fish and seafood items
 - whole cuts of raw beef
 - whole cuts of raw pork
 - ground or processed meats
 - 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.
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 and 40°F.
 - Freezer temperatures should be between -10 and 0°F.
 - Storeroom (dry storage) temperatures should be between 50 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, as 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.

Monitoring: The supervisor will:

1. Monitor temperature logs of storage rooms, freezers, and refrigerators.
2. Review logs to make sure there are no temperature deviations.
3. Document all corrective action taken on the appropriate forms.
4. Include cleaning and sanitizing of all storage areas in master cleaning schedule.
5. Follow up on all reported problems.
6. File logs with HACCP records.

Corrective Action:

1. Discard all food found to be unsafe or at improper temperature.
2. Retrain any food service employee not found following the procedures of this SOP.

Verification and Record Keeping:

1. The foodservice supervisor/ Director will verify that foodservice workers are following procedures by visually monitoring foodservice employees during all hours of operation.
2. The foodservice supervisor will complete the Food Safety Checklist daily.
3. Keep temperature records on file for a year.

DATE IMPLEMENTED: July 2019, _____ **BY:** Crystal O'Rear Operations Manager

DATE REVIEWED: _____ **By:** _____

Breaks and Meals

Policy: Foodservice employees will take breaks and eat meals in a specified area(s) away from production and service.

Procedures: All employees in school food service must:

1. Take breaks and meals in a designated area or areas away from production and service.
2. Wash hands before returning to any food service area.

Monitoring: The supervisor will:

1. Inform all foodservice staff of locations of breaks and meals.
1. Establish length of breaks and meals.
2. Observe all employees daily to ensure that they are following procedures.
3. Follow-up as necessary.

Corrective Action:

Retrain any food service employee found not following the procedures in this SOP.

Verification and Record Keeping:

1. The food service supervisor will verify that food service workers are following procedures by visually monitoring food service employees during all hours of operation.
2. The food service supervisor will complete the Food Safety Checklist daily.

DATE IMPLEMENTED: July 2019,_____ **BY:** Crystal O'Rear Operations Manager

DATE REVIEWED: _____ **By:** _____

Employees Eating and Drinking in the Workplace

Policy: Foodservice employees will only eat and drink in designated areas.

Procedures: All employees in school foodservice must:

1. Eat in designated areas only, never in the work area. Eating (with the exception of cooks tasting foods (see Tasting, G3]) is **NOT** allowed in the production and service areas. Drinking from a closed beverage container equipped with a straw is permitted in the production area as long as the beverage is stored on a lower shelf, below food preparation.
2. Chew gum or eat candy only outside the kitchen area.
3. Smoke only off campus. No smoking or chewing of tobacco shall occur on school property.

Monitoring: The supervisor will:

1. Observe employees to make sure that they are eating and/or drinking as stated in the standard operating procedure..
2. Follow up as necessary.

Corrective Action:

Retrain any food service employee found not following the procedures of this SOP.

Verification and Record Keeping:

1. The foodservice supervisor / Director will verify that foodservice workers are following procedures by visually monitoring foodservice employees during all hours of operation.
2. The foodservice manager will complete the Food Safety Checklist daily.

DATE IMPLEMENTED: July 2019, _____ **BY:** Crystal O'Rear Operations Manager

DATE REVIEWED: _____ **By:** _____

OPERATING WITHOUT HOT WATER

Purpose: To identify proper procedure to implement in the event of a temporary loss of hot water.

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

Instructions:

1. Contact the Nutrition Services Director.
2. Notify the Maintenance Department.
3. Have a foodservice preparedness plan in place which follows State or Local Health requirements.
4. Boil water for use at hand washing stations and cleaning and sanitizing tasks.
5. Implement manual dish washing procedures until hot water is restored (see Cleaning and Sanitizing SOP).

Monitoring:

The Kitchen Manager will visually observe that food is being prepared and served in a manner that prevents contamination during all hours of service; that water is heated to adequate temperatures for handwashing and cleaning tasks.

Corrective Action:

If timeline for hot water is extensive, coordinate with another facility for meals to be prepared at an alternate location and transported for service or prepare cold sack meals.

Verification and Record Keeping:

The foodservice manager will document the directives of the State or Local Health Department, including date, time, and name of individual.

DATE IMPLEMENTED:	C. Orear	BY: 1/6/2020
DATE REVIEWED:	C. Orear	BY: 1/6/2020
DATE REVISED:	C. Orear	BY: 1/6/2020

TRANSPORTATION AND SERVING OF FOOD TO A SITE WITHOUT POWER

Emergency/Park Site Service Plan

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

Scope: This procedure applies to foodservice employees who transport food from site to site, with special consideration for production at a site *with power* and transport/service to sites *without power*.

Instructions:

1. Train foodservice employees on using the procedure in this SOP.
2. Follow State and local health department requirements.
3. State and local health department requirements based on the 2013 FDA Food Code require foodservice operations to:
 - Maintain the temperature of refrigerated, potentially hazardous foods at 41°F or below and cooked foods that are hot at 135°F or above.
4. Food will be prepared at a fully-functioning school site that has power in accordance with current standard operating procedures.
5. Only food carriers that have been approved by the National Sanitation Foundation International (NSF) or have otherwise been approved by the state or local health department are permitted for use.
6. Prepare the food carrier before use:
 - Ensure that all surfaces of the food carrier are clean.
 - Wash, rinse, and sanitize the interior surfaces.
 - Ensure that the food carrier is designed to maintain cold food temperatures at 41°F and hot food temperature at 135°F or above.
 - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations. Utilize approved Cambro warming plates and ice blocks; ice mats are also permitted. Do not use hot rocks in the carriers.
7. Store food in containers suitable for transportation. Containers should be:
 - Rigid and sectioned so that foods do not mix.
 - Tightly closed to retain the proper food temperature.
 - Nonporous to avoid leakage.
 - Easy-to-clean or disposable.
 - Approved to hold food (i.e. hotel pan, baking sheet).
8. Take internal temperature of all hot and cold food prior to placing into food carrier for transport. Record the temperature of each item on the Carrier Content Sheet.
9. Cover container tightly to prevent spillage and maintain temperature during transport.

TRANSPORTATION AND SERVING FOOD TO A SITE WITHOUT POWER

Emergency/Park Site Service Plan (cont.)

10. Place food containers in food carriers and transport the food in clean trucks/vans to remote sites as quickly as possible.
11. Nutrition Services trucks and vans shall be kept clean and free of debris at all times. Sweep and wash the inside on a weekly basis or more often if needed.
12. Follow California driving laws and TRUSD District Policy on no drugs, alcohol, or smoking on district property.

Monitoring:

1. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier.
2. Wash hands and use single-use gloves to serve ready-to-eat foods at sites.
3. Check the internal temperatures of food once food is delivered to final destination.

Corrective Action:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue heating or chilling food carrier and delivery truck if the proper air temperature is not reached.
3. 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. See HOLDING HOT & COLD TCS FOODS SOP.
4. Cool food to 41 °F or below using the proper cooling procedure if the internal temperature of cold food is greater than 41 °F. See HOLDING HOT & COLD TCS FOODS SOP.
5. Discard foods held in the danger zone for greater than 4 hours.

Verification and Record Keeping:

Before transporting food to remote sites without power, foodservice employees will record the food product name and internal temperatures on the Carrier Content Sheet. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures on the Carrier Content Sheet. The foodservice manager will verify that foodservice employees are following this SOP by visually observing employees and reviewing Carrier Content Sheets. The foodservice manager will record each retraining session on the TRAINING LOG. The Training Log is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED:	C. Orear	BY: 1/6/2020
DATE REVIEWED:	C. Orear	BY: 1/6/2020
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