

Classroom Meal Service SOP

Purpose:

To ensure all proper procedures for Personal Sanitation and Hygiene are followed and to ensure procedures are followed during meal service delivery to classrooms. To outline cleaning, disinfecting and/or sanitizing procedures at the end of each meal service to prevent further spread of harmful pathogens.

Scope:

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

KEY WORDS:

Sanitation, Personal Hygiene, Cross-Contamination, Contamination

Instructions:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the Sanitation and Personal Hygiene SOP in the Employee Handbook (Sanitation and Personal Hygiene SOP is not included in this resource.)
4. Daily attendance and or a list total number of students by classroom will be provide to Nutrition Service site staff by school front office personnel.
5. Daily meal kits are to be prepared and packed for each student.
6. Meal kits follow the menu provided by the Nutrition Services Department. Items include breakfast, lunch, supper and snack.
7. Meal kits shall be stored in the appropriate temperature-controlled holding unit until delivery.
8. Nutrition Service staff member will check the temperature from one meal kit from each unit. The temperature will then be recorded and documented on the Delivery Time/Temp log at time of delivery to ensure food safety.
9. Pack meal kits into chosen bin/container and or vessel for classroom delivery and load vessels onto carts.
10. Nutrition Services staff will deliver bins/containers and or vessels with allocated meal kits to associated classroom no earlier than 30 min before dismissal.
11. 20 min after dismissal repeat delivery route and collect all vessels with leftover meal kits.
12. Document total meal kits taken by students on appropriate meal claiming tally sheets and document leftovers on MPS.
13. Any leftover meals not taken by students must be discarded.
14. Nutrition Service staff are to record leftover and discarded meals. All meal transport carts, bins/containers and or vessels are to be thoroughly washed and sanitized.

Monitoring:

- Nutrition Services Team Leads and Specialists will daily review documentation, meal service carts and transport vessels to be sure that the SOP is adhered to.
- The Nutrition Services Team Leads and Specialists will monitor that all foodservice employees are adhering to the Sanitation and Personal Hygiene SOP during all hours of operation.

Corrective Action:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard affected food.

Verification and Record Keeping:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. Foodservice employees will record any discarded food on the Food Waste Log. The Classroom Delivery Time/Temp Log and Waste Logs are to be kept on file for a minimum of 3 years.

DATE IMPLEMENTED: **BY:** 3/24/2021

DATE REVIEWED: **BY:**

DATE REVISED: **BY:**