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Description of Program Overview and Facilities

This program follows the USDA guidance on developing a food safety program based on the Process Approach to HACCP. All standards in the food safety program are based on the *Food Code*.

Administrative Staff: Director of Child Nutrition – Shanon Pittman

Facilities: Central Kitchen serving K-12

Employees: 1-Full Time Managers/Cook
3-Full Time Cooks
5- Part-time Cafeteria Helpers
1- Substitute Cafeteria Workers

Average Daily Participation: 20% Breakfast Meals
59% Lunch Meals

Menus: Elementary/ High School Menu (K-12)

HACCP in our School Kitchens

The Hazard Analysis and Critical Control Point (HACCP) system is a prevention-based food safety program implemented in school foodservice operations across the United States to assist school nutrition professionals in ensuring that children receive safe meals. The HACCP system offers a prevention approach to food safety.

FRHC School District supports a systematic approach to food safety including HACCP principals into our school nutrition service operation.

FRHC School District HACCP Team

Members: The HACCP team will be comprised of the following members:

- ❖ Director of Child Nutrition Services
- ❖ Cafeteria Managers

Responsibilities:

1. Assessing the current prerequisite programs.
2. Assessing the current Standard Operating Procedures (SOPs).
3. Determining modifications that need to be made in current SOPs and new SOPs as needed.
4. Evaluate the current status of the Child Nutrition operation to determine areas that need to be addressed in the HACCP plan.
5. Identify hazards in the food flow process.
6. Group menu items by food flow process.
7. Establish critical control points.
8. Establish critical limits.
9. Establish monitoring procedures.
10. Establish corrective actions.
11. Establish record keeping systems.
12. Establish verification procedures.
13. Establish a HACCP implementation schedule.
14. Plan HACCP training for employees.

Required Training and Professional Development:

USDA developed professional standards to help school nutrition professionals stay current with complex school nutrition programs and to enhance the image of school nutrition employees. Food handling training for school nutrition staff is crucial for the health of our students. Below are the professional standards required hours per year:

Directors	12 hours
Managers	10 hours
Staff (more than 20 hrs/wk)	6 hours
Part time staff (less than 20 hrs/wk)	4 hours

Menu Items Sorted By Process

No Cook	Cook and Serve Same Day	Complex Food Preparation
Cold Holding – 41°F or Below	Cook to correct temperature and serve at 140°F or above	Limit time in the danger zone (41-140°F)
Milk	Gilardi Pizza, French Bread Pizza, Breakfast Pizza	Leftovers
Juice/ Slushies	Fajita chicken, Chicken Patty, Spicy Chicken Patty, Chicken Legs, Popcorn Chicken, Asian Chicken, Chicken Nuggets	Soups
Water	Rotini, Lasagna Roll	
Fresh Fruit	Sausage Links	
Cupped/Canned Fruit	Sausage Pancake wrap	
Fresh Vegetables Served Raw	Mini Corn Dog	
Dried Fruit	Hot Dog	
Hummus	Grilled Chicken Club/Bacon Rounds	
Margarine	Breaded Steak	
Cheese	Cheeseburger/Hamburger	
Deli-Meat Sandwiches	Crispito	
Yogurt	Beef & Noodles	
PB & J Sandwiches	Turkey & Noodles	
Deli Meats	Egg & sausage Bagel	
Poptart Kits	Egg & Cheese Burrito	
Cereal Kits	Vegetables (canned or frozen)	
Cereal Bars	Mashed potatoes	
Chicken/Turkey/ Chef Salad	Frozen Potatos	
Diced Egg	Pasta Salad	
Tossed Salads	Pasta	
Cottage Cheese	Mac & Cheese	
String Cheese	Bread Stick/Garlic Bread	
Salsa	Grilled Cheese	
Condiments	Pinto/Baked/Refried Beans	
Breads/tortilla/corn bread	Rice	

No Cook	Cook and Serve Same Day	Complex Food Preparation
Cold Holding – 41°F or Below	Cook to correct temperature and serve at 140°F or above	Limit time in the danger zone (41-140°F)
Cold Cereal	Gravy	
Salad Dressings	Chili	
Bagels & Muffins	Cookie	
Bagged Snack Items	Fish Shapes	
Donuts		
Pickles		
Biscuit		
Buns		
Pre-bagged grains/chips		
Spinach Salad		

Employee Health and Personal Hygiene

PURPOSE: To prevent contamination of food by child nutrition employees.

INSTRUCTIONS:

1. Manager is to train foodservice employees on the employee health policy.
2. Employees are required to report a healthcare provider diagnosis of the following 6 reportable illnesses:
 - a. Salmonella typhi
 - b. Nontyphoidal Salmonella
 - c. Shigella
 - d. E coli
 - e. Hepatitis A
 - f. Norovirus
3. Employees that suffer from the following symptoms should not report to work.
 - a. Diarrhea
 - b. Vomiting
 - c. Fever greater than 100 degrees
 - d. Jaundice
 - e. Sore throat with fever
 - f. Discharge from the eyes, nose or mouth
 - g. Infected wounds or boils
4. Employees affected by the above symptoms should contact their immediate supervisor no later than three hours prior to the start of their shift.
5. The Indiana Food Code requires managers to prevent food contamination by employees with certain medical conditions through restriction or exclusion of work duties. Restriction means the prevention of an employee from working with exposed food, clean equipment, utensils and linens, and unwrapped single service and single use articles. Exclusion means the employee is not allowed in any part of the food establishment.
6. Eat & drink only on break, or in designated area.
7. Follow State and local health requirements.

CORRECTIVE ACTION:

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

VERIFICATION:

The cafeteria manager will monitor that child nutrition employees are following this policy by visually observing the employees during all hours of operation.

Employee Dress Code

PURPOSE: To prevent contamination of food by child nutrition employees.

INSTRUCTIONS:

1. Report to work dressed in clean attire.
 - a. Jeans, or Scrub pants, capris, or shorts (to the knee) are allowed
 - b. Shirts with sleeves, (arm pits must be covered) no logos unless school
 - c. Shoes
 - i. Leather Type
 - ii. Non-skid soles without raised heels
 - iii. Fully enclosed toes and heels
 - iv. Socks or nylons
2. Hair clean, and (Long hair to be tied back or up)
3. Wear an apron when prepping foods or serving. Change when soiled.
4. Wash hands properly, frequently, and at the appropriate times.
5. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
6. No nail polish
7. Do not wear any jewelry or rings except a wedding band.
8. No Dangling Jewelry of any kind

Corrective Action:

1. Retrain any Food Service Staff not following the Procedures of this SOP
2. Correct the offense, and Document

VERIFICATION:

The cafeteria manager will monitor that child nutrition employees are following this policy by visually observing the employees during all hours of operation.

Glove and Utensil Use

Purpose: To Prevent food borne illness by contamination. Gloves or utensils will be used for handling all ready-to-eat foods and when there are cuts, sores, burns, or lesions on the hands of food handlers.

Instructions:

1. Wash hands thoroughly prior to putting on gloves and when gloves are changed.
2. Change gloves when:
 - beginning each new task.
 - they become soiled or torn.
 - they are in continual use for four hours.
 - finished handling raw meat and before handling cooked or ready-to-eat foods.
3. Use utensils, such as deli-tissue, spatulas, or tongs, as an alternative to gloves.
4. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.

The Manager will:

1. Provide gloves in appropriate sizes.
2. Purchase appropriate utensils.

Corrective Action:

1. Retrain any Food Service Staff not following the Procedures of this SOP
2. Correct the offense, and Document

VERIFICATION:

The cafeteria manager will monitor that child nutrition employees are following this policy by visually observing the employees during all hours of operation.

Hand Washing

PURPOSE: To prevent food borne illness by contaminated hands.

INSTRUCTIONS:

1. Train any individual who prepares or serves food on proper handwashing.
2. Post hand washing signs or posters in a language understood by child nutrition service's employees 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.
4. Provide warm running water, soap, and paper towels in dispenser. Provide a waste container at each hand washing sink or near the door in restrooms.
5. Wash hands:
 - a. Before starting work
 - b. During food preparation
 - c. When moving from one food preparation area to another
 - d. Before putting on or changing gloves
 - e. After using the toilet, or phones
 - f. After sneezing, coughing, or using a tissue
 - g. After touching hair, face, or body
 - h. After smoking, eating, drinking, or chewing gum or tobacco
 - i. After handling raw meats, poultry, or fish
 - j. After any clean up activity such as sweeping, mopping, or wiping counters
 - k. After touching dirty dishes, equipment, or utensils
 - l. After handling trash
 - m. After handling money
 - n. After any time the hands may become contaminated.
6. Follow proper hand washing procedures as indicated below:
 - a. Wet hands and forearms with warm, running water at least 100 °F and apply soap.
 - b. Scrub lathered hands and forearms, under fingernails, and between fingers for at least 15 seconds. Rinse thoroughly under warm running water.
 - c. Dry hands and forearms thoroughly with single-use paper towels.
 - d. Use paper towel to turn off water and to open door when exiting the restroom.

-
7. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - a. Use hand sanitizers in the manner specified by the manufacturer.

CORRECTIVE ACTION:

1. Instruct employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
2. Retrain employee to ensure proper hand washing procedure.

VERIFICATION:

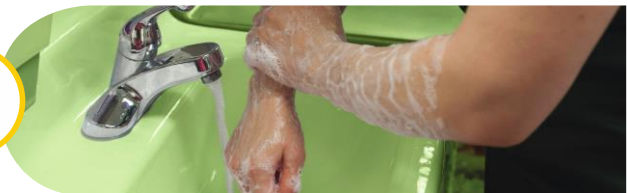
The cafeteria manager will monitor the daily operation of proper handwashing.

HOW TO PROPERLY WASH YOUR HANDS

Use soap and running water.



Lather hands with soap up to elbows and scrub for 10-15 seconds.



Wash backs of hands, wrists, between fingers, and under fingernails.



Rinse hands under running water.



Dry hands with paper towel or air dryer.



Turn off water with paper towel. Use it to open the door, and then discard it into trash can.



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Taste Testing Procedure

PURPOSE: To prevent contamination of food by child nutrition employees.

INSTRUCTIONS:

1. Place a small amount of food into a separate container.
2. Step away from exposed food and food contact surfaces.
3. Use a disposable utensil to taste the food. Never reuse a utensil that has already been used for tasting. Dispose of used utensil immediately.
4. Dispose of any unused portion of sample food along with testing utensil.
5. Wash hands immediately.

CORRECTIVE ACTION:

1. Wash and sanitize affected areas including utensils or food contact surfaces.
2. Discard affected food.

VERIFICATION:

The cafeteria manager will monitor that child nutrition employees are following this SOP by visually observing the employees during all hours of operation.

Eating, Drinking & Breaks

PURPOSE: To prevent contamination of food by foodservice employees. Foodservice employees will eat and drink in designated areas outside of the kitchen.

INSTRUCTIONS:

1. All Full time employees will receive (employees working 30-35 hours per week)
 - a. 10 Minute Break
 - b. 20 Minute Lunch
2. Part time employees will receive (employees working 20-29 hours per week)
 - a. 20 Minute Lunch

Lunches and breaks are mandated by your area manager, and are to be taken during times of least production. This allows staff to maintain proper work flow within the kitchen until service time.

3. Eat and drink in designated areas only, never in the work area. Eating (with the exception of cooks tasting foods to ensure quality) is NOT allowed in the production and service areas.
4. Personal items brought from home may be kept in the walk-in cooler, and are not allowed to be stored the pass-through's.
5. All employees must wash their hands before returning to the production area.

Corrective Action:

1. Retrain any Food Service Staff not following the Procedures of this SOP
2. Correct the offense, and Document

VERIFICATION:

The cafeteria manager will monitor that child nutrition employees are following this policy by visually observing the employees during all hours of operation.

Cleaning and Sanitizing Food Contact Surfaces

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

INSTRUCTIONS:

1. Train child nutrition employees on using the procedures in this SOP.
2. Follow State 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.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment
 - a. Before each use
 - b. Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
 - c. Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
 - d. Any time contamination occurs or is suspected
5. If a dishmachine is used:
 - a. 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.
 - b. Follow manufacturer's instructions for use.
 - c. Ensure that food contact surfaces reach a surface temperature of 160 °F or above if using hot water to sanitize.

CORRECTIVE ACTION:

1. Retrain any child nutrition employees found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces.
3. In a dishmachine:
 - a. 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.
 - b. For a hot water sanitizing dishmachine, 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.

VERIFICATION:

The cafeteria manager will monitor that child nutrition employees have taken the required dishwashing temperatures and tested the sanitizer concentration. The Dishwasher inspection log will be kept on file for at least 3 years.

Laundry and Towel Use

PURPOSE: To prevent food contamination by proper cleaning, sanitizing, and disposal of single and multiple use towels, dish towels, potholders and oven mitts.

INSTRUCTIONS:

1. Multiple use towels are to be used, rinsed and kept in sanitizing solution buckets mixed according to SFS sanitizing directions.
2. Soiled multiple-use dishtowels, potholders and oven mitts are to be stored in a designated area away from food service and preparation areas until ready to be laundered.
3. If washing machine is not located in an enclosed area, machine can only be run before daily food preparation has begun or the end of the day when all food has been properly stored for the day.
4. Machine wash by adding proper amounts of detergent and chlorine bleach to clean and sanitize.
5. Wash hands properly, frequently, and at the appropriate times.

Pest Control

PURPOSE: To prevent food borne illness by ensuring that all food preparation, receiving and storage areas are pest free and treated only by a licensed Pest Control Operator (PCO).

INSTRUCTIONS:

1. Check all deliveries before they enter the Child Nutrition Service's Department.
2. Refuse shipments that have signs of pest infestation.
3. Keep all exterior openings closed tightly. Check doors for proper fit as part of the regular cleaning schedule.
4. Report any openings, cracks, broken seals or other opportunities for pest infestation to the cafeteria manager or custodian.
5. Dispose of garbage quickly and correctly. Keep garbage containers clean, in good condition and tightly covered in all areas (indoor and outdoor). Clean up spills around garbage containers immediately.
6. Keep all food and supplies at least six inches off the floor and six inches away from walls.

CORRECTIVE ACTION:

1. Report infestation to Head Custodian and Director of Child Nutrition.
2. The licensed PCO will be contacted to assess the infestation and treat it accordingly.
3. Dispose of any food items contaminated by pests.
4. Clean and sanitize areas affected.

VERIFICATION:

The cafeteria manager will monitor the daily operation for pest infestation.

Use of Approved Vendors

PURPOSE: To prevent food borne illness by purchasing food only from approved vendors to assure the safety of food served.

INSTRUCTIONS:

1. Purchase food only from bid approved vendors list and approved by the Director of Child Nutrition.
2. Use only CNS approved order forms to assure correct products, delivery days and times.
3. Inspect delivery and record all pertinent information on Receiving Log.

Receiving Fresh, Refrigerated and Frozen Foods

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

INSTRUCTIONS:

1. Train foodservice employees who accept deliveries on proper receiving procedures.
2. Follow State health department requirements.
3. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
4. Date all foods accordingly upon receipt, month and year.
5. Compare delivery invoice against products ordered and products delivered.
6. Transfer foods to their appropriate locations as quickly as possible and store at proper food levels.
7. When Possible, 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.
8. Confirm vendor name, day and time of delivery.
9. 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.
10. Check the temperature of refrigerated foods.

PRODUCT BEING RECEIVED	TEMPERATURE
FROZEN FOOD	Frozen
REFRIGERATED FOOD	41°F or below (exceptions below)
Raw Eggs	45°F or below
Milk	45°F or below
Ice Cream	45°F or below

11. Record temperatures on invoice.
12. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
13. Check the integrity of food packaging.
14. Check the cleanliness of crates and other shipping containers before accepting products.
15. Reject foods that are shipped in dirty crates.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reject the following:
 - a. Frozen foods with signs of previous thawing
 - b. Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust
 - c. Punctured packages
 - d. Foods with out-dated expiration dates
 - e. Foods that are out of safe temperature zone

VERIFICATION:

Record the temperature and the corrective action on the delivery invoice. The Child Nutrition Services Director will verify that foodservice employees are receiving products using the proper procedure by visually monitoring the delivery invoices. The delivery invoices are kept on file for a minimum of 3 years.

Date Marking Ready-to-Eat, Potentially Hazardous Food

PURPOSE: To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness from *Listeria monocytogenes*.

INSTRUCTIONS:

1. Label all potentially hazardous foods that are prepared on-site and stored for more than 24 hours.
2. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held and/or stored for more than 24 hours.
3. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 5 days.
4. Packages of commercially processed, ready-to-eat foods, such as potato salad, tuna salad or deli meats must be used within 3 days from the date the package is open or used by the date stamped on the package, whichever is sooner.
5. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.

MONITORING:

A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

CORRECTIVE ACTION:

Foods that are not date marked or that exceed the 5-day time period will be discarded.

VERIFICATION:

The cafeteria manager will verify that foodservice employees are date marking foods daily.

Storing Refrigerated and Frozen Foods

PURPOSE: To prevent food borne illness by properly storing refrigerated and frozen foods.

INSTRUCTIONS:

1. Store all refrigerated foods at 40°F.
2. Store all frozen foods at 0°F or below.
3. 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.

Proper food storage

Order in which food should be refrigerated:

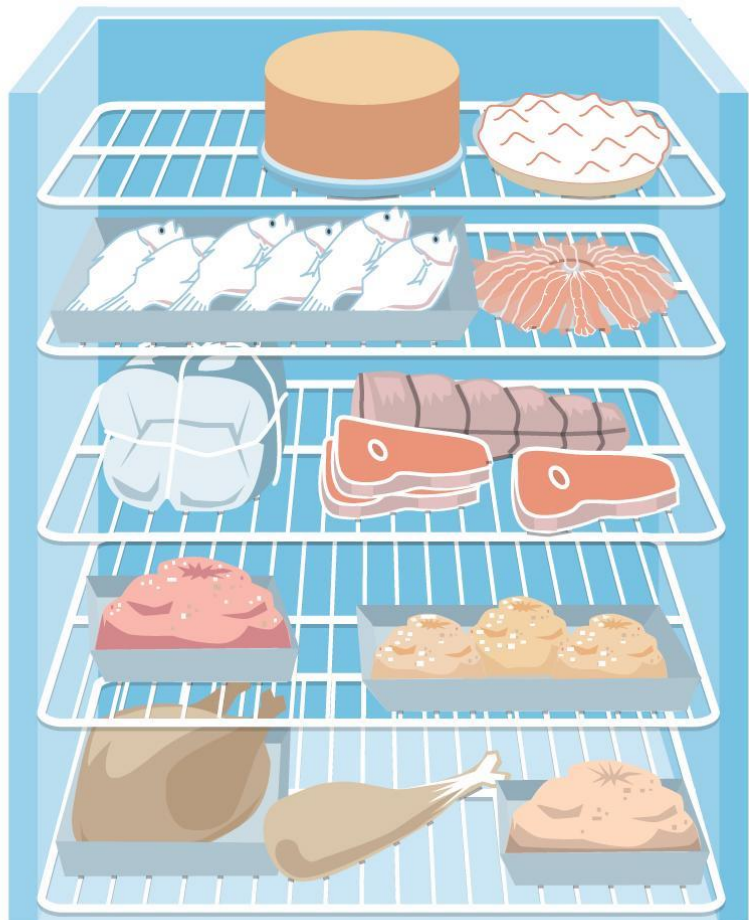
Ready-to-eat foods such as pie or cake.

Seafood such as whole fish or shrimp.

Whole cuts of meat such as roast beef or pork loin.

Ground meat and ground fish such as burger meat.

Whole and ground poultry



SOURCE: National Restaurant Association

DAVID BUTLER/GLOBE STAFF

Storing Dry Goods

PURPOSE: To prevent food borne illness by following the proper procedures for storing dry goods.

INSTRUCTIONS:

1. Record temperatures daily - storeroom temperature should be between 50°F and 70°F.
2. Store dry food away from walls and at least 6 inches off the floor.
3. Keep dry food out of direct sunlight.
4. Sweep the storeroom weekly.
5. Make sure storerooms are well ventilated.
6. Inspect regularly for signs of insects and /or rodent infestation. If droppings found, notify the head custodian.
7. Store dry food no closer than 18” from the ceiling.

VERIFICATION:

Daily Visual inspection of storage areas

Rotating Stock - FIFO

PURPOSE: To prevent food borne illness by following FIFO – *First In First Out* method of storing product of ensure that refrigerated, frozen and dry products are properly rotated.

INSTRUCTIONS:

1. Identify the products Use-By, Expiration or Preparation Date.
2. Upon delivery, date product before it is placed in storage.
3. Train employees to store products with earliest use dates in front or on top of products with later expiration dates.
4. Always pull products with earliest expiration date first.

VERIFICATION:

Cafeteria manager will monitor staff for appropriate rotation of inventory and retrain staff as needed.

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.

INSTRUCTIONS:

1. 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. Bimetallic, dial-faced stem thermometers and digital thermometers are acceptable for use.
2. Have food thermometers easily-accessible to foodservice employees during all hours of operation.
3. Clean and sanitize food thermometers using alcohol prep wipe before each use.
4. Store Thermometers by themselves in a soil free container
5. Calibrate thermometers weekly. If dropped, recalibrate the thermometer.

INSTRUCTIONS FOR CALIBRATING:

1. Child nutrition employees will use the ice-point method to verify the accuracy of food thermometers.
 - a. Insert the thermometer probe into a plastic or glass cup of crushed ice (75% ice, 25% water.)
 - b. Add enough cold water to remove any air pockets that might remain.
 - c. Allow the temperature reading to stabilize for 30 seconds.
 - d. Temperature measurement should be 32 °F (± 2 °F) [or 0 °C (± 1 °C)]. If not, adjust according to manufacturer's instructions or change batteries in digital thermometers.
 - e. Document the number of thermometers each week on Thermometer Calibration log.

VERIFICATION:

1. Child nutrition employees will record the calibration temperature on the Thermometer Calibration Log each time a thermometer is calibrated. The cafeteria manager will verify that child nutrition employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours.
2. The cafeteria manager will monitor good thermometer care, sanitizing methods and retrain as appropriate.

Thawing Potentially Hazardous Foods

PURPOSE: To prevent food borne illness by ensuring that all potentially hazardous foods are thawed properly to prevent bacterial growth and employee or equipment contamination. Dense foods must maintain an internal temperature of 41°F or below.

INSTRUCTIONS:

1. Refrigerator Thawing:
 - a. Allow sufficient thawing time for dense products.
 - b. Place frozen items on a serving tray on bottom shelf in the back of walk-in or reach-in refrigerator to prevent cross contamination.
 - c. Ground meat and poultry should be cooked with 48 hours of thawing. Red meat within 3-5 days.
 - d. Refrigerated thawed foods may be refrozen without cooking.

VERIFICATION:

The cafeteria manager will monitor the thawing procedures and train staff as needed.

Preparing Cold Foods

PURPOSE: To prevent food borne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation.

INSTRUCTIONS:

1. Wash hands prior to preparing foods.
2. Use clean and sanitized equipment and utensils while preparing food.
3. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils.
4. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
5. Prepare food in small batches.
6. Immediately return products to the refrigerator and document 1 salad; 1 sandwich in production log daily.

VERIFICATION:

The cafeteria manager will monitor cold food preparation and train staff as needed.

FRHC HACCP Based SOPs

Cooking and Reheating Potentially Hazardous Foods

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

INSTRUCTIONS:

1. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
2. Cook products to the following temperatures:

PROCESS	CRITICAL CONTROL POINT	CRITICAL LIMITS
NO COOK	Hot Holding	Hold at 140°F or above
	Cold Holding	Hold at 41° or below
SAME DAY	Cooking	Cook to Temp. & Time below
	Hot Holding	Hold at 140° or above
COMPLEX	Cooking	Cook to Temp. & Time below
	Cooling	Cool to 70°F within 2 hrs then to 41°F or below within an additional 4 hours
	Reheating	To 165° or above for 15 seconds
	Hot Holding	Hold at 140° or above

<u>COOKING</u>	<u>TEMP</u>	<u>TIME</u>
RTE Commercially prep foods	135°F	15 seconds
Fruits and Vegetables	135°F	15 seconds
Seafood	145°F	15 seconds
Beef/Pork/Ham Roasts	145°F	4 minutes
Fish Nuggets/Sticks	155°F	15 seconds
Egg/Steamtable	155°F	15 seconds
Poultry/ Stuffed Foods/ Soup	165°F	15 seconds
Reheated Foods/ Leftovers	165°F	15 seconds

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3. Take at least two (2) internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product, which usually is in the center. If item is too thin, stack product for proper reading.
 4. Take the temperature of each batch.

VERIFICATION:

1. The cafeteria manager will monitor cooking procedures and retrain staff as needed.
2. The Production Logs are to be kept on file for a minimum of 3 years.

Serving and Holding Hot and Cold Foods

PURPOSE: To prevent foodborne illness by ensuring that all potentially hazardous foods are held in a sanitary manner and under the proper temperature.

INSTRUCTIONS:

1. Prepare sanitizing bucket with several fresh clothes. These are to sanitize the line between meal periods and to clean up spills.
2. Once cloth is soiled, place in dry soiled-cloth bucket.
3. Preheat steam tables, dry heat wells and warming units.
4. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils.
5. Avoid touching ready-to-eat foods with bare hands and use proper utensils.
6. Handle plates and/or trays by the edge or bottom and utensils by the handles.
7. Store utensils with the handles up or by other means to prevent contamination.
8. Hold potentially hazardous food at the proper temperature and document on production log 2 times during meal service.
 - a. Hold hot foods at 135 °F or above
 - b. Hold cold foods at 41 °F or below
 - c. Foods held above 185°F create a burn hazard. Pull food from serving line and turn down warmers.
9. Serve food with clean and sanitized utensils.

VERIFICATION:

1. The cafeteria manager will monitor the storage and use of utensils during service and will monitor that food is being served in a manner that prevents contamination during all hours of service and retrain staff as needed.
2. The Production Logs are to be kept on file for a minimum of 3 years.

Cooling Potentially Hazardous Foods

PURPOSE: To prevent food borne illness by ensuring that all potentially hazardous foods are cooled properly. Dense food prepared and cooled to 40 °F within 4 hours.

INSTRUCTIONS

1. Prepare and cool food in small batches.
1. Chill food rapidly using an appropriate cooling method:
 - a. Place food in shallow containers no more than 2 inches deep and loosely covered on the top shelf in the back of the walk-in or reach-in cooler.
 - b. Stir the food in a container with an ice paddle.
 - c. Separate food into smaller or thinner portions.
 - d. Pre-chill ingredients and containers used for making bulk items such as salads.
 - e. Pre-chill empty pans to expedite the cooling of items.
2. Chill cooked, hot food from:
 - a. 135 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 135 °F to 70 °F within 2 hours.
 - b. 70 °F to 41 °F or below in remaining time. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6 hour cooling process.
3. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

VERIFICATION:

1. The cafeteria manager will monitor that employees are documenting cooling temperatures on the Production Log.
2. The Production Logs are to be kept on file for a minimum of 3 years.

Washing Fruits and Vegetables

PURPOSE: To prevent or reduce risk of foodborne illness or injury by contaminated fruits and vegetables.

INSTRUCTIONS:

1. Wash, rinse, and sanitize the food prep sink.
2. Wash all raw fruits and vegetables that are served whole or cut into pieces under running cold water. (Extra washing required for melons due to their being a potentially hazardous food)
3. Remove any damaged or bruised areas.
4. Individually packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.

VERIFICATION:

The cafeteria manager will monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation.

Responding to a Physical Hazard Complaint

PURPOSE: To correct any physical deficiency to maintain a safe working environment.

INSTRUCTIONS:

1. Notify the Director of Child Nutrition of complaint immediately
2. Gather data of physical hazard.
 - a. Identify if injury has occurred
 - b. Identify hazardous item or piece of equipment
 - c. Identify location of hazard
 - d. Record specifics of hazard
3. Seek immediate medical attention if necessary.
4. Immediately disconnect hazardous equipment and/or remove item from service.

CORRECTIVE ACTION:

1. Upon notification, immediately disconnect hazard and remove from service
2. Seek immediate medical attention as needed
3. Notify Child Nutrition Services of any complaint
4. Director of Child Nutrition Services will contact authorized service personnel for corrective action.
5. Complete incident/injury report form if needed
6. Complete maintenance work order if needed

Closing the Operation – End of School Year

PURPOSE: To assure proper cleaning, shut down, storage of all food, and kitchen equipment according to established Child Nutrition Service procedures.

INSTRUCTIONS:

1. Complete an attached “Kitchen/Cafeteria Closing Procedures” Form.
2. All building equipment will be cleaned and shut down according to district guidelines.

Year-End Cleaning Check List

Keep in mind, this is NOT intended for daily use

1. Clean all food preparation equipment with All purpose Cleaner, Rinse with clear water, & spray with Sanitizer. (Polish all stainless appliances)

- Bins
- Cabinets
- Drawers
- Food Prep Areas
- Can Openers
- Utility Carts
- Choppers
- Slicers
- Mixers
- Bakers Racks
- Storage Room Shelving
- Warmer
- Proofer
- Steam Table
- Steamer
- Trash Cans
- Garbage Disposal
- Cashier area
- Floor Drains

2. Spray interior and exterior with Germicidal Detergent, and Wipe clean.

- Hand Washing Stations
- Milk Box
- Salad Bar

3. Spray with Degreaser. Let Stand for a few moments, wipe off soil with damp cloth, Rinse with clear water & air dry.

- Oven
- Ventilation Hood
- Tilt Skillet

Glossary

All of the definitions in this glossary have been taken from the Food and Drug Administration document, Managing Food Safety: *A Manual for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments*.

APPROVED SOURCE means an acceptable supplier to the regulatory authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.

BACTERIA means single-cell microorganisms without distinct nuclei or organized cell structures.

CCP means Critical Control Point.

CONTAMINATION means the unintended presence in food of potentially harmful substances, including microorganisms, chemicals, and physical objects.

CONTROL MEASURE means any action or activity that can be used to prevent, eliminate or reduce an identified hazard. Control measures determined to be essential for food safety are applied at critical control points in the flow of food.

CORRECTIVE ACTION means an activity that is taken by a person whenever a critical limit is not met.

CRITICAL CONTROL POINT (CCP) means an operational step in a food preparation process at which control can be applied and is essential to prevent or eliminate a hazard or reduce it to an acceptable level.

CRITICAL LIMIT means one or more prescribed parameters that must be met to ensure that a CCP effectively controls a hazard.

CROSS-CONTAMINATION means the transfer of harmful substances or disease-causing microorganisms to food by hands, food-contact surfaces, sponges, cloth towels and utensils that touch raw food, are not cleaned, and then touch ready-to-eat foods. Cross-contamination can also occur when raw food touches or drips onto cooked or ready-to-eat foods. (135°F) that favors the growth of pathogenic microorganisms.

Glossary- Continued

EXCLUDE means to prevent a person from working as a food employee or entering a food establishment except for those areas open to the general public.

FOOD means raw, cooked, or processed edible substance, ice, beverage, chewing gum, or ingredient used or intended for use or for sale in whole or in part for human consumption.

FOOD ESTABLISHMENT means an operation at the retail or food service level, i.e., that serves or offers food directly to the consumer and that, in some cases, includes a production, storage, or distributing operation that supplies the direct-to-consumer operation. Refer to Chapter 1, Defining Retail Food and Food Service Industries, for examples.

FOOD PREPARATION PROCESS means a series of operational steps conducted to produce a food ready to be consumed.

FOODBORNE ILLNESS means sickness resulting from the consumption of foods or beverages contaminated with disease-causing microorganisms, chemicals, or other harmful substances.

FOODBORNE OUTBREAK means the occurrence of two or more cases of a similar illness resulting from the ingestion of a common food.

HACCP means Hazard Analysis and Critical Control Point.

HACCP PLAN means, for the purposes of this document, a written document that is based on the principles of HACCP and describes the procedures to be followed to ensure the control of a specific process or procedure.

HACCP SYSTEM means the result of implementing the HACCP principles in an operation that has foundational comprehensive, prerequisite programs in place. A HACCP system includes the HACCP plan and all prerequisite programs.

HAZARD means a biological, physical, or chemical property that may cause a food to be unsafe for human consumption.

Glossary- Continued

HAZARD ANALYSIS AND CRITICAL CONTROL POINT

(HACCP) means a prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food products.

INTERNAL TEMPERATURE means the temperature of the internal portion of a food product.

MEAT means the flesh of animals used as food including the dressed flesh of cattle, swine, sheep, or goats and other edible animals, except fish, poultry, and wild game animals.

MICROORGANISM means a form of life that can be seen only with a microscope; including bacteria, viruses, yeast, and single-celled animals.

MONITORING means the act of observing and making measurements to help determine if critical limits are being met and maintained.

OPERATIONAL STEP means an activity or stage in the flow of food through a food establishment, such as receiving, storage, preparation, cooking, etc

PATHOGEN means a microorganism (bacteria, parasites, viruses, or fungi) that causes disease in humans.

PERSONAL HYGIENE means individual cleanliness and habits.

Glossary- Continued

POTENTIALLY HAZARDOUS FOOD: means a food that is natural or synthetic and that requires temperature control because it is capable of supporting:

- the rapid and progressive growth of infectious or toxigenic microorganisms,
- the growth and toxin production of *Clostridium botulinum*, or
- in raw shell eggs, the growth of *Salmonella* Enteritidis; and

Includes foods of animal origin that are raw or heat-treated; foods of plant origin that are heat-treated or consists of raw seed sprouts, cut melons, and garlic in oil mixtures that are not acidified or otherwise modified at a processing plant in a way that results in mixtures that do not support growth of pathogenic microorganisms as described above.

PREREQUISITE PROGRAMS means procedures, including Standard Operating Procedures (SOPs), that address basic operational and sanitation conditions in an establishment.

PROCESS APPROACH means a method of categorizing food operations into one of three categories:

- Process 1: Food preparation with no cook step wherein ready-to-eat food is received, stored, prepared, held and served;
- Process 2: Food preparation for same day service wherein food is received, stored, prepared, cooked, held and served; or
- Process 3: Complex food preparation wherein food is received, stored, prepared, cooked, cooled, reheated, hot held, and served.

Glossary- Continued

READY-TO-EAT (RTE) FOOD means:

- raw animal foods that have been properly cooked;
- fish intended for raw consumption that has been frozen to destroy parasites;
- raw fruits and vegetables that are washed;
- fruits and vegetables that are cooked for hot holding;
- plant food for which further washing, cooking, or other processing is not required for food safety, and from which rinds, peels, husks, or shells, if naturally present, are removed;
- substances derived from plants such as spices, seasonings, and sugar; a bakery item such as bread, cakes, pies, fillings, or icing for which further cooking is not required for food safety;
- dry, fermented sausages, such as dry salami or pepperoni;
- salt-cured meat and poultry products, such as prosciutto ham, country-cured ham, and Parma ham; and
- dried meat and poultry products, such as jerky or beef sticks; and low acid foods that have been thermally processed and packaged in hermetically sealed containers.

RECORD means a documentation of monitoring observations and verification activities.

REGULATORY AUTHORITY means a federal, state, local, or tribal enforcement body or authorized representative having jurisdiction over the food establishment.

RESTRICT means to limit the activities of a food employee so that there is no risk of transmitting a disease that is transmissible through food and the food employee does not work with exposed food, clean equipment, utensils, linens, and unwrapped single-service or single-use articles.

RISK means an estimate of the likely occurrence of a hazard.

Glossary- Continued

RISK FACTOR means one of the broad categories of contributing factors to foodborne illness outbreaks, as identified in the Centers for Disease Control and Prevention (CDC) Surveillance Report for 1993-1997, that directly relates to foodborne safety concerns within retail and food service establishments. The factors are Food from Unsafe Sources, Inadequate Cooking Temperatures, Improper Holding Temperatures, Contaminated Equipment, and Poor Personal Hygiene.

SFA – School Food Authority

SEVERITY means the seriousness of the effect(s) of a hazard.

SOP means Standard Operating Procedure.

STANDARD OPERATING PROCEDURE (SOP) means a written method of controlling a practice in accordance with predetermined specifications to obtain a desired outcome.

TEMPERATURE MEASURING DEVICE means a thermometer, thermocouple, thermistor, or other device for measuring the temperature of food, air, or water.