

The Ranches Academy Health and Wellness Policy

Selections for meeting the
Requirements for the Child Nutrition and WIC Reauthorization Act

Rationale:

The link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and life long health and well-being. Healthy eating and physical activity are essential to reduce risk for many chronic diseases. Schools have a responsibility to help students learn, establish and maintain lifelong healthy eating and activity patterns. Well planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a health school environment, since school staff can be daily role models for healthy behaviors.

Goal

All students in The Ranches Academy shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in The Ranches Academy is encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, The Ranches Academy adopts this school wellness policy with the following commitments to nutrition education, physical activity, nutrition guidelines, other school based activities and implementations. This policy is designed to effectively utilize school and community resources to equitably serve the needs and interest of all students and staff, taking into consideration difference in culture.

Members of the Wellness Committee

The law requires the wellness committee to involve parents, students, and representatives of the school food authority, the school board, school administrators, and the public in the development of the school wellness policy.

The following individuals were involved with the creation of this policy:

Parents: Stephanie Colson, Susie Scherer and Angie Rasmussen

Students: Student Council

School Employees/Position or Title: Bryant Rogers, P.E. Teacher

Members of the School/Governing Board: Stephanie Colson, President

School Administrators: Susie Scherer, Director and Angie Rasmussen, Business Admin.

Public: N/A

Nutrition Education

The school cafeteria or eating area serves as a learning laboratory to support nutrition education through menu offerings and signage.

The school will provide education for students to help them learn skills needed to practice lifelong healthy eating.

The classroom, cafeteria and other school venues provide clear and consistent messages that explain and reinforce healthy eating and physical activity habits.

Promotion of Healthy Eating and Nutrition Guidelines

Encourage the increased consumption of a variety of healthy foods, including fruits, vegetables, whole grain and low fat dairy products.

Strive to improve student nutrition behaviors on the school campus; include an increase of healthier meal choices by students to include fruits, vegetables, whole grains, and low fat dairy products.

Serve school meals which meet the USDA nutrition standards for all meals as well as provide sufficient choices, including new foods and foods prepared in new ways to meet the taste preference of the students.

Designated lunch periods for all students offer sufficient time to enjoy eating healthy foods. Lunch periods will be scheduled near the middle of the school day when possible.

Students shall be encouraged to test healthy food items with which they are not familiar to promote behavior change and healthy school meal consumption,

Support healthy eating by utilizing the food service area as a learning laboratory to support classroom instruction through menu offerings and signs supporting healthy eating.

Promotion of Healthy Eating and Nutrition Guidelines

Classroom celebrations shall encourage healthy choices and portion control.

Set guidelines for refreshment served at parties, celebrations and meetings during the school day.

Offer skim or 1% milk fat beverage selection where 2% milk fat or whole milk fat beverages are available and encourage the consumption of lower fat options.

Provide student's opportunities to practice healthy habits – they can choose from an array of healthy food options, eat in relaxed and comfortable surroundings and enjoy daily physical activity.

Physical Activity

School should ensure that every student from kindergarten through twelfth grade receives regular, age appropriate quality physical education.

Provide within the school environment a safe enjoyable activity for all students including those who are not athletically gifted.

Provide, through physical education, safe and satisfying physical activity for all students, including those with special needs.

Provide for fitness education and assessment to help students understand and improve or maintain their physical well-being.

Promote the benefits of doing regular amounts of physical activity now and through life.

School should ensure that physical activity facilities on school grounds are kept safe and well-maintained.

Goals for Other School Based Activities

School should provide information to parents to help them promote and incorporate physical activity and healthy eating into their children's lives.

School should provide services to ensure that students with nutrition-related health problems are referred to appropriate services for counseling or medical treatment.

Dining room supervisory staff (teachers, aids, janitorial staff, etc.) shall receive appropriate training in how to maintain a safe, orderly, and pleasant eating environment

The person or people at the Local Educational Agency who are charged with the operational responsibility for ensuring that the school meets the local wellness policy is: Susie Scherer.

Staff as Role Models

Train staff that supervise student dining areas to encourage healthy eating patterns through a positive daily experience.

Offer opportunities and encouragement for staff to model healthy eating habits.

Develop strategies for teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing health eating and being physically active.

Food Safety/Food Security

All foods made available will comply with state and local food safety and sanitation regulations.

Implement Hazard Analysis and Critical Control Point (HACCP) plans and guidelines to prevent food illness in school.

All food service equipment and facilities must meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety

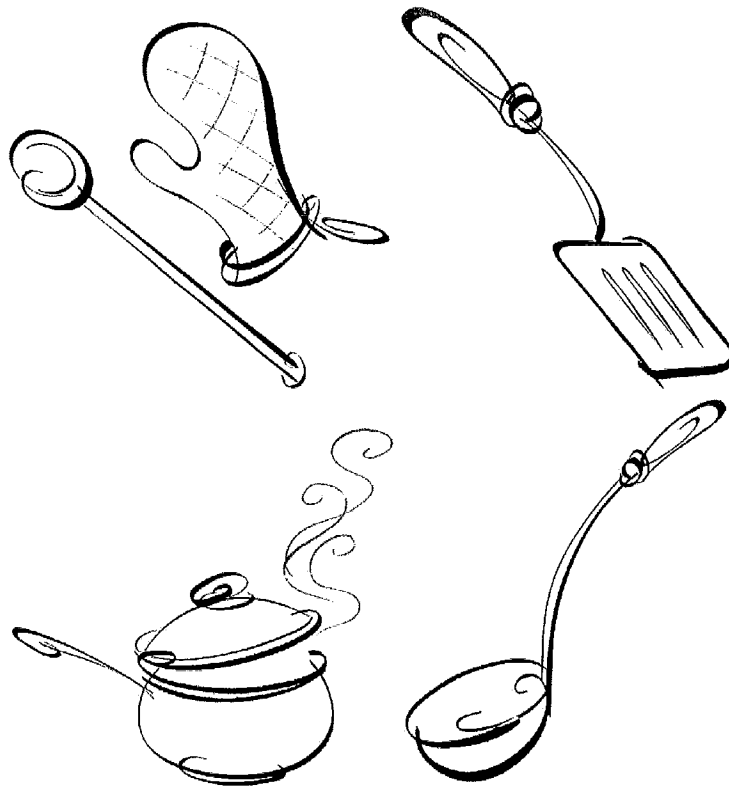
Measuring Implementation:

Conduct a review of the progress toward school wellness policy goals each year and identify areas for improvement.

Prepare and submit a yearly report to the school's administrators regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy as necessary.

Periodically assess how well the policy is being managed and enforced.

FOOD SAFETY PLAN USING HACCP PRINCIPLES



**School Food Safety Plan Based on the
Process Approach to HACCP Principles
Year Developed: 2009**

Food Safety Plan

School District: THE RANCHES ACADEMY

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Description of Program Overview and Facility:

School: The Ranches Academy

This program was developed May, 1st 2009 by

Angie Rasmussen, Food Service Supervisor and is intended for use at The Ranches Academy

Academy. The program follows the USDA guidance on developing a food safety program based on the Process Approach.

Average Daily Participation:

Breakfast:	N/A
Lunch:	150 meals

School Food Service Staff:

Manager (name):	Kim Brown
Staff (# of staff):	1

Menus:

Menus are available on our vendors website.

Signature: _____, School Food Service Director

Date: _____

Foodservice Equipment Inventory

Directions: Identify the type and quantity of foodservice equipment located in your facility.

Type	Quantity
Mixer, floor	_____
Mixer, counter	_____
Food Processor	_____
Walk-in Refrigerator	_____
Walk-in Freezer	_____
Reach-in Refrigerator	1
Reach-in Freezer	_____
Milk Cooler	_____
Ice machine	_____
Oven, Convection	_____
Holding Unit, cold	_____
Holding Unit, hot	1
Dishmachine (dishwasher)	_____
Food Bar	_____
Steamer	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Food Preparation Action Plan:

All food will be provided by a vendor and will be served the same day with no items being held over and served the next day.

Process #1 No Cook
 (Make copies of this sheet if needed)
Keep food at or below 41 °F Degrees.

Menu Item	Recipe Number	Controlling Hazards for Process #1
		Temperature controls: <ul style="list-style-type: none"> • Cold holding critical limit • 41°F or below SOPs: <ul style="list-style-type: none"> • Personal hygiene • Washing fresh fruits and vegetables • Limiting time in the temperature danger zone • Verifying receiving temperatures of food • Date marking of ready-to-eat food

Process #2 Same Day Service

(Make copies of this sheet if needed)

Cook to correct temperature. Hold and serve at 135 °F or above.

Menu Item	Recipe Number	Cooking Temperature	Controlling Hazards for Process #2
			Temperature controls: <ul style="list-style-type: none"> • Cooking to destroy bacteria & other pathogens • Hot holding or limiting time in the danger zone to prevent the growth of spore-forming bacteria SOPs: <ul style="list-style-type: none"> • Personal hygiene • Limiting time in the temperature danger zone • Verifying receiving temperatures of food • Proper storage of food

Correcting Problems

The food service manager will be responsible for implementing predetermined solutions to problems. Foodservice staff will be responsible for documenting problems and actions taken during the food preparation processes. Documentation will be kept for a minimum of one year. Employees and substitute staff will be trained on a continual basis in making the right decisions and the importance of finding and fixing problems. A list of common solutions to problems will be attached to this food safety plan and also may be included in standard operating procedures.

Training

Food service staff will be trained on a continuous basis to correct problems as necessary. Training will be conducted at the beginning of each school year. Training will also be done when standard operating procedures are violated. Documentation of training will be kept a minimum of one year. Guidance on the most common ways to correct specific problems will be listed in this food safety plan and will be posted in the kitchen.

Recordkeeping

All foodservice staff will be held responsible for recordkeeping duties as assigned. The foodservice manager will be responsible for making sure that critical information is being recorded and that records are filed in the proper place. Employees and substitute staff will be trained on recordkeeping. Recordkeeping procedures are outlined below and also may be included in standard operating procedures.

Recordkeeping Procedure

- All pertinent information on temperatures, times, and actions taken to correct problems will be kept on clip boards in the kitchen for easy use.
- All applicable forms will be replaced as needed.
- All completed forms will be filed in the manager's office.
- The foodservice manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- The foodservice manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

Record Keeping

Documentation

Documentation Schedule

Equipment Temperature Records

Receiving Logs
Cooler Logs
Thermometer Calibration

Immediately when received
Daily, beginning of day
Minimum monthly

Review Records

Food Safety Checklist
Manager's Checklist

Minimum weekly
Twice a year

Training Logs

Each individual or group training

Corrective Action Records

Each occurrence

Staff Responsibility:

All foodservice staff are responsible for recordkeeping duties as assigned.

Overall, the foodservice manager will be responsible for making sure that records are made and for filing records in the proper place.

Components of a Comprehensive Food Safety Program				
Directions: Complete the following information for each of your food service locations. Maintain this record for a minimum of 1 year. Make changes as appropriate to your program.				
Component	Location	Task Completed	Date	
Documented SOP				
No-Cook Process Worksheet	HACCP Binder, in kitchen			
Same Day Service Process Worksheet	HACCP Binder, in kitchen			
Monitoring	Manager's office			
Corrective Actions	Manager's office			
Record Keeping	Manager's office			
Verification	Manager's office			
Training	Manager's office			
Review of Food Safety Plan	Manager's office			

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record			
Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.			
Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Cleaning and Sanitizing Food Contact Surfaces	Food Safety Checklist Food Contact Surfaces Cleaning and Sanitizing Log	Kitchen staff Kitchen staff	Kitchen manager and Food Service director
Employee Health Policy	To be determined by school officials and State or local health department.		Kitchen manager and Food Service director

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued			
Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.			
Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Personal Hygiene	Food Safety Checklist	Kitchen staff	Kitchen manager and Food Service director
	Damaged or Discarded Product Log	Kitchen staff	

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued			
Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.			
Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Receiving Deliveries	Receiving Log	Kitchen manager	Kitchen manager and Food Service director
Serving Food	Food Safety Checklist	Kitchen staff	Kitchen manager and Food Service director

Using and Calibrating a Food Thermometer	Food Safety Checklist Thermometer Calibration Log	Kitchen staff Kitchen staff	Kitchen manager and Food Service director
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Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued

Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Using Suitable Utensils When Handling Ready-to-eat Foods	Food Safety Checklist	Kitchen staff	Kitchen manager and Food Service director
Using Time Alone as a Public Health Control	Food Safety Checklist	Kitchen staff	Kitchen manager and Food Service director
Washing Hands	Food Safety Checklist	Kitchen staff	Kitchen manager and Food Service director

SOP	Cleaning and Sanitizing Log	Cooking- Reheating Temperature Log	Cooling Temperature Log	Damaged or Discarded Product Log	Food Safety Checklist	Hot and Cold Holding Temperature Log	Production Log	Receiving Log	Thermometer Calibration Log
Cleaning and Sanitizing Food Contact Surfaces	X				X				

SOP	Cleaning and Sanitizing Log	Cooking- Reheating Temperature Log	Cooling Temperature Log	Damaged or Discarded Product Log	Food Safety Checklist	Hot and Cold Holding Temperature Log	Production Log	Receiving Log	Thermometer Calibration Log
Personal Hygiene				X	X				
Receiving Deliveries								X	
Serving Food					X				
Storing and Using Toxic Chemicals				X	X				

SOP	Cleaning and Sanitizing Log	Cooking- Reheating Temperature Log	Cooling Temperature Log	Damaged or Discarded Product Log	Food Safety Checklist	Hot and Cold Holding Temperature Log	Production Log	Receiving Log	Thermometer Calibration Log
Using and Calibrating a Food Thermometer					X				X
Using Suitable Utensils When Handling Ready-to-Eat Foods				X	X				
Using Time Alone as a Public Health Control					X				
Washing Hands					X				

Reviewing and Revising the Food Safety Program

The foodservice manager will review the school food safety program at the beginning of the school year and when any significant changes occur in the operation. The Food Safety Program Review Checklist included in this document will be used for the review.

Source: U. S. Department of Agriculture, Food and Nutrition Service. (June 2005). *Guidance for school food authorities: Developing a school foodservice program based on the process approach to HACCP principles.*

Food Safety Program Review Checklist

1. Documents to review

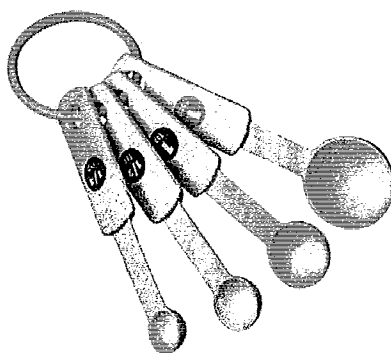
- ☐ Standard Operating Procedures
- ☐ Food Preparation Process Charts
- ☐ Control Measures in the Process Approach
- ☐ Correcting Problems

2. Monitoring recordkeeping. Choose at random one week from the previous four weeks.

Type of Record (SOP, Temperature Log, Correcting Problems, etc.)	Monitoring Frequency and Procedure (How often? Initialed and dated?)	Record Location (Where is record kept?)

Standard Operating Procedures

Develop/modify standard operating procedures to coincide with kitchen/district operations, and to meet health department requirements.



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 foodservice employees involved in cleaning and sanitizing food contact surfaces.

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train foodservice 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 *2001 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.

Cleaning and Sanitizing Food Contact Surfaces, continued

INSTRUCTIONS, continued:

MONITORING:

Foodservice 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.

Cleaning and Sanitizing Food Contact Surfaces, continued

CORRECTIVE ACTION:

1. Retrain any foodservice 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.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log. The foodservice manager will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice 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 foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

Holding Hot and Cold Potentially Hazardous Foods

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

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

KEY WORDS: Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

INSTRUCTIONS:

1. Train foodservice 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 *2001 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 potentially hazardous 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 Potentially Hazardous Foods SOP.
 - All cold potentially hazardous 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.

Holding Hot and Cold Potentially Hazardous Foods, continued

MONITORING, continued:

- Chill food in accordance with the Cooling Potentially Hazardous 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:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
 - 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. Repair or reset holding equipment before returning the food to the unit, if applicable.
 - Discard the food if it cannot be determined how long the food temperature was below 135 °F.
3. For cold foods:
 - 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:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Use a quick-chill unit like a blast chiller.
 - Stir the food in a container placed in an ice water bath.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
4. Repair or reset holding equipment before returning the food to the unit, if applicable.
5. Discard the food if it cannot be determined how long the food temperature was above 41 °F.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice 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.

Personal Hygiene

PURPOSE: To prevent contamination of food by foodservice employees.

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

KEY WORDS: 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 Employee Health Policy. (Employee health policy is not included in this resource.)
4. Report to work in good health, clean, and dressed in clean attire.
5. Wash hands properly, frequently, and at the appropriate times.
6. Employees use disposable tissues when coughing or sneezing and then immediately wash hands.
7. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
8. Avoid wearing artificial fingernails and fingernail polish.
9. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
10. Do not wear any jewelry except for a plain ring such as a wedding band.
11. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
12. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
13. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
14. Taste food the correct way:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
 - Wash hands immediately.
15. Wear suitable and effective hair restraints while in the kitchen.

MONITORING:

- A designated foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP.
- The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

Personal Hygiene, continued

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. The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log. The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 1 year.

Serving Food

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

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

KEY WORDS: Cross-Contamination, Service

INSTRUCTIONS:

1. Train foodservice 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 potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
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 potentially hazardous foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Foods, and Cooling Potentially Hazardous Foods SOPs.

MONITORING:

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

Serving Food, continued

CORRECTIVE ACTION:

1. Retrain any foodservice 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, Potentially Hazardous Foods; Cooling Potentially Hazardous Foods; and Holding Hot and Cold Potentially Hazardous Foods SOPs.

VERIFICATION AND RECORD KEEPING:

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

Storing and Using Poisonous or Toxic Chemicals

PURPOSE: To prevent foodborne illness by chemical contamination.

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

KEY WORDS: Chemicals, Cross-Contamination, Contamination, Material Safety Data Sheet

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Designate a location for storing the Material Safety Data Sheets (MSDS).
4. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the MSDS.
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 *2001 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *2001 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:

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

Storing and Using Poisonous or Toxic Chemicals, continued

CORRECTIVE ACTION:

1. Retrain any foodservice 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 foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. Foodservice 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 foodservice 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.

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 foodservice employees who prepare, cook, and cool food.

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train foodservice 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:
 - 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.
 - 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.
 - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
4. Have food thermometers easily-accessible to foodservice 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.

MONITORING:

1. Foodservice 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.
2. To use ice-point method:
 - Insert the thermometer probe into a cup of crushed ice.
 - Add enough cold water to remove any air pockets that might remain.
 - Allow the temperature reading to stabilize before reading temperature.
 - Temperature measurement should be 32 °F (± 2 °F) [or 0 °C (± 1 °C)]. If not, adjust according to manufacturer's instructions.

Using and Calibrating Thermometers, continued

MONITORING, continued

3. To use boiling-point method:
 - Immerse at least the first two inches of the probe into boiling water.
 - Allow the temperature reading to stabilize before reading temperature.
 - 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.
4. Foodservice employees will check the accuracy of the food thermometers:
 - At regular intervals (at least once per week)
 - If dropped
 - If used to measure extreme temperatures, such as in an oven
 - Whenever accuracy is in question

CORRECTIVE ACTION:

1. Retrain any foodservice 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:

Foodservice 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 foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours. The foodservice manager will review and initial the Calibration Log daily. The Calibration Log will be kept on file a minimum of 1 year. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods

PURPOSE: To prevent foodborne illness by ensuring that potentially hazardous foods are not held in the temperature danger zone for more than 4 hours before being cooked or served.

SCOPE: This procedure applies to foodservice employees that handle, prepare, cook, and serve food.

KEY WORDS: Temperatures, Holding, Time As a Public Health Control

INSTRUCTIONS:

1. Train foodservice 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 *2001 FDA Food Code*, establish written procedures that clearly identify the:
 - Specific foods for which time rather than temperature will be used to limit bacteria growth.
 - Corrective procedures that are followed to ensure that foods are cooled properly. Refer to the Cooling Potentially Hazardous Foods SOP.
 - Marking procedures used to indicate the time that is 4 hours past the point when the food is removed from temperature control, such as an oven or refrigerator.
 - Procedures that are followed when food is in the danger zone for greater than 4 hours.
4. Cook raw potentially hazardous food within 4 hours past the point when the food is removed from temperature control.
5. Serve or discard cooked or ready-to-eat food within 4 hours past the time when the food is removed from temperature control.
6. Avoid mixing different batches of food together in the same container. If different batches of food are mixed together in the same container, use the time associated with the first batch of food as the time by which to cook, serve, or discard all the food in the container.

MONITORING:

1. Foodservice employees will continually monitor that foods are properly marked or identified with the time that is 4 hours past the point when the food is removed from temperature control.
2. Foodservice employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods, continued

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The foodservice manager will verify that foodservice employees are following this procedure by visually monitoring foodservice employees and food handling during the shift. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

Washing Hands

PURPOSE: To prevent foodborne illness by contaminated hands.

SCOPE: This procedure applies to anyone who handle, prepare, and serve food.

KEY WORDS: Handwashing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
6. Keep handwashing sinks accessible anytime employees are present.
7. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
8. Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.

Washing Hands, continued

INSTRUCTIONS, continued:

9. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
 - Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

1. A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

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

RECORDING LOGS

Logs must be readily available for staff to complete.



Employee Food Safety Training Record

(Who, when, what)

Directions: Use this prototype form, or your own form with the same information, to record food safety training provided to employees. Maintain this record for a minimum of 1 year.

Date:

Location:

Agenda items:

Training materials:

Employee sign in:

Correcting Problems

Directions: Indicate the date the problem occurred. Provide a description of the problem and the activities implemented to correct the problem.

Date	Problem	Action Taken

Receiving Log

Instructions: Use this log for deliveries or receiving foods from a central kitchen. Record any temperatures and corrective action taken on the Receiving Log. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring foodservice employees and receiving practices during the shift and reviewing the log daily. Maintain this log for a minimum of 1 year.

Date	Time	Vendor or School	Product Name	Temperature	Corrective Action Taken	Initials/Date	Manager Initials/Date

Thermometer Calibration Log

Instructions: Foodservice employees will record the calibration temperature and corrective action taken, if applicable, on the Thermometer Calibration Log each a time thermometer is calibrated. The foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of employee activities during all hours of operation. The foodservice manager will review and initial the log daily. Maintain this log for a minimum of 1 year.

[illegible]

FOOD SAFETY CHECKLIST

Date _____
 Observer _____

The school foodservice manager will review the school food safety program at the beginning of each school year and when any significant changes occur in the operation. The Food Safety Program Review Checklist included in this document will be used for the review.

Directions: Complete the checklist monthly. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference. The corrective action is to be recorded using the form provided and attached to this sheet.

PROCEDURE:	Yes	No
PERSONAL HYGIENE (SOP)	<input type="checkbox"/>	<input type="checkbox"/>
HAND WASHING (SOP)	<input type="checkbox"/>	<input type="checkbox"/>
USING AND CALIBRATING THERMOMETERS (SOP)	<input type="checkbox"/>	<input type="checkbox"/>
CLEANING AND SANITIZING (SOP)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
REFRIGERATOR, FREEZER, AND MILK COOLER		
• Thermometers are available and accurate.	<input type="checkbox"/>	<input type="checkbox"/>
• Temperature is appropriate for pieces of equipment.	<input type="checkbox"/>	<input type="checkbox"/>
• Food is stored 6 inches off floor or in walk-in cooling equipment.	<input type="checkbox"/>	<input type="checkbox"/>
• Refrigerator and freezer units are clean and neat.	<input type="checkbox"/>	<input type="checkbox"/>
• The FIFO (First In, First Out) method of inventory management is used.	<input type="checkbox"/>	<input type="checkbox"/>
• Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.	<input type="checkbox"/>	<input type="checkbox"/>

FOOD STORAGE AND DRY STORAGE

- Temperature of dry storage area is between 50°F and 70°F or State public health department requirement. ☐ ☐
 - All food and paper supplies are stored 6 to 8 inches off the floor. ☐ ☐
 - ☐ ☐
 - All food surfaces are clean. ☐ ☐
 - Chemicals are clearly labeled and stored away from food and food-related supplies. ☐ ☐
 - There is a regular cleaning schedule for all food surfaces. ☐ ☐
 - Food is stored in original container or a food grade container. ☐ ☐
-

GARBAGE STORAGE AND DISPOSAL

- Kitchen garbage cans are clean and kept covered. ☐ ☐
 - Garbage cans are emptied as necessary. ☐ ☐
 - Boxes and containers are removed from site. ☐ ☐
 - Loading dock and area around dumpster are clean. ☐ ☐
 - Dumpsters are clean. ☐ ☐
-

PEST CONTROL

- Outside doors have screens, are well-sealed, and are equipped with a self-closing device. ☐ ☐
- No evidence of pests is present. ☐ ☐
- There is a regular schedule of pest control by a licensed pest control operator. ☐ ☐