



School Food Safety Program

**Process Approach
Based on the
HACCP Principles**

In Compliance with USDA Guidance

School Year 2005 - 2006

School Year 2017-2018

Revised February 2018

By Linda Hass

**School Food Safety Program:
Process Approach Based on the HACCP Principles**

Table of Contents

Section 1: Introduction and Purpose

- Description of Program Overview and Facility
- Food and Nutrition Service Policies
- Overview of Hazard Analysis Critical Control Point (HACCP)

Section 2: Standard Operating Procedures (SOPs)

- Develop, Document in Writing, and Implement SOPs

Section 3: Analyze the Hazards

- Identify and Document in Writing All Menu Items According to the Process Approach to HACCP

Section 4: Control Points and Critical Control Points

- Identify and Document Control Measures and Critical Limits

Section 5: Monitoring Procedures

- Establish Monitoring Procedures –
Food Sanitation and Safety Checklist

Section 6: Corrective Action, Verification and Documentation

- Establish Corrective Actions
- Record Keeping - Forms
- Review and Revise Your Overall Food Safety Program Periodically – Manager's Checklist

Section 7: Training

Section 8: References and Resources

**School Food Safety Program:
Process Approach Based on the HACCP Principles**

SECTION 1

Introduction and Purpose

Ogilvie Public Schools shall implement a School Food Safety Program for meals served to children that complies with the Hazard Analysis Critical Control Point (HACCP) Principles and conforms to guidance issued by the United States Department of Agriculture (USDA) by no later than the end of the 2005-2006 School Year, created by Linda Hass. Revised in February 2018, by Linda Hass. Please refer to the next two pages of this Introduction to review the USDA requirement and the Public Law 108-265, Sec. 111 Food Safety.

The purpose of a school food safety program is to ensure the delivery of safe foods to children in the school meals program by controlling hazards that may occur or be introduced into foods anywhere along the flow of the food from receiving to service (food flow). An effective food safety program will help control food safety hazards that might arise during all aspects of food service (receiving, storing, preparing, cooking, cooling, reheating, holding, assembling, packaging, transporting and serving).

There are two types of hazards: 1) ones specific to the preparation of the food, such as improper cooking for the specific type of food (beef, chicken, eggs, etc.) and 2) nonspecific ones that affect all foods, such as poor personal hygiene. Specific hazard areas can be controlled by identifying Critical Control Points (CCPs) and implementing measures to control the occurrence or introduction of those hazards. Developing and implementing SOPs will control nonspecific hazards. Ogilvie Public Schools Food Safety Program shall control both specific and nonspecific hazards and consist of SOPs and a written plan for applying the basic HACCP principles.

Head Cooks/Managers within the Ogilvie Public School hold Food Manager Certification through the Minnesota Department of Health, thus the assumption will be that basic food safety practices are already known. The Certified Food and Nutrition Services Head Cook/Manager is expected to practice "Active Managerial Control". The Food and Drug Administration (FDA) defines Active Managerial Control as the implementation and supervision of food safety practices to control risk factors by the Person-In-Charge.

Following a brief overview of HACCP, and Food Safety Policies, the Ogilvie Public Schools Food Safety System will be outlined. For additional HACCP and ServSafe information and resources, please refer to the References and Resource section on the last page of the manual, in Section 8.

OGILVIE PUBLIC SCHOOLS

Description of Program Overview and Facility

The School Food Safety Program: Implementation Strategies for Using the HACCP Approach Manual was developed in the winter by Linda Hass, Director of Food and Nutrition Services for the Ogilvie Public Schools. The program follows the USDA guidance for developing a food safety program based on the Process Approach to HACCP. All standards in this food safety program are based on recommendations in the 2001 FDA Food Code and the 1998 Minnesota Food Code, Chapter 4626.

Ogilvie Public Schools 2017 - 2018

School Food and Nutrition Services Staff

- 1....Head Cook/Director of Food and Nutrition Services/Baker 9.5 hours
- 1....Food and Nutrition Services Free and Reduced Paperwork (part-time/hours per year)
- 1....Special Diet Cook, Scanner Operator, Breakfast, Kitchen Helper 8 hours
- 1....Main Dish Cook, Kitchen Helper 8 hours
- 1....Fruits & Vegetable Cook, Breakfast Scanner Operator, Kitchen Helper 8 Hours
- 1....Kitchen Helper 5 hours
- 1....CACFP Prep and Serve 3.5 hours
- 1....Dishwasher 2.5 hours

Kitchen Equipment

- 1 - Mixer
- 1 - Slicer
- 1 - Walk-in Cooler
- 2 – Pass thru Refrigerator
- 1 - Walk-in Freezer
- 4 - Convection Oven
- 1 - Tilt Braising Pans
- 1 - Stove Top/Oven
- 4 - Hot Holding Cabinets
- 2 – Heated Serving Counters
- 2 - Refrigerated Serving Counters
- 1 – Milk Cooler
- 2 - Dishmachines
- 1 –Two Compartment Sink

Menu

Monthly Cycle K- 12 with Recipes/Instructions in Kitchen

POLICIES

TITLE: FOOD SAFETY PROGRAM
SECTION: Food Safety
APPLIES TO: All Food and Nutrition Services Staff
DATE: Revised February 2018 by Linda Hass
PAGE: 1 of 3

Policy:

It is the policy of this department to operate so that there is complete assurance that our students, staff and other customers will receive optimum nourishment and will not be made ill from our food or be injured by a foreign object in our food. Each employee is responsible for following safe food handling and sanitation procedures, alerting their supervisor of concerns.

- External groups that use the school kitchen must do so under the supervision of a food safety certified Food and Nutrition Services employee designated by the Food and Nutrition Services Director and must purchase food from approved sources.
- When external caterers are used, the safety of food purchased is the responsibility of the caterer and the party responsible for serving the food.
- All Food and Nutrition Services Staff will receive annual training on Food Safety.
- The Food and Nutrition Services department will have a HACCP Food Safety Program.
- The Director of Food and Nutrition Programs and the district's Facilities Coordinator must approve use of kitchen facilities.

Procedure:

In order to achieve this operating standard, we will be guided by the Food and Drug Administration's Foodservice Sanitation recommended ordinance, our local state and county rules, and our Hazard Analysis Critical Control-Based, Food Safety Policy, Procedures, and Food Safety System Manual. No one will perform a food handling preparation task until they have been trained by the Director, Head Cook, or designated employee in that they know the hazards and can demonstrate safe procedures.

All persons will follow this four-step Quality Assurance cycle: In performing tasks, you will first PLAN what you will do and how it can be done safely. Second, you will ORGANIZE and make sure you can do each task correctly. Third, you will OPERATE, doing tasks according to the procedures and standards of this manual. Fourth, you will immediately CHECK AND RECORD, as appropriate, that you have met standards at each step in the tasks you perform.

If you do not know how to do a food preparation task safely, you will stop, ask, and then be taught to do it correctly by your supervisor or person designated by the supervisor. In case of a mistake, you will take any necessary action immediately to assure that customers or other employees are not injured. You must stop and report potentially hazardous food handling practices, potentially hazardous conditions, or potentially hazardous foods to a supervisor immediately. Supervisors need to be informed as soon as possible if a situation is not corrected and there is still a hazard.

The measurement data from step four will be used to decide how tasks and steps can be improved in the next operating cycle, of the menu, with a higher degree of Quality Assurance and risk avoidance.

THE HAZARD ANALYSIS CRITICAL CONTROL POINT PROGRAM (HACCP)

Introduction:

The Ogilvie Public School's Food and Nutrition Services Department, food industry and various government agencies have the shared responsibility of assuring that food provided to the customer is of high quality, microbiologically safe and does not become a vehicle for transmission of a disease outbreak or the transmission of a communicable disease.

Food and Nutrition Services will:

1. Utilize a HACCP plan for the receipt, production, delivery, serving and storing of all foods. All food service personnel will follow this plan.
2. Designate and train personnel on how to handle customer complaints of foodborne illness or injury.
3. Designate and train personnel to remove from service, or recall, any food suspected of causing a foodborne illness.
4. Notify and cooperate with public health officials if there is any possibility that food produced by the facility was responsible for a foodborne illness.
5. Provide training to employees on policies and procedures and provide access to the Policies, Procedures and Food Safety System Manual.
6. Utilize a continuous quality assurance program. This program will be known as P.A.C.E. (Plan, Apply, Check and Evaluate). All employees responsible for performing food production tasks will follow this process:

Plan: What they will do, when, where, and how it can be done safely.

Apply: Learn, and or be trained, to perform each task correctly according to established procedures and standards.

Check: Immediately check that they have met standards. In case of a mistake, employees will immediately take any necessary action to assure that customers receive quality products. Employees will be instructed to stop and report potentially hazardous food handling practices, conditions or foods to their supervisor. The supervisor, in a team approach, will resolve the problem. HACCP guidelines and our quality standards will be used in the problem solving approach. The problem, process, outcome and follow-up will be documented and retrained.

Evaluate: Employees shall make suggestions to supervisors as to how tasks and steps can be improved in the next operating cycle of the menu with a higher degree of quality assurance. Customer feedback will be solicited to assure their expectations are met.

SECTION: Food Safety Program – Food Safety
APPLIES TO: All Food and Nutrition Services Staff
DATE: Revised February 2018 by Linda Hass
PAGE: 3 of 3

THE HACCP-BASED CONTINUOUS QUALITY MANAGEMENT HACCP AND PACE PROCESS

The Ogilvie Public Schools' Food and Nutrition Service will operate a HACCP-Continuous Quality Management Program. This includes:

1. **Open Communication.** We will:
 - a. Train Cooks/Cahiers in personal interaction skills.
 - b. Inform employees of quality problems.
 - c. Ensure that employees accept responsibility for their quality performance, or lack of quality performance.
 - d. Encourage employee teams to address quality problems in their work areas.

2. **Operating System Improvement.** We will:
 - a. Address critical prevention issues.
 - b. Standardize operating procedures.
 - c. Train.
 - d. Manage production flow.

3. **Customer Feedback Systems.** We will:
 - a. Develop a system to ensure that customer concerns are well defined.
 - b. Relate in-house indicators to customer concerns.
 - c. Develop feedback systems to monitor performance with customers.
 - d. Use customer field-testing of major product changes (taste testing).

4. **Key Quality and Productivity Indicators.** We will:
 - a. Implement a system to monitor, over time, all safety and quality product concerns.
 - b. Implement a system to identify sources of operating process variability. Key indicators include: preventive maintenance, equipment downtime, and causes of lost production, and time.

5. **Problem-Solving Teams.** We will:
 - a. Form a team of Food and Nutrition Services Staff to address key problems.
 - b. Use a problem analysis system to solve problems.

6. **Process Relationships.** We will:
 - a. Maintain process flow diagrams that identify the processes that potentially contribute to hazard and quality variability.

7. **Incoming Material Defect Prevention System.** We will:
 - a. Seek to establish single-source, long-term vendor relationships, whereby each of our suppliers becomes a partner with us in meeting the needs, wants, and expectations of our customers.

TITLE: RIGHT TO KNOW (ETK) ACT

SECTION: Safety and Sanitation

APPLIES TO: All Food and Nutrition Services Staff

DATE: Revised February 2018 by Linda Hass

PAGE: 1 of 3

Policy: Each employee will know:

- That there is a Right to Know (RTK) Act that protects them.
- The location of the Material Safety Data Sheets with RTK Information.

Procedures:

The Right to Know Act: Rights, Responsibilities and Procedures for Minnesota Schools are listed on pages 2 and 3 of this policy. The Material Safety Data Sheets (MSDS) relevant to the Food and Nutrition Services operations will be available within each kitchen.

Each Employee:

Know Your Hazards:

- Know what is in your storeroom.
- Be alert to signs of hazards – leaking containers, spills, and smells (Staff complaining of physical discomfort, such as burning eyes, upset stomachs, headaches, itchy skin, and so forth. Know whom you are to report a hazard condition to (Head Cook/Director). Discuss emergency procedures for various situations. If you need assistance, use appropriate words, such as FIRE, EMERGENCY-Hand Trapped, EMERGENCY-clothing caught. Know the emergency procedures for all equipment you are using. If there is a spill, etc. take precautions to block off area, inform supervisor, and look up proper procedure for handling. Know where the First Aid Center and Fire Extinguisher are located.

Handle Your Hazards Properly:

- Store properly.
- Mix in proper concentrations – more is not better. Example: ½ to 1 Tbsp. chlorine bleach per gallon – never more.
- Keep in labeled containers (the original ones) until use. Label your sanitizer containers.
- Never mix chemicals unless instructed to do so. This is not only for safety but also for proper functioning of the chemical. Do not mix chlorine in sudsy water. Soap lessens effectiveness of chlorine as a sanitizer. Chlorine is not needed in your wash water. ***Be ware that mixing can be inadvertent. Example: you may pour something down the drain, and then someone else comes along and pours something down the drain, causing a mixing to occur in the drain. Be sure to dilute the solution with running water. Another example: If you have been delimiting the dishmachine, make sure that the dishmachine is rinsed properly before leaving because the next person that comes along may not know that.***

Reduce Your Hazards and Therefore Your Risk:

- If certain products are not being used, the Head Cook/Manager should have them returned.
- Do not bring things from home.

Each new employee is to sign a statement and return it to WEAC indicating he/she is aware of the RTK Act and the location of Material Safety Data Sheets.

WHAT IS THE EMPLOYEE RIGHT TO KNOW ACT?

The 1983 Minnesota Legislature felt that employees had a right to know what, if any hazardous substances or harmful physical agents they are exposed to in their workplaces. Employees also need to be trained on the safe and appropriate use of hazardous substances. Effective January 1, 1985, Minnesota schools are required to provide information and training for employees who may be “routinely exposed” to hazardous substances in their workplaces.

HOW DO I OBTAIN INFORMATION ON THESE HAZARDOUS SUBSTANCES?

An employee has a right to written information on identified hazardous substances and harmful physical agents. This information is available in your workplace as “Material Safety Data Sheets”.

If you are concerned about a substance that you are required to work with, information is provided in the “Material Safety Data Sheet” manual, which is located in your workplace. For the specific location, contact your Head Cook/Manager or the Director of Health and Safety. An employee should become familiar with the manual to access information. To locate a product, look up the product name or chemical name in the manual. The manual will also provide information on health concerns and directions for obtaining more specific information on the product.

EMERGENCY FIRST AID information is provided with the Material Safety Data Sheets; however, if you have a dangerous situation, professional medical attention is always the safest procedure. If you have a medical emergency, call 911.

WHAT ARE MY RIGHTS UNDER THE EMPLOYEE RIGHT TO KNOW ACT?

First of all, an employee has a right to a safe work environment. In 1973, the Minnesota Occupational Safety and Health Act provided protection for employees from unsafe working conditions. The Employee Right to Know Act relates to an employee’s “**right to information**”. After a workplace evaluation an employer must provide employees with information concerning the hazardous substances to which they are routinely exposed.

An employee who reasonably believes that an assigned task may pose an imminent danger of death or serious physical harm may exercise the RIGHT TO REFUSE WORK, if no reasonable alternative is provided. The employee must, however, request the employer to correct the hazardous condition.

An employee who refuses in good faith to perform an assigned task will receive pay for that task if the employee is not reassigned to other tasks by the employer and the employee requests (within 24 hours) that the Commissioner of Labor and Industry inspect and determine the nature of the hazard and the Commissioner determines that the employee would have been placed in imminent danger by performing the task.

An employee who refuses in good faith to work with a hazardous substance or harmful physical agent because that employee has not been provided with required training or information and has not been reassigned to other tasks, will receive pay for the task performed if the employee requests (within 24 hours) the Commissioner of Labor and Industry to inspect and determine if a hazardous condition exists, and the Commissioner determines the employer failed to provide required training or information prior to the employee’s assignment to the work area.

AS AN EMPLOYEE, WHAT MUST I DO TO COMPLY WITH THE LAW?

An employee must comply with all occupational safety and health standards, rules, regulations and orders that apply to their own actions or conduct on the job. Beyond compliance, an employee may want to familiarize him/herself with the location of the MSDS Sheets, meaning of labels and the health information provided in his/her work area. It is always a good idea to wear protective equipment when using potentially harmful substances; guidance is provided in the MSDS Manual.

WHO'S RESPONSIBLE FOR ENFORCEMENT OF THE ACT?

The Department of Labor and Industry is the responsible agency for administering the Minnesota Occupational Safety and Health Act. That department issues occupational safety and health standards and requires its investigators to conduct job site inspections to insure compliance with the requirements of the Act.

WHAT DO I DO IF I BELIEVE MY WORK AREA IS UNSAFE OR HEALTHY?

Common sense would indicate that your concerns be shared with your supervisor and/or employer; however, if you do not feel you've been adequately trained or informed, you (or your representative) have the right to file a complaint with the Department of Labor and Industry to request an inspection of your workplace. The Department will withhold the names of the employees filing the complaint upon the requests of those employees.

Employees shall not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising any of their rights under the Act. Any employee who believes that he/she has been so discriminated against may file a complaint with the Department of Labor and Industry within 30 days of the alleged discrimination.

WHAT WILL HAPPEN IF I FILE A COMPLAINT?

The Act requires that a representative of the employer and an authorized representative of the employee be given the opportunity to accompany the Occupational Safety and Health Investigator for the purpose of aiding the inspection. The authorized employee representative, by participating in the inspection, shall not lose any privilege or payment that would have been otherwise earned. The authorized employee representative shall be given the opportunity to participate in any conference or discussion held prior to or during any inspection.

Where there is no authorized employee representative available, the investigator shall consult with a reasonable number of employees concerning safety and health conditions in the workplace. A report will be filed, and the employee will be informed of the inspection results.

WHAT WILL HAPPEN IF THE INSPECTOR FINDS MY EMPLOYER VIOLATED THE ACT?

If, upon inspection, the Department of Labor and Industry believes an employer has violated the Act, a citation alleging such violations will be issued to the employer with reasonable promptness. Each citation will specify a time period within which the alleged violation must be corrected.

A citation proposed penalty issued to the employer must be posted immediately and prominently displayed at or near the place of the alleged violation for 15 days or until it is corrected, whichever is later. In the event that an investigator finds a condition or practice in any place of employment, which presents substantial probability of fatality or serious physical harm, the investigator shall, after consultation with the commissioner, issue an order which prohibits such practices until corrected; the order shall remain in effect for a maximum of 72 hours.

This Act provides for mandatory penalties against employers of up to \$1000 for each serious violation and for optional penalties of up to \$1000 for each non-serious violation. Penalties of up to \$1000 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed penalties up to \$10,000 for each violation. Additionally, criminal penalties are provided for in the Act. Any willful or repeated violation may be punishable by a fine of not more than \$10,000 or by imprisonment for no more than six months, or both. Conviction of an employer after a first conviction doubles these maximum penalties.

I'D LIKE TO FIND OUT MORE INFORMATION ABOUT THE EMPLOYEE RIGHT TO KNOW ACT

If you would like more information or assistance regarding the Employee Right to Know Act or its enforcement, please contact your Health and Safety Coordinator, 214-6072; the Institute for Environmental Assessment, 2820 Verndale Avenue, Anoka, MN 55303, 427-5310; or the Occupational Safety and Health Division, Department of Labor and Industry, 444 Lafayette Road, St. Paul, MN 55101, 296-2216.

TITLE: HEALTH DEPARTMENT VISITS AND REGULATIONS

SECTION: Safety and Sanitation
APPLIES TO: All Food and Nutrition Services Staff
DATE: Revised February 2018 by Linda Hass
PAGE: 1 of 1

Policy: The Food and Nutrition Services Department shall adhere to Minnesota Food Code. Personnel will cooperate fully with inspectors when they visit the facilities.

Procedure: HEALTH DEPARTMENT VISITS

Schools:

The kitchen and cafeteria are inspected 2 times a year by the MDH (Minnesota Department of Health) Health Inspector (Sanitarian).

Food and Nutrition Services Head Cooks, Second Cooks and Food Service Assistants are expected to cooperate fully with the inspection during the visit.

The Food Service Director will accompany the inspector through the kitchen and storage areas.

Inspectors may check food, equipment, freezers, coolers, storage areas, and the Compliance with health department policy.

If an inspector finds a questionable situation, try to correct immediately, while the inspector is still there. For example, if food particles are found on a "clean" pan, take the pan to the sink or dishmachine. If you can't correct it immediately, write it down and tell the inspector that you will take care of it.

When the inspector is done, you may be given or sent a report, which documents any violations, or problems found in your kitchen. If the action requires a work order, the Director of Food and Nutrition Services will generate.

Head Cooks should indicate any action they can take care of immediately. Sign it, date and send all pages to the Director of Food and Nutrition Services, WEAC.

REGULATION

Food and Nutrition Services adheres to the Minnesota Food Code, MR ch 4626, September 8, 1998.

The Head Cook who supervises the kitchen operations are required to have a current Food Manager Certificate, in addition to the Second Cook, issued by the Minnesota Department of Health.

At Ogilvie Public School we ask that all food service workers work to achieve a certificate.

TITLE: CATERING AND USE OF KITCHENS

SECTION: Cafeteria Operations

APPLIES TO: All Food and Nutrition Services Staff

DATE: Revised February 2018 by Linda Hass

PAGE: 1 of 1

Policy: The Ogilvie Public School recognizes the importance of ensuring that the food served in its school breakfast and lunch program is safe. To that end, all schools are required to adhere to the Minnesota Food Code 4626, be licensed by MDH.

The school district recognizes that failure to adhere to the Minnesota Food Code is a misdemeanor and that MDH can issue citations and fines for consistently disregarding the codes.

The Head Cook/ Director of Food and Nutrition Services, or staff having taken the ServSafe Course and successfully passed the examination, will handle some catering requests at their school site.

Customers requesting the use of a school kitchen must follow established procedures.

Procedure:

Catering Events

- Cooks will provide bag lunches, cookies, bakery items, beverages and other items available within their kitchen.
- The Catering/Special Event Request form will be completed.
- The form will be sent to the Head Cook/Director of Food and Nutrition Services for billing.

School Kitchen Permits

- When an event requires the use of a school kitchen to serve commercial foods, a certified/licensed Food and Nutrition Services employee must be present to help operate kitchen equipment, answer questions and assist as needed to make an event a success. Food must be purchased from approved sources. The reason is: State law requires that a person who holds a Food Manager's Certificate supervise food preparation in a licensed kitchen.
- The kitchens will adhere to MN Statute 157.22 that states "potluck event food shall not be brought into licensed food establishment." All school kitchens are licensed through Kanabec Public Health. Therefore, food brought in to school kitchens must be commercially prepared items and have a licensed staff member present. The Cafeteria, however, may be used without a licensed staff member on duty. A potluck is defined as "a meal at which one or more attendees bring food that is donated and shared by attendees". An organization sponsoring a potluck event under this clause may advertise the potluck event to the public through any means. Individuals who are not members of an organization sponsoring a potluck may attend the potluck and consume food at the event.
- The customer should contact the Ogilvie Public School Facilities Coordinator to schedule the event. The Facilities Coordinator will work to staff the event and inquire about the type of service needed. If kitchen equipment will be used, a licensed employee will be employed.
- The Ogilvie Public School reserves the right to choose when they will wave the fees for community needs.

TITLE: HANDLING CUSTOMER COMPLAINTS

SECTION: Child Nutrition Programs

APPLIES TO: All Food and Nutrition Services Staff

DATE: Revised February 2018 by Linda Hass

PAGE: 1 of 1

Policy: All complaints regarding products and services will be responded to in a professional and timely manner. Complaints will be tracked and used to continuously improve Food and Nutrition Services. Complaint information is to be used to assess performance, prioritize efforts, evaluate progress, and focus training.

Procedures:

The Head Cook/Director of Food and Nutrition Service, will:

- Train the staff on how to handle concerns or complaints from customers.
- Offer the customer the name and telephone number of the Director.
- Replace a food item with a similar, fresh item, or give their money back.
 - If the food item is consumed, thank the customer for the feedback and let them know you will be passing the comment on.
- Inform the Head Cook/Director of Food and Nutrition Services. Include the date, time, name of customer involved; describe the incident and whether or not the principal needs to be involved.
- Fill out the **Food Related Complaint Reporting Form** if a person complains about becoming ill after consuming food from the cafeteria.
 - Listen carefully.
 - Show concern by saying “I’m sorry that you are ill” or “I’m sorry that you are sick”. Do not speculate.
 - Complete form as best as possible and follow steps.

Overview of Hazard Analysis Critical Control Point (HACCP)

If biological, chemical or physical hazards are identified at specific points in the flow of foods, they can be:

- Prevented
- Eliminated
- Reduced to Safe Levels

HACCP is a food safety management system. Seven basic principles are used in the development of HACCP plans. The plan will be tailored to the Ogilvie Public Schools menu(s), facilities, preparation, and distribution conditions.

To have a complete HACCP Plan, you need to have a written document, which is based upon the following principles of HACCP and delineates the procedures to be followed. The HACCP system is what you have when you have verification that your staff is following the appropriate procedures, monitoring as directed, and doing the record keeping.

Further information on HACCP can be found in the guidelines prepared by the National Advisory Committee on Microbiological Criteria for Foods, USDA, available at www.cfsan.fda.gov and then select HACCP under program areas and HACCP Principles and Application Guidelines.

Seven HACCP Principles

1. Conduct a Hazard Analysis

Identify and evaluate potential hazards that are associated with food you menu.

2. Determine the CCPs (Critical Control Points)

In the last step, where you can intervene to prevent, control, or eliminate the growth of microorganisms and food contamination in food before service.

3. Establish Critical Limits

The limits for the critical control points.

4. Establish Monitoring Procedures

Determine what measuring devices you will use and when the CCP will be monitored. Design into the daily activities, including when to log the CCP.

5. Take Corrective Action

Predetermined steps if the CCP limit (the time and temperature range for food preparation and service – either hot or cold) is not met.

6. Verify that the System Works

Verification means that your HACCP system is checked to ensure that:

- Appropriate CCPs and critical limits are determined
- Monitoring is consistent and the staff know the steps to take
- Corrective actions are in place, such as what to do or who to call, and
- A process for assuring that employees are following procedures.

7. Record Keeping and Documentation

Use forms that are easy to log information on to document the HACCP approach to preparing and serving safe food.

SECTION 2
Ogilvie Public Schools
Standard Operating Procedures

Introduction

Hazard Analysis and Critical Control Point (HACCP) system is only one part of the Ogilvie Public School's overall Food and Nutrition Services operation. **Standard Operating Procedures (SOPs)** will be in place within each kitchen, as a tool to ensure overall food safety practices are in place. Management commitment and ongoing staff training will also be key components to the district's system.

The goal of the Ogilvie Public Schools Food and Nutrition Services Department is to provide nutritious and safe food for the students, staff and the public we serve.

Standard Operating Procedures (SOPs) specify general practices that when followed, address the food preparation environment. SOPs specific to Ogilvie Public Schools Food and Nutrition Services describe activities necessary to meet provisions of the Federal Food Code and Minnesota Food Code. The major goals in establishing SOPs are to:

1. Protect food from contamination by physical, chemical and microbial hazards.
2. Control microbial growth that can result from temperature abuse during the food process.
3. Ensure proper maintenance of food service equipment.

The primary causes of food borne illness in commercial establishments are:

1. Improper cooling
2. Improper reheating
3. Infected and/or unsanitary food handlers
4. Inadequate cooking
5. Improper storage

All food handlers, within the school district, shall be responsible for practicing, recording, monitoring and evaluating the SOPs pertinent to their job duties. With this in mind the Ogilvie Public Schools' Standard Operating Procedures for Food and Nutrition Services are outlined on the following pages.

OGILVIE PUBLIC SCHOOLS

STANDARD OPERATING PROCEDURES (SOP)

TABLE OF CONTENTS

General Food Preparation and Service

Standard Operating Procedures

- Calibration of Thermometers
- Cleaning and Sanitizing Serviceware
- Cleanliness and Sanitation of the Cafeteria
- Contact with Blood and Body Fluids
- Cooking Potentially Hazardous Foods
- Cooling Potentially Hazardous Foods
- Date Marking Requirements (FDA) For Ready-To-Eat Potentially Hazardous Foods
- Employee Health and Personal Hygiene
- Equipment Cleaning and Sanitizing
- Equipment and Facility Maintenance
- Food Preparation and Handling
- Foreign Object (Physical Hazard) Found in Food
- Gloves and Utensil Use When Handling Ready-To-Eat Foods
- Handwashing
- Holding Hot and Cold Potentially Hazardous Foods
- Preparing Cold Foods
- Purchasing
- Receiving – Home Prepared Foods
- Reheating/Reusing Prepared Potentially Hazardous Foods
- Responding to a Foodborne Illness Complaint
- Bag Lunches
- Service Temperatures
- Storage and Stock Rotation
- Storing and Using Poisonous or Toxic Chemicals
- Tasting Method
- Transportation of Foods From A Central or Site Kitchen To A Satellite Location
- Use of Thermometers
- Washing Fruits and Vegetables
- Visitors in Food and Nutrition Services

GENERAL FOOD PREPARATION AND SERVICE

- A. Thermometers and other temperature measuring devices are calibrated regularly.
- B. Times and temperatures are recorded accurately.
- C. Raw food is separated from cooked and ready-to-eat foods. The order for storing raw foods (from top to bottom) in a refrigerator:
 - Cooked and ready-to-eat foods (top shelf)
 - Raw fish
 - Raw beef roasts and hams
 - Raw pork, bacon, and sausage
 - Raw ground beef and ground pork
 - Raw chicken (bottom shelf)
- D. Only potable (safe-to-drink) water comes in contact with food and food-contact surfaces.
- E. Uncleaned and nonsanitized surfaces or equipment and utensils do not contact raw or cooked, ready-to-eat food.
- F. Food-contact surfaces are cleaned and sanitized before and after each use.
- G. Food-contact surfaces are cleaned and sanitized after an interruption.
- H. Food-contact surfaces are cleaned and sanitized at least every four hours during continual use.
- I. Employees wear plastic gloves and have minimal direct contact with food.
- J. Employees change gloves when they become soiled or torn, before beginning a different task, at the beginning of each service line and at least every hour, or more often, if necessary, during continual use.

CALIBRATION OF THERMOMETERS

Purpose: Thermometers will be calibrated routinely to ensure accuracy of temperatures taken and the safety of food served to children.

Scope: The Head and/or Second Cook will calibrate thermometers on a weekly basis using the following steps:

Instructions:

Ice Water Method:

Note: The Ice Water Method of calibrating thermometers is used, unless a thermometer can not read 32° F; the Boiling Water Method is sometimes less reliable due to variances in altitude and atmospheric pressure.

- A. Fill a large glass (at least 6" in diameter) with finely crushed ice. Add cold, clean tap water to the top of the ice until the glass is full. Stir the mixture well so that it will be at 32° F.
- B. Put the end of the clean thermometer or probe stem into the ice water (a minimum of 2 inches) so that the sensing area is completely submerged, but the stem does not touch the sides or the bottom of the glass. Wait a minimum of 30 seconds before adjusting. The thermometer stem or probe stem must remain in the ice water.
- C. Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, securely with a small wrench or pliers, and rotate the head of the thermometer until it reads 32° F.
- D. Press the reset button on a digital thermometer to adjust the readout.
- E. Record calibration, including date and initials, on the **Thermometer Calibration Record**.

Boiling Water Method:

- A. Bring clean tap water to a boil in a deep pan (it will be at 212° F).
- B. Put the end of the clean thermometer or probe stem into the boiling water (a minimum of 2 inches) so that the sensing area is completely submerged, but the stem does not touch the sides nor the bottom of the pan. Wait a minimum of 30 seconds before adjusting. The thermometer stem or probe stem must remain in the boiling water. Use a hot pad to hold the thermometer in the boiling water.
- C. Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, securely with a small wrench or pliers, and rotate the head of the thermometer until it reads 212° F.
- D. Press the reset button on a digital thermometer to adjust the readout.
- E. Record calibration, including date and initials, on the **Thermometer Calibration Record**.

Monitoring:

The Food Service Director or his/her designee will review the **Thermometer Calibration Record** weekly to ensure that thermometers are calibrated.

CALIBRATION OF THERMOMETERS, Continued

Corrective Action:

Any Food and Nutrition Services employee found not following this procedure will be retrained at the time of the incident.

Verification and Record Keeping:

The Food Service Director will verify that thermometers are calibrated and the **Thermometer Calibration Record** will be kept on file for three years.

CLEANING AND SANITIZING OF SERVICEWARE

Purpose: The cleanliness and sanitation of the serviceware is to be maintained.

Scope: Employees involved in the service of food to children must observe the following procedures to ensure safety:

Instructions:

- A. Food preparation surfaces are cleaned and sanitized at the beginning of the day.
- B. Kitchenware is washed, rinsed, and sanitized after each use.
- C. Equipment that handles potentially hazardous food is cleaned at least every four hours.
- D. For fixed equipment, removable parts are removed after each use, then washed, rinsed, and sanitized by immersion.
- E. For fixed equipment, non-removable food contact surfaces are washed, rinse, and sanitized with a cloth.

Monitoring:

The Food Service Director or his/her designee will monitor employees to ensure that all service ware is properly cleaned and sanitized. Supplies will be provided as needed to maintain the cleanliness and sanitation of the service ware. Establish complete pot and pan and dishwasher cleaning as part of routine cleaning schedule.

Corrective Action:

Any Food and Nutrition Services employee found not following this procedure will be retrained at the time of the incident.

DISHWASHING – MANUAL AND MACHINE

Everything that will fit in the dishwasher, must be sent through the dish washer. All other items must go through hand washing.

A. MANUAL DISHWASHING (2 COMPARTMENT SINK)

1. Scrape items before washing
2. Wash items in the first sink in a detergent solution at least 110° F.
3. Rinse with 120° F water into the wash sink.
4. Sanitize in the second sink using chlorine solution of 2 oz. (4 Tbsp) per 3 gallons of water, at 75° F. for 1 minute or in 171° F water for 30 seconds.
5. Air-dry all items.
(Check concentration of sanitizing solution at regular intervals with a test strip).

B. MACHINE WAREWASHING

1. Turn dishwasher on and pre-heat to 150° F.
2. Check automatic dispensers for both detergent and sanitizing solutions.
3. Scrape and rinse all items before placing in machine.
4. Load the dishwashing racks. Avoid overloading or improper loading.
5. Place rack in machine and close door. Check that the wash cycle is maintaining 150° F and runs for a minimum of 2 minutes.
6. Final rinse temperature should be 180° F for 15 seconds and the minimum water pressure should be at 20 psi.
7. Remove dishes and let air dry.

CLEANLINESS AND SANITATION OF THE CAFETERIA

Purpose: The cleanliness and sanitation of the cafeteria is to be maintained.

Scope: Employees involved in the service of food to children in the cafeteria must observe the following procedures to ensure its safety:

Instructions:

Before Service:

- A. Wash hands before handling serviceware, food and beverages.
- B. Prepare milk cooler for student use, just before their arrival. Milk should be served at 41° F or below. Keep cooler closed during breaks in service to maintain proper product temperature.

During Service:

- C. When assisting with meal service, handle all trays, dishes, and flatware by non-food contact surfaces only.
- D. Inform children where to return trays, plates, and flatware. Also inform them where disposable trash and garbage should be taken.
- E. Clean and sanitize tables and counters during breaks in service.
- F. Immediately wipe up spills as they occur. Use only designated clothes.

After Service:

- G. Clean and sanitize tables, counters, and all other serving areas. Monitor milk coolers, checking for any spillage.
- H. According to the cleaning schedule, routinely clean all areas of the cafeteria, including milk coolers, condiment dispensers, etc.

Monitoring:

The Food Service Director or his/her designee will monitor employees to ensure that the cafeteria is properly maintained and all foods are served safely. Supplies will be provided as needed to maintain the cleanliness and sanitation of the cafeteria. Establish complete cafeteria cleaning as part of routine cleaning schedule.

Corrective Action:

Any Food and Nutrition Services employee found not following this procedure will be retrained at the time of the incident.

Verification and Record Keeping:

The Food Service Director will verify that all site employees are following this policy by visually observing the employees during all hours of operation.

CONTACT WITH BLOOD AND BODY FLUIDS

Purpose: Blood and other bodily fluids will be handled so as to minimize the possibility of cross contamination.

Scope: This procedure applies to all Food and Nutrition Services employees who work with children.

Instructions:

All employees in Food and Nutrition Services must:

- A. Contain the source of the blood.
- B. Wear disposable gloves when exposed to blood or bodily fluids to minimize the risk of contamination.
- C. Dispose of contaminated gloves so that they do not come in contact with other people, food, or equipment. Dispose of any contaminated foods.
- D. Clean and sanitize any affected food contact surfaces.
- E. Follow procedures outlined by the school administration.
- F. Seek assistance from someone trained to handle blood and bodily fluids, such as a custodian or school nurse, as needed.

NOTE: A Blood-Borne Pathogens Kit should be located in the school, to be used when handling blood is necessary.

Monitoring:

The training practices will be discussed with all employees at the annual Back to School Inservice.

Corrective Action:

Any Food and Nutrition Services employee found not following this procedure will be retrained annually.

Verification and Record Keeping:

The Food Service Director will verify that all site employees are following this policy by visually observing the employees during all hours of operation.

COOKING POTENTIALLY HAZARDOUS FOODS

Purpose: To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature. Temperatures of all potentially hazardous hot foods will be taken during preparation and service to ensure safety of food served to children. All hot foods will be prepared using appropriate practices and procedures to ensure safety and sanitation.

Scope: This procedure applies to Food and Nutrition Services employees who prepare or serve food.

Instructions:

- A. Food and Nutrition Services employees who prepare or serve food will be trained on how to use a food thermometer and cook food using this procedure.
- B. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
- C. Meats, poultry and fish shall be cooked to an internal temperature (or higher) of:
 - 1. Ready-To-Eat Foods 140° F for Hot Holding, Batch Cooking
(Commercially Processed Foods)
 - 2. Ground Beef, Raw Beef Patties 155° F for 15 seconds
 - 3. Vegetables and Hot Fruits 140° F for 15 seconds, Batch Cooking
 - 4. Casseroles, Soups, Gravies, Stuffing
and Sauces (In the Center) 165° F for 15 seconds
 - 5. Chicken (From Raw State) 165° F for 15 seconds
 - 6. Eggs (For Hot Holding) 155° F for 15 seconds
 - 7. Ham, Roast Beef, BBQ Meats 155° F for 15 seconds
 - 8. Fish and Foods Containing Fish 145° F for 15 seconds
 - 8. Leftovers 165° F for 15 seconds
- D. Temperatures of potentially hazardous foods are checked in the product's center or thickest part.
- E. Record the end-point cooking temperature on the **Daily Food Temperature Log**.
- F. Internal food temperatures are measured using a cleaned and sanitized thermometer or thermocouple accurate to $\pm 2^\circ$ F.
- G. Thermometers and thermocouples are cleaned and sanitized before and after **each** use.
- H. Batch cooking (preparing food as needed) is used to reduce holding times of food.
- I. The temperature of cooking equipment is allowed to return to the required temperatures between batches.
- J. Hot-holding equipment is not used to cook food.
- K. When cooking potentially hazardous food products in a microwave, the final internal temperature is at least 165° F, let food stand for 2 minutes after cooking.
- L. Prepare food at room temperature in two (2) hours or less, or the food item should be returned to the refrigerator. TOTAL time of food at room temperature shall not exceed four (4) hours. This includes time spent at receiving, assembling, and holding.

COOKING POTENTIALLY HAZARDOUS FOODS, Continued

- M. Prepare raw food products away from other products not receiving heat treatment. This reduces the opportunity of cross contamination with any ready-to-eat foods.
- N. Maintain food contact surfaces: Clean and sanitize all food contact surfaces, cutting boards, and utensils that have been used in the preparation of raw meats, poultry, and fish prior to using raw fruits and vegetables and ready-to-eat foods. Cleaning and sanitizing steps **MUST** be done separately in order to be effective.

Monitoring:

Take temperatures:

1. Use a calibrated thermometer to take the temperatures of all food products.
2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
3. Wipe the thermometer temperatures of each food; wash stem, rinse, and sanitize.
4. Take temperatures in the thickest part of the food item (usually in the center). Two readings should also be taken in different locations from each batch of food to assure thorough cooking to the appropriate end-point temperature.
5. Record the end-point cooking temperature on the **Daily Food Temperature Log**.

Corrective Action:

Continue cooking food until the internal temperature reaches the required temperature.

Verification and Record Keeping:

Food and Nutrition Services employees will record product name, time, the two (2) temperatures/times and any corrective action taken on the **Daily Food Temperature Log**. The Head Cook will verify that all employees have taken the required cooking temperatures by visually monitoring staff and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The **Daily Food Temperature Logs** are kept on file for a minimum of one year.

COOLING POTENTIALLY HAZARDOUS FOODS

Purpose: To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly. When cooked food will not be served right away (or is left over and can be saved), it must be cooled as quickly as possible to prevent microbial growth. Temperatures will be taken during the cooling process to make sure that time and temperature standards are met to ensure the safety of food served to children.

Scope: This procedure applies to all Food and Nutrition Services employees who prepares, handles, and serves food.

Instructions:

- A. All employees who prepare or serve food will be trained on how to use a food thermometer and how to cool foods using this procedure.
- B. Menu items will be batched cooked to decrease the need to cool potentially hazardous foods.
- C. Chill food rapidly using an appropriate cooling method:
 - Place food in shallow pans (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in cooler.
 - Stir the food in a container placed in an ice water bath.
 - Add ice as an ingredient. This works for foods that contain water as an ingredient, such as a soup or stew. The recipe can initially be prepared with less water than is required. Cold water or ice can then be added after cooking to cool the product and to provide the remaining water required in the recipe.
 - Separate food into smaller or thinner portions to reduce the quantity of the food being cooled. Cut large food items into smaller pieces or divide large containers of food into smaller containers.
 - Stir food to cool them faster and more evenly.
 - Pre-chill ingredients and containers used for making bulk items like salads.
- D. After cooking or hot holding, food shall be cooled from 140° F to 70° F within 2 hours **AND** from 70° F to 41° F within 4 hours. If it appears that food will not cool to 70° F within two hours, reheat it to 165° F or higher for at least 15 seconds within two hours. Then serve food or immediately begin the cooling process and use proactive means to speed cooling.
- E. If potentially hazardous foods are cooled too slowly, they must be discarded.
- F. Food prepared at room temperature shall be cooled to 41° F in 4 hours. 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.
- G. Food may not move through the temperature danger zone fast enough if the food is still hot when placed in the cooler or freezer. The food may also raise the temperature of the surrounding food items, placing them in the temperature danger zone (above 41-140° F).

COOLING POTENTIALLY HAZARDOUS FOODS, Continued

- F. Before storing, cooled foods are labeled with the date and time they are prepared.

Monitoring:

- A. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
- B. Monitor temperatures of products every hour throughout the cooling process by inserting a thermometer into the center of the food and at various locations in the product.

Corrective Action:

- A. Reheat cooked hot food to 165° F or higher for at least 15 seconds and start the cooling process again using a different cooling method when the food is
- Above 70° F and 2 hours or less into the cooling process; and
 - Above 41° F and 6 hours or less into the cooling process.
- B. Discard cooked hot food immediately when the food is
- Above 70° F and more than 2 hours into the cooling process; and
 - Above 41° F and more than 6 hours into the cooling process.
- C. Use a different cooling method for prepared ready-to-eat foods when the food is above 41° F and less than 4 hours into the cooling process.
- D. Discard prepared ready-to-eat foods when the food is above 41° F and more than 4 hours into the cooling process.

Verification and Record Keeping:

Food and Nutrition Services employees will record temperatures and corrective actions taken on the **Cooling Temperature Log**. The Head, Assistant Head or Second Cooks will record if there are no foods cooled on any working day by indicating "No Foods Cooled" on the **Cooling Temperature Log**. The Head Cook will verify that employees are cooling food properly by visually monitoring staff during the shift and reviewing, initialing, and dating the temperature log each working day. The **Cooling Temperature Log** are kept on file for a minimum of one year.

**DATE MARKING REQUIREMENT (FDA) FOR READY-TO-EAT, POTENTIALLY
HAZARDOUS FOOD.**

Purpose: To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness.

Scope: The procedure applies to all Food and Nutrition Services employees who prepare, store or serve food.

Instructions:

On-Premise Preparation.

- A. Refrigerated, ready-to-eat, potentially hazardous food prepared and held refrigerated for more than 24 hours in a food service establishment shall be clearly marked at the time it was prepared to indicate the date by which the food shall be consumed, including the date of preparation or when opened.
- This type of food must be held under refrigeration at 41° F or less and used within 7 days or less. At the end of this time it should be discarded.
 - Label food with a calendar date, i.e. Cut Cantaloupe, 9/2/05, 9:00am
 - Identify the day of the week, i.e. Cut Cantaloupe, Monday, 9:00am
- B. Ready-to-eat, potentially hazardous food prepared in a food establishment and then frozen, shall be marked:
- When the food is thawed to indicate that the food shall be consumed within 24 hours (if intended for immediate use). At the end of this time it shall be discarded.
 - When the food is placed into the freezer to indicate the length of time before freezing that the food is held refrigerated, which is, including the day of preparation, 7 days or less if the food is held at 41° F or less. At the end of this time it shall be discarded.
 - When the food is removed from the freezer, to indicate the date by which the food shall be consumed which is 7 days or less after the food is removed from the freezer, minus the time before freezing, that the food is held refrigerated if the food is maintained at 41° F or less and after freezing. At the end of this time it shall be discarded.

Commercially Processed Food.

- A. Refrigerated, ready-to-eat, potentially hazardous food prepared and packaged by a Food Processing Plant shall be clearly marked at the time the original container is opened in a food establishment, to indicate the date by which the food shall be consumed.
- This is 7 days or less after the original container is opened if the food is held at 41° F or less. At the end of this time it shall be discarded.

DATE MARKING REQUIREMENT (FDA) FOR READY-TO-EAT, POTENTIALLY HAZARDOUS FOOD, Continued

- B. Ready-to-eat, potentially hazardous food prepared and packaged by a Food Processing Plant and subsequently opened and frozen in a food establishment shall be clearly marked:
- When the food is thawed to indicate that the food shall be consumed within 24 hours (if intended for immediate use). At the end of this time it shall be discarded.
 - To indicate the time between opening of the original container and freezing that the food is held refrigerated, which is including the date of opening the original container: 7 days or less if the food is held at 41° F or less. At the end of this time it shall be discarded.
 - When the food is removed from the freezer, to indicate the date by which the food shall be consumed which is 7 days or less after the food is removed from the freezer, minus the time before freezing, that the food is held refrigerated if the food is maintained at 41° F or less before and after freezing. At the end of this time it shall be discarded.

EMPLOYEE HEALTH AND PERSONAL HYGIENE

Purpose: All Food and Nutrition Services employees will maintain good personal hygiene practices to ensure food safety.

Scope: This procedure applies to all Food and Nutrition Services employees who handles, prepares and serves food.

Instructions:

Grooming:

- A. Employees must wash their hair, brush their teeth, bathe and use deodorant daily.
- B. Fingernails shall be clean, short and neatly trimmed so the edges are not rough.
- C. All employees shall wash their hands (including under the fingernails) up to their elbows thoroughly with soap and hot water for a minimum of 20 seconds. Wash hands properly, frequently and at the proper times.

Proper Attire:

- D. Wear clean and neat garments.
- E. Wear school issued aprons at site (Do not wear apron to and from work and change the apron when it becomes soiled or stained).
- F. Take off apron before going to the restroom or other parts of the school building.
- G. Wear comfortable closed toe, leather type and low-heeled shoes. (Tennis shoes and medical shoes are recommended.) for standing and working on floors that can be slippery.
- H. Disposable plastic gloves shall be worn by employees with any bandaged cuts, sores, rashes or lesions. Wounds and sores will be treated and bandaged immediately. Gloves will be worn when handling ready-to-eat foods that will not be heated again. Gloves will be worn when serving food
- I. When worn, gloves shall be changed as often as hand washing is required. Wash hands after discarding gloves.

Hair Restraints and Jewelry:

- J. Hair shall be pulled back away from the face and restrained in a hair net, pony tail or hat.
- K. Employees will not wear dangling or loose jewelry.

Illness:

- L. Report to work in good health. Signs or symptoms of illness (for example a sore throat with a fever, a cold with a excessively runny nose, excessive coughing or sneezing, vomiting, or diarrhea) need to be reported to the Head Cook. She will assign non-food related duties or sick leave.
- M. Instances of *Hepatitis A*, *Salmonella Typhi*, *Shigella*, or *E. Coli 0157:H7* must be reported to the Food Service Director/Director of Food and Nutrition Services.

EMPLOYEE HEALTH AND PERSONAL HYGIENE, Continued

Cuts, Abrasions, and Burns:

- N. Bandage any cut, abrasion, or burn that has broken the skin.
- O. Cover bandages on hands with gloves as appropriate.
- P. Inform the Food Service Director of all wounds.

Food Tasting:

Taste food the correct way:

1. Place a small amount of food in a separate container.
2. Step away from exposed food and food contact surfaces.
3. Use a teaspoon to taste the food. Remove the used teaspoon and container to the dishroom. Never reuse a spoon that has already been used for tasting.
4. Wash hands immediately.

Monitoring:

The Food Service Director or designated employee will monitor that all staff are adhering to the Personal Hygiene Policy during all hours of operation.

Corrective Action:

Any Food and Nutrition Services employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded.

Verification and Record Keeping:

The Food Service Director will verify that all site employees are following this policy by visually observing the employees during all hours of operation.

EQUIPMENT CLEANING AND SANITIZING

Purpose: Equipment is washed, rinsed, and sanitized after each use to ensure the safety of food served to children.

Scope: Employees who use equipment will be responsible for washing and sanitizing removable parts after each use.

Instructions:

- A. Disassemble removable parts from equipment.
- B. Use the three-sink method to wash, rinse, and sanitize all parts. Verify sanitizer concentration for each meal period and as necessary as per policy.
 - 1. Quaternary ammonium – 200 ppm and immerse for at least 30 seconds.
 - 2. Chlorine – 50 ppm and immerse for at least 7 seconds.An alternative method is to run all removable parts through the warewashing machine.
- C. Wash, rinse, and sanitize all food contact surfaces of the equipment that are stationary.
- D. Allow all parts of the equipment to air dry.
- E. Re-assemble the equipment.

Monitoring:

The Food Service Director will conduct a visual inspection of all equipment to be certain that it is being cleaned properly. The supplies needed to monitor temperatures and chemical concentrations will be provided.

Corrective Action:

Any Food and Nutrition Services employee found not following this procedure will be retrained as needed.

Verification and Record Keeping:

The Food Service Director will verify that all site employees are following this policy by visually observing the employees during all hours of operation.

EQUIPMENT AND FACILITY MAINTENANCE

Purpose: The facility and equipment will be maintained to ensure the safety of the food served to children.

Scope/Instructions:

The Food Service Director/(Maintenance Supervisor) in the Ogilvie Public School must:

- A. Take water temperature to ensure that hot (120° F) and cold (70° F) running water is available at all sinks.
- B. Check to make sure that there is no possibility of back siphonage.
- C. Cooling equipment (refrigerators, freezers, salad bars, serving line units, etc.) is routinely checked, calibrated if necessary, and is operating properly. Verify that temperatures of all cooling equipment are taken and recorded routinely to ensure proper calibration of thermometers and proper equipment operation. Temperatures of refrigeration and freezer units shall be recorded twice daily on unit temperature logs, at the beginning and end of the day.
- D. Verify all cooking and hot-holding equipment (warmers, steam tables, ovens, etc.) are routinely checked, calibrated if necessary, and is operating properly.
- E. Verify that temperatures are taken and recorded routinely to ensure proper calibration of thermometers and proper equipment operation.
- F. Monitor the maintenance of ventilation systems, ensuring that systems are adequately and regularly cleaned according to the set schedule.
- G. Handwashing facilities are located in food preparation, and food dispensing areas and inside or adjacent to toilet facilities and are equipped with liquid soap and disposable towels at all times.
- H. All food equipment and temperature measuring devices shall be maintained and calibrated weekly.
- I. Warewashing equipment is operating according to manufacturer's specifications.
- J. Food service operations must cease when hot water is absent, or when sewage or wastewater cannot be properly disposed.

The Food Service Director/(Maintenance Supervisor) in the Ogilvie Public School must:

- A. Assure all equipment in the school food service kitchens is well maintained.
- B. Work with the school district's custodial department or contract with an equipment repair company to have regularly scheduled preventive maintenance done for all equipment.
- D. Review temperature logs to ensure that all are being completed and to determine problem areas.
- E. Follow up on any equipment issues or needs.
- F. Maintain all facility and equipment documentation with HACCP records.

EQUIPMENT AND FACILITY MAINTENANCE, Continued

Monitoring:

The Food Service Director will monitor and review equipment maintenance needs to assure that all kitchen equipment is well maintained.

Corrective Action:

Any equipment not well maintained will be reported to the custodial department as soon as it is noted.

Verification and Record Keeping:

The Food Service Director will verify that all equipment and facility areas follow this policy by visually observing the kitchen during all hours of operation.

FOOD PREPARATION AND HANDLING

Purpose: To prevent foodborne illness by ensuring that all foods are handled appropriately.

Scope: This procedure applies to Food and Nutrition Services employees who prepare or serve food.

Instructions:

- A. Food handlers must thoroughly wash their hands and nails for 20 seconds with warm soapy water before handling food. Wash hands in hand sinks. Dry hands with single use paper towels.
- B. Thaw all frozen and potentially hazardous foods in the refrigerator at 41°F or lower. The lowest shelf in the refrigerator will be used for thawing meat and poultry to prevent cross-contamination.
- C. **DO NOT** thaw food items on the counter at room temperature.
- D. Thawed foods shall not be refrozen unless cooked or processed.
- E. Raw products are separated from cooked and/or ready to eat products during preparation.
- F. Preparation of food at room temperature shall not exceed two (2) hours without a return to the refrigerator. **TOTAL** preparation of food at room temperature shall not exceed four (4) hours. It is better to take out only what you can set up in 20 minutes (batch set up).
- G. If thawed potentially hazardous foods are maintained above 41° F for more than four hours, the foods are discarded.
- H. If needed for *immediate* cooking, frozen potentially hazardous food products are thawed under potable running water at 70° F or lower and prepared within four hours. The frozen potentially hazardous food products can also be thawed in the microwave **if** these products are cooked conventionally immediately upon thawing.
- I. Clean and sanitize all surfaces, cutting boards and utensils that have been used in the preparation of raw meats and poultry prior to using for fruits, vegetables and ready to eat foods. Sanitizing Solution: 1 Tbsp. and 1 Tsp. of bleach per gallon of water.
- J. Ingredients for sandwiches, salads and fruits are placed in the cooler the day prior to preparation and service.
- L. Wear plastic gloves when handling food to avoid contact with foods. Replace gloves when they become soiled and when changing tasks.
- M. Food preparation shall not be done day of or no more than 24 hours in advance of use.

FOOD PREPARATION AND HANDLING, Continued

Monitoring:

The Food Service Director or his/her designee will verify that foods are prepared and handled safely through visually observing the kitchen staff during all hours of operation.

Corrective Action:

Foods that are not prepared and/or handled properly will be discarded.

Verification and Record Keeping:

The Food Service Director will verify that all employees follow this policy by visually observing the kitchen during all hours of operation.

FOREIGN OBJECT (PHYSICAL HAZARD) FOUND IN FOOD

Purpose: Food shall be inspected for the presence of any extraneous material that could cause disgust, alarm, or injury to customers.

Scope: The following procedures shall be used to prevent or minimize the presence of hard foreign objects and other unwanted material in food.

Instructions:

- A. Keep can opener blade sharp and replace when they get dull.
- B. Inspect food for bones, bone chips and glass.
- C. Account for all metal staples, twist-ties, and nails used in packaging, and remove all packaging material from products.
- D. Never use metal scrubbing pads for cleaning food utensils or food preparation work surfaces.
- E. Wash fruits and vegetables and inspect these products for the presence of insects and worms.

Monitoring:

Should a foreign object (physical hazard) be found in a food product:

- Save the object and the box/bag in which it came.

Corrective Action:

Complete the Physical Hazard Incident Report. Keep two copies: one copy for school site file and send the other to the Director of Food Service.

- Report it to the Food Service Director.

Verification and Record Keeping:

All Food and Nutrition Services employees will follow this policy to prevent or minimize the presence of hard foreign objects and other unwanted material in food.

Physical Hazard Incident Report

Date: ___/___/___ Employee: _____

Time/meal: _____ Supervisor: _____

Child's name _____

Parent/guardian's name _____ Telephone: _____

Food item: _____

Object description:

Manufacturer's product information:

Summary of Incident:

Description of injury to child:

Bag, label, and indicate current location of object:

Head Cook's Signature: _____

Date: ___/___/___

Corrective action:

Director's Signature: _____

Date: ___/___/___

GLOVES AND UTENSIL USE WHEN HANDLING READY-TO-EAT FOODS

Purpose: To prevent foodborne illness due to hand-to-hand cross-contamination. Gloves and utensils will be used for handling all ready-to-eat foods.

Scope: This procedure applies to all Food and Nutrition Services employees who prepare, handle, or serve food.

Instructions:

- A. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.
- B. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
- C. Use suitable utensils when working with ready-to-eat foods. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
- D. Wash hands and change gloves:
 - Before beginning food preparation
 - Before beginning a new task
 - After touching equipment (such as walk-in cooler doors) or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
 - Handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime gloves are in continual use for more than one (1) hour
 - After finishing handling raw meat and before handling cooked and ready-to-eat foods
 - Anytime contamination of a glove might have occurred
- E. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cuts (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.

Monitoring:

The Food Service Director or designated employee will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

Corrective Action:

Employees observed touching ready-to-eat food with bare hands, will be retrained at the time of the incident. Ready-to-eat food touched with bare hands will be discarded. Purchase powder-free, non-latex gloves in appropriate sizes and appropriate utensils.

**GLOVES AND UTENSIL USE WHEN HANDLING READY-TO-EAT FOODS,
Continued****Verification and Record Keeping:**

The Food Service Director will verify that all staff will be using suitable utensils by visually monitoring employees during all hours of operation.

HANDWASHING

Purpose: To prevent foodborne illness caused by contaminated hands. All Food and Nutrition Services Personnel will follow proper handwashing practices to ensure the safety of food served to children.

Scope: This procedure applies to all staff that handles, prepares and serves food.

Instructions:

- A. All Food and Nutrition Staff who prepares or serves food shall be trained on proper handwashing. Training will include instruction at the Back-to-School Food and Nutrition Services Inservice held annually.
- B. Handwashing signs and/or posters in a language understood by all Food and Nutrition Services staff will be posted near all handwashing sinks, in food preparation areas, and restrooms.
- C. The designated handwashing sinks shall be used for handwashing only. The sink will not be used for food preparation, dish washing or any other purpose.
- D. All handwashing stations shall include warm running water, soap, disposable paper towels, and a waste container.
- E. Handwashing sinks must be kept accessible anytime employees are present.
- F. Wash hands:
 - 1. Before beginning work, before putting on gloves & when changing gloves.
 - 2. Immediately before preparing food or handling food equipment.
 - 3. When moving from one food preparation area to another
 - 4. As often as needed during food preparation when contamination occurs.
 - 5. When switching between working with raw foods and when working with ready to eat or cooked foods.
 - 6. After touching face, nose, hair, glasses, clothes, skin or any other body parts.
 - 7. After sneezing or coughing, or using a tissue.
 - 8. After cleaning duties. After handling trash or garbage.
 - 9. After clearing tables, scraping, or washing dirty dishes and utensils.
 - 10. After smoking, eating, drinking, or chewing gum.
 - 11. In the restroom, after toilet use, and when you return to your work station.
 - 12. After any clean up activity such as sweeping, mopping or wiping counters.
 - 13. After touching dirty dishes, equipment, or utensils.
 - 14. After handling trash.
 - 15. After handling money.
 - 16. After any time the hands may become contaminated.
- G. Follow proper handwashing procedures as indicated below:
 - 1. Wet hands (including under the fingernails) and forearms vigorously and thoroughly with warm, running water (at least 100° F) and apply soap.
 - 2. Scrub lathered hands and forearms, under fingernails and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5 to 10 seconds.
 - 3. Use a sanitary nail brush to get under the fingernails.
 - 4. Dry hands and forearms thoroughly with single-use paper towels.
 - 5. Turn off water using paper towels.
 - 6. Use paper towel to open door when exiting the restroom.

HANDWASHING, Continued

Monitoring:

The Food Service Director or his/her designee will visually observe the handwashing practices of the Food and Nutrition Services staff during all hours of operation. In addition, the Food Service Director or his/her designee will visually observe that handwashing sinks are properly supplied during all hours of operation.

Corrective Action:

Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately. Employees will be retrained to ensure proper handwashing procedure.

HOLDING HOT AND COLD POTENTIALLY HAZARDOUS FOODS

Purpose: To prevent foodborne illness by ensuring that all potentially hazardous foods are held at the proper temperature. All hot foods will be held hot (Above 140° F) and cold foods will be held cold (below 41° F). Food temperatures will be taken during holding to ensure the safety of food served to children. When in doubt about food safety of food, it will be discarded.

Scope: This procedure applies to all Food and Nutrition Services employees who prepares or serve food.

Instructions:

- A. Food and Nutrition Services employees who prepare or serve food will be trained on proper hot and cold holding procedures. Included in the training will be a discussion on the temperature danger zone.
- B. The department will comply with Minnesota Food Code:
 - Hot foods shall be held and served at an internal temperature of 140° F or above.
 - Cold foods shall be held and served at an internal temperature of 41° F or lower.
- C. Preheat steam tables and hot boxes.

Monitoring:

Hold Hot Foods:

- A. Prepare and cook only as much food as is needed. Batch cooking is ideal for maintaining food temperature and quality.
- B. Use hot holding equipment that can keep hot foods at 140° F or higher. Holding equipment should be preheated or prechilled to maintain the correct temperature, keeping in mind energy usage by not turning equipment on too far in advance.
- C. Follow manufacturer's instructions in using hot-holding equipment.
- D. Keep foods covered as much as possible to retain heat, maintain surface dehydration and to keep contaminants from falling into the food.
- E. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food. Record temperatures on the **Daily Food Temperature Log**.
- F. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
- G. 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.
- H. For hot-held foods:
 - Verify that the air/water temperature of any unit is at 140° F or above before use.
 - Reheat foods in accordance with the Reheating Foods SOP.
 - All hot potentially hazardous foods should be at 140° 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 two (2) hours thereafter.
- I. New product are never mixed with old product, to prevent cross-contamination.
- J. Raw potentially hazardous food is never mixed with cooked food.

HOLDING HOT AND COLD POTENTIALLY HAZARDOUS FOODS, Continued

Hold Cold Foods:

- A. Use cold holding equipment that can keep cold foods at 41° F or lower.
- B. Measure internal food temperatures using a calibrated thermometer. Record temperatures on the **Daily Food Temperature Log**.
- C. Protect cold foods from contaminants with covers or food shields.
- D. Place cold foods in pans or on plates first, never directly on ice. The only exceptions are whole fruits and vegetables. Ice used on a display should be self-draining. Wash and sanitize drip pans after each use.
- E. 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 SOP.
 - All cold potentially hazardous foods should be at 41° F or below before placing the food out for display or service.
 - Take the internal temperature of food before placing it onto any salad bar, display cooler, or cold serving line and at least every two (2) hours thereafter.

For Cold Foods in Storage:

- A. Take the temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
- B. Chill food in accordance with the Cooling SOP if the food is not at 41° F or below.
- C. 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:

For Hot Food:

- A. Reheat the food to 165° F for 15 seconds if the temperature is found to be below 140° F and the last temperature measurement was 140° F or higher and taken within the last two (2) hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
- B. If potentially hazardous foods are held out of temperature control in the temperature danger zone (41° F - 140° F) for more than four hours, they are discarded.
- C. Discard the food if it cannot be determined how long the food temperature was below 140° F.
- D. Transported foods are held hot at > 140° F or cold at < 41° F. If held at incorrect temperatures for more than four hours, food is discarded. If less than four hours, food to be served hot, is reheated to 165° F for 15 seconds (reheated only once).

HOLDING/SERVING HOT AND COLD POTENTIALLY HAZARDOUS FOODS, Continued

For Cold Foods:

- A. 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 two 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 cooler.
 - Stir the food in a container placed in an ice water bath.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
- B. Repair or reset holding equipment before returning the food to the unit, if applicable.
- C. Discard the food if it cannot be determined how long the food temperature was above 41° F.

Verification and Record Keeping:

Food and Nutrition Services employees will record temperatures of food items and document corrective actions taken on the **Daily Food Temperature Log**. The Head Cook or a designated employee will record air temperature of coolers and cold holding units on the **Refrigerator/Freezer Temperature Log**. The Food Service Director will verify that employees have taken the required holding temperatures by visually monitoring staff during the shift and reviewing the temperature logs at the close of each day. The temperature logs are kept on file for a minimum of one year.

PREPARING COLD FOODS

Purpose: Temperatures of all cold foods will be taken during preparation to ensure safety of all food served to children. All foods will be prepared using appropriate practices and procedures to ensure safety and sanitation.

Scope: This procedure applies to anyone who handles, prepares and serves cold foods.

Instructions:

Employees preparing cold foods should:

Prepare cold foods:

- A. Pre-chill ingredients for foods served cold (sandwiches and salads) to 41° F or below before combining.
- B. Prepare foods at room temperature in 2 hours or less, working with small batches of food items. TOTAL time of food at room temperature must not exceed four hours. This includes time spent at receiving, assembly, and holding.
- C. Prepare raw products away from other products. This reduces the opportunity of cross contamination with any ready-to-eat foods.
- D. Discard thawed potentially hazardous foods that have been above 41° F for more than 4 hours.

Maintain food contact surfaces:

Clean and sanitize all surfaces, cutting boards, and utensils that have been used in the preparation of raw meats, poultry, and fish prior to using for fruits, vegetables, and ready-to-eat foods. Cleaning and sanitizing steps **MUST** be done separately in order to be effective.

Monitoring:

Take temperatures:

- A. Use a calibrated thermometer to take the temperature of designated food products.
- B. Wipe the thermometer with alcohol wipes prior to and after taking the temperatures of each food; or wash stem, rinse, and sanitize.
- C. Record temperatures on the **Daily Food Temperature Log**.

Corrective Action:

Cool food items until the internal temperature reaches the required temperature or discard.

Verification and Record Keeping:

Food and Nutrition Services employees will record product name, time, the two (2) temperatures/times and any corrective action taken on the **Daily Food Temperature Log**. The Food Service Director will verify that all employees have taken the required cold food temperatures by visually monitoring staff and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The **Daily Food Temperature Logs** are attached to the daily production sheets.

PURCHASING

Purpose: Food is purchased only from approved vendors to assure the safety of food served to children.

Scope: Food Service Director will purchase food that is safe for the children served with the district.

Instructions:

- A. Understand regulations for specific foods:
- Purchase packaged or processed foods only from suppliers who received their products from licensed and reputable purveyors and manufacturers who adhere to good manufacturing practices.
 - Fresh produce may be purchased directly from local growers, as there is no inspection process for these non-potentially hazardous foods, (with the exception of melons and fresh alfalfa sprouts). When making direct purchases, buyers should ensure packages are clean and will maintain the integrity of the food items, as communicated through product specifications.
 - Meat (beef and pork), fresh shell eggs and poultry must be processed in a state locker or facility. State inspection is sufficient if the food is purchased by a foodservice within the state. These facilities are required to have a HACCP plan in place.
 - Only pasteurized dairy products should be purchased for service to children. Pasteurized shell or processed eggs should be purchased for menu items not receiving heat treatment or not reaching 145° F. Pasteurized apple juice and cider should also be purchased for service to children.
- B. Visit approved vendors, as needed, to ensure that they maintain clean warehouses.
- C. Observe delivery vehicles to ensure cleanliness and temperature control.
- D. Use written specifications to ensure that the vendor knows what is to be ordered and delivered each time.

Corrective Action:

Food Service Director will review order and delivery information to ensure orders and product specifications are being met, if they are not the vendor will be notified.

Verification and Record Keeping:

The Food Service Director will verify that specified products are received from vendors, based on the invoice received. The product specifications and invoices are kept on file a minimum of three years.

RECEIVING

HOME-PREPARED FOOD

No home-prepared or home-canned food shall be received, served or stored at any school sites.

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. All food should be checked for proper conditions as it is received in the facility.

General Principles:

- A. Receive only one delivery at a time.
- B. Potentially hazardous foods (foods in which microorganisms are able to grow rapidly – they are often moist, high in protein, and have a neutral or slightly acidic pH) are removed from the Temperature Danger Zone (41-140° F) and placed in storage as quickly as possible.
- C. Check to make sure frozen foods is in a solid frozen state, at not more than 10°F, and does not show evidence of thawing and re-freezing. Common signs of thawing and refreezing are large ice crystals on the surface and frozen juices or liquids in the package.
- D. Store frozen items in the freezer immediately upon delivery
- E. Reject any food that has been partially thawed.
- F. Check to ensure that cold, refrigerated foods are received at or below 41°F and stored immediately.
- G. Only accept pasteurized dairy products.
- H. Record the date of receipt on the outside of each package, and a use-by-date if applicable.
- I. Check delivery invoice against all items delivered.
- J. Reject potentially hazardous foods that are not at acceptable temperature, Reject any food that appears to be spoiled – evaluate by odor, sight and touch, and reject any canned goods that appear damaged (dented, bulging, swelled tops or bottoms, leaking, incomplete labels, flawed seals or rust). Notify the Food Service Systems Clerk as soon as the damage is noticed, follow instructions on return or disposal.
- K. Evaluate quality of products by odor, sight and touch. Unacceptable products should be rejected. Products must meet order specifications and quality requirements. If any foods are deemed unacceptable, they should be rejected and put in a designated area for credit. Make note on invoice of any items rejected.
- L. All food shall be labeled on the side that will face the front, with estimated use-by date to assure quality.

Monitoring:

- A. All food shall come from approved sources.
- B. 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 in a refrigerated truck.
 - 1. Reject and remove damaged packages or cases. Return for credit.

Corrective Action:

Reject the following:

- Frozen foods with signs of previous thawing.
- Cans that have signs of deterioration – swollen sides and ends, flawed seals or seams, dents, or rust.
- Punctured packages
- Expired foods
- Foods that are out of safe temperature zone and deemed unacceptable by the established rejection policy.

REHEATING/REUSING PREPARED POTENTIALLY HAZARDOUS FOODS

Purpose: To prevent foodborne illness by ensuring that all foods are reheated to the appropriate internal temperature. All food production employees will reheat cooked food to 165° F for 15 seconds to assure the safety of the food.

Scope: This procedure applies to Food and Nutrition Services employees who prepare or serve food.

Instructions:

- A. Food and Nutrition Services employees who prepare or serve food will be trained on using a food thermometer and how to reheat foods using this procedure.
- B. Remove leftover food from the freezer or refrigerator.
- C. Check the temperature of the food to make sure it is lower than 41° F using a calibrated thermometer.
- D. Reheating shall be done in the oven; hot holding units shall not be used for reheating.
- E. All leftovers (school made and commercially processed foods) shall be reheated to an internal temperature of at least 165° F prior to serving and holding. Record temperatures. The goal is to take the food through the temperature danger zone (41° F - 140° F) as quickly as possible. The following products can be reheated:
 - Any food that is cooked, cooled, and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
- F. Reheat food only once to maintain product quality. Discard any food that is left.
- G. If potentially hazardous foods are held in the temperature danger zone (41° F - 140° F) for more than four hours, they are discarded.
- H. Foods reheated in a microwave must be heated to 165° F. The food should stand for two minutes so the heat spreads evenly throughout. If possible, the food should be stirred or rotated.
- I. Foods to be reused are heated to 165° F for 15 seconds (in the thickest part) within two hours. If not, product is discarded.
- J. Refrigerated, ready-to-eat, potentially hazardous foods that are prepared and held for more than 24 hours must be used within seven days or less if food is held at 41° F or lower, or four days or less if held at 45° F or lower, from the date the foods are prepared.
- K. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring:

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

Corrective Action:

Continue reheating/heating food if the internal temperature does not reach the required temperature.

**REHEATING/REUSING PREPARED POTENTIALLY HAZARDOUS FOODS,
Continued****Verification and Record Keeping:**

Food and Nutrition Services employees will record product name, time, the two temperatures/times, and any corrective action taken on the **Daily Food Temperature Log**. The **Daily Food Temperature Log** must have the time, the date and be initialed. **Daily Food Temperature Logs** are attached to Daily Production Sheets

RESPONDING TO A FOODBORNE ILLNESS COMPLAINT

Purpose: All Food and Nutrition Service employees will respond to a complaint of a foodborne illness promptly and will show concern for the individual making the complaint.

Scope: This procedure applies to Food and Nutrition Services employees.

Instructions:

Follow these steps in the event of a suspected foodborne illness outbreak:

- A. Indicate concern for the individual and let that person know that the complaint will be referred to the Food Service Director.
- B. Write down information about the complaint and fill out all the information on the **Foodborne Illness Report**.
- C. The Food Service Director and School Nurse will:
 1. Talk with the individual making the complaint. Get basic information required to complete the **Foodborne Illness Reports**.
 2. Students with symptoms shall be released from school to get necessary medical attention.
 3. Remove food from service and store it in the refrigerator – mark with “Do Not Eat” and date it.
- D. The Head Cook will call the Kanabec County Environmental Health Inspector for assistance in the investigation.

Monitoring:

- E. The Food Service Director will call the School District Nurse to be on the scene to assess and document:
 1. Symptoms
 2. Names phone numbers and addresses of students and staff affected.
 3. Physician’s names and phone numbers.

Corrective Action:

- F. The school district will assign one (1) spokesperson (Superintendent’s Office), according to the Crisis/Safety Policy, through whom information is communicated with the Environmental Health Department and Media.

Verification and Record Keeping:

- G. Complete Form for Suspected Foodborne Illness, on the next page.

PRELIMINARY FOODBORNE INVESTIGATION

Name of person who became ill _____ Location/Site _____

Address _____ City _____ Zip _____ Phone _____

Callers Name _____ Address _____ Zip _____ Phone _____

Suspected food eaten _____ Date of incident _____ Time _____

Onset date of symptoms _____ Was a doctor seen? YES or NO. Please explain Diagnosis/Results:

COPIES OF TEST COMPLETED AND RESULTS WOULD BE APPRECIATED.

Clinic Name _____ Doctor Name _____

Address _____ City _____ Zip _____ Phone _____

SYMPTOMS

Vomiting: #of days _____ #of times _____ **Diarrhea:** #of days _____ #of times _____
(Circle if applicable: Bloody, Explosive, Watery)

Please indicate by noting **Y for Yes** and **N for No**, if any of the following symptoms occurred:

Fever ___ Chills ___ Cramps ___ Cough ___ Itching ___ Headache ___ Rash ___

Perspiration ___ Nausea ___ Muscle Ache ___ Dizziness ___ Numbness ___ Double Vision ___

FOOD HISTORY

List all foods consumed at restaurants or from caterers:

First 24 hours of date meal consumed:

Dinner _____ Where _____ Time _____

Lunch _____ Where _____ Time _____

Breakfast _____ Where _____ Time _____

Second 24 hours of meal consumed:

Dinner _____ Where _____ Time _____

Lunch _____ Where _____ Time _____

Breakfast _____ Where _____ Time _____

Third 24 hours of meal consumed:

Dinner _____ Where _____ Time _____

Lunch _____ Where _____ Time _____

Breakfast _____ Where _____ Time _____

Was the food bought from the hot lunch line or snack bar? _____

Are there any other ill individuals that you are aware of with the same symptoms?(including pets) Explain:

Please note anything unusual noticed about the meal (such as taste, temp....)

Food Related Complaint Reporting Form

School: _____

Supervisor: _____

- Listen carefully.
- Do not become defensive.
- Never speculate.

Date and time complaint received: _____

Person Reporting Complaint: _____

Who became ill? _____

Name: _____

Age/Grade: _____ Sex: _____

Name and phone number who we can report back to or respond to (indicate if parent, nurse, or other relationship): Name: _____

Phone Number: _____ Relationship: _____

When did the person become ill?

• Started at _____ a.m. or p.m. Day: _____ Date: _____

• Lasted until _____ a.m. or p.m. Day: _____ Date: _____

• Symptoms: List each symptom: _____

• Was medical attention sought? When and where: _____

• Were samples collected? What facility: _____

• When was last meal before symptoms began: _____

• What items were eaten (use production record or menu for prompting): _____

Thank you for the information.

Inform the school nurse (or the office, if the nurse is not there) that you have received a complaint.

- **Check for any leftover food from that meal. Label and date and hold until otherwise instructed by the Director of Food and Nutrition Services. Call the Director. Samples may be sent to an independent microbiological laboratory for testing.**

If two or more persons report illness, **report immediately** to Food Service Director or School Nurse. Do not leave on voice mail nor send an email. If you cannot reach one of these people in person, then call the office and ask for the Superintendents Secretary to be paged or call her at ext.151. If he/she cannot be reached Call High School Principal.

Director:

Action to be taken:

Sent food items for sampling. List foods and date sent: _____

Discussed with supervisor. Any additional information: _____

Communicated with person identified by supervisor. Information shared: _____

File in HACCP/SOP/Recordkeeping: Food Related Complaints by school year.

Any food related complaints that involve the health department will be filed as a separate record Foodborne Illness Reporting with month and year and school whether it was substantiated as a foodborne illness or not. These investigations will involve the Food Service Director and School Nurse.

Foodborne Illness Incident Report

Date occurred: _____

School: _____

Time/meal: _____

Child's name: _____

Parent or guardian's name: _____

Address: _____

Telephone number: _____

Physician contact information: _____

Health Dept. contact name & date: _____

Suspected Food Item(s) & Manufacturer's Product Information:

Description of preparation:

Summary of incident:

Symptoms:

Recall of activities:

Bag, label, date, and indicate current storage location of food:

Supervisor Signature: _____ Date: _____

Results of Investigation:

SACK LUNCHES

Purpose: Food and Nutrition Services employees and teachers/school staff will work together to ensure that sack lunches served to children are safe to eat.

Scope: This procedure applies to anyone who handles, prepares and serves cold foods.

Instructions:

All employees in Food and Nutrition Services must:

- A. Follow all personal hygiene standard operating procedures.
- B. Prepare and store sack lunches according to standard operating procedures.
- C. Use gloves for handling all ready-to-eat foods.

Teachers or school staff who order sack lunches must:

- A. Place the order at least two (2) weeks before the event and confirm final count three days prior to the event.
- B. Observe appropriate food handling techniques such as:
 - 1. Wash hands prior to distributing meals.
 - 2. Maintain cold temperatures of food.
 - 3. Discard ALL extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures. The temperature danger zone is between 41°F and 140°F.
- D. Return all equipment to the School Food and Nutrition Services Department within 24 hours of the event.

Monitoring:

The food service staff will prepare appropriate menu.

Corrective Action:

The Food Service Director will visually observe employees assembling sack lunches to ensure that they follow standard operating procedures. If they are not, the Food Service Director will retrain while the lunches are being assembled.

Verification and Record Keeping:

The Head Cook or his/her designee will accept and inspect returned equipment. If equipment is not returned or is returned damaged, the teacher/staff member will be billed for the cost of replacing the equipment. The meals counts will be recorded on the **Daily Food Production Record**.

SERVICE OF FOOD

Purpose: All food is served in a manner to ensure food safety.

Scope: Employees involved in the service of food must follow the procedures outlined below to ensure its safety.

Instructions:

Good Personal Hygiene:

- A. Wash hands before handling trays, silverware and food.
- B. Do not touch cooked or ready-to-eat foods with bare hands. Use gloves or utensils.
- C. Wash hands between each different task. For example, if the same employee is loading dirty dishes and taking out clean dishes, a thorough handwashing must be done between the two tasks. Dipping hands in sanitizer is not an acceptable practice.
- D. Do not eat or drink in food production or service areas.

Service utensils and serviceware:

- A. Clean and sanitize utensils before using them. Use separate utensils to serve each food item.
- B. Store utensils properly with the handle extended above the container, or on a clean and sanitized food-contact surface.
- C. Use serving utensils with long handles to keep hands away from the food item.
- D. Handle all glassware without touching outer or inner rim. Trays and dishes should be handled by the bottom or outer rim only. Avoid touching any surface that may contact food.
- E. Hold flatware and utensils by the handles.

Cleaning/Sanitation:

- A. Clean the area on and around the service line, using warm soapy water and clean cloths. Thoroughly rinse area after cleaning.
- B. Sanitize the area on and around the service line, using an approved sanitizer.
- C. Maintain area cleanliness before service begins and as needed throughout service.
- D. Use designated cloths for cleaning only for food spills.

Service:

- A. Take temperatures of foods at the beginning of each service period.
- B. Record temperatures on **Daily Food Temperature Log** along with employee initials.

Monitoring:

The Food Service Director will monitor employees to ensure that proper service techniques are being followed.

Corrective Action:

Employees that are observed not using the proper procedure will be retrained immediately.

SERVICE TEMPERATURES

Purpose: Temperatures of all hot and cold foods are taken during service to ensure that foods are maintained at appropriate temperatures to ensure the safety of food served to children.

Scope: Employees who will be setting up the service lines and serving food must follow these procedures.

Instructions:

- A. Use a calibrated thermometer to take temperatures of food products.
- B. Wipe the thermometer stem with a new alcohol wipe prior to taking the temperature of any food item.
- C. Take temperatures of all hot foods as soon as they are put on the serving line.
- D. Take temperatures of all cold foods as they are put on the serving line or salad bar.
- E. Take temperature of milk before the serving line begins.

Monitoring:

The Food Service Director or his/her designee will monitor that all temperature is within the critical limits:

- Hot foods are at or above 140° F.
- Cold foods are at or below 41° F.

Corrective Action:

The Food Service Director or his/her designee will take corrective action, if needed. If hot foods are below 140° F, they must be heated to above 165° F for 15 seconds before serving. If cold foods are above 41° F, they must be chilled to below 41° F before serving.

Verification and Record Keeping:

Food and Nutrition Services employees will record product name, time, the temperatures/times and any corrective action taken on the **Daily Food Temperature Log**. Food and Nutrition Services employees must initial these logs. The **Daily Food Temperature Logs** are kept on file for a minimum of one year. These logs are kept on file in the site's kitchen, attached to the **Daily Food Production Record**.

STORAGE

Purpose: All food items will be stored and rotated properly to prevent foodborne illness and the use of old products for the children we serve.

Scope: Procedures outlined below, will be followed by all Food and Nutrition Services employees within the district.

Instructions:

- A. Refrigerators must maintain food's internal temperature of between 32°F and 41° F and are checked at the beginning and end of the day.
- B. Freezers must keep food frozen. Freezer temperature is 0°F or below and is checked at the beginning and end of the day.
- C. Food must be labeled, dated and rotated on a First In, First Out (FIFO) basis. Items are labeled with date received.
- D. Store raw ground beef on the lowest shelf, separate from cooked and ready-to-eat foods, **never above cooked foods.**
- E. Potentially hazardous foods are stored no more than seven days at 41° F or for four days at 45°F, from the date of preparation. Products are dated.
- F. All foods stored in the refrigerator or freezer is covered, labeled and dated.
- G. Food is stored in its original container if the container is clean, dry and intact. If necessary, food is re-packaged in cleaned and labeled containers.
- H. Maintain dry storage temperature between 50° F and 70°F.
- I. Dry storage areas must be clean and free from insects and vermin.
- J. Food items should be stored on shelves 6" from the floor.
- K. **NEVER** store food items near chemicals and cleaning supplies. Detergents, sanitizers, polishes and other cleaning agents never should come in contact with food and are stored in original containers.

Monitoring:

The Food Service Director and all Food and Nutrition Services employees will observe that all foods are being stored, labeled, and used properly during all hours of operation. Discard any food that is contaminated or outdated. Label and/or properly store all food.

Recommended Stock Rotation Chart to Assure Quality

(Adapted from the HITM-recommended Stock Rotation Chart to Assure Quality)

Food	Temperature	Length of Storage
Refrigerated Products		
<u>Meat, Fish and Poultry</u>		
Raw meat, fish and poultry	< 41°F	< 3 days
Deli cooked meats, hotdogs, luncheon meat	< 41°F	< 5 days
<u>Cooked Items</u>		
Leftover cooked meat, fish and poultry	< 41°F	< 2 days
Gravies, broths	< 41°F	< 2 days
Cooked dishes with eggs, meat, milk, fish, poultry, and cream filled pastries	< 41°F	< 1 day
<u>Eggs</u>		
Shell eggs, raw and reconstituted eggs	< 41°F	1 week
<u>Dairy Products</u>		
Fluid milk	< 41°F	5 days after code date
Reconstituted milk	< 41°F	5 days
Butter	< 41°F	2 weeks
Hard cheese (cheddar, Romano, etc.)	< 41°F	2 weeks
Soft cheese (cottage cheese, cream cheese)	< 41°F	3 to 7 days
<u>Fruit, Fresh</u>		
Apples	< 41°F	2 weeks
Berries	< 41°F	5 days
Bananas, pears, grapes, pineapple, peaches	< 41°F	5 days
Oranges	< 41°F	2 weeks
Plums, Cranberries	< 41°F	1 week
<u>Vegetables, Fresh</u>		
All fresh vegetables except potatoes, squash and root		

vegetables	< 41°F	2 to 5 days
Dry Storage Non-perishable food items	50°F to 70°F 60% Humidity	1 year
Frozen Food	0°F	12 months

STORING AND USING POISONOUS OR TOXIC CHEMICALS

Purpose: To prevent foodborne illness by chemical contamination.

Scope: This procedure applies to all Food and Nutrition Services employees who use chemicals in the kitchen.

Instructions:

- A. School Food and Nutrition Services employees will be trained on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits as specified in this procedure.
- B. The Food Service Director will designate a location for storing the Material Safety Data Sheets (MSDS) in an area where all employees have access to them.
- C. Label and date all poisonous or toxic chemicals with the common name of the substance.
- D. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing and partitioning.
- F. Maintain an inventory of chemicals.
- G. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
- H. Mix, test, and use sanitizing solutions as recommended by the manufacturer and state or local health department.
- I. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
- J. Follow manufacturer's directions for specific mixing, storing, and first aid instructions of chemicals.
- K. Do not use chemical containers for storing food or water.
- L. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
- M. Label and store medicines for employee use in a designated area away from food and food contact surfaces. Do not store medicines in food storage areas.
- N. Store refrigerated medicines in a covered, leak proof container, where they are not accessible to children, and cannot contaminate food.

Monitoring:

Food Service Director and Food and Nutrition Services employees will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

Corrective Action:

Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals.

WASHING FRUITS AND VEGETABLES

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

Scope: This procedure applies to Food and Nutrition Services employees who prepare and serve food.

Instructions:

- A. All Food and Nutrition Services employees who prepare or serve food will be trained on how to properly wash and store fresh fruits and vegetables.
- B. Wash hands using the proper procedure.
- C. Wash, rinse, sanitize, and air-dry all food contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
- D. Follow manufacturer's instructions for proper use of chemicals.
- E. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
 - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
 - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
- F. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the FDA/Minnesota Food Code. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
- G. Scrub the surface of firm fruits and vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
- H. Remove any damaged or bruised areas.
- I. Label, date, and refrigerate fresh-cut items.
- J. Serve cut melons within 7 days if held at 41° F or below (see SOP for Date Marking Ready-to-Eat, Potentially Hazardous Foods).
- K. Do not serve raw seed sprouts to highly susceptible populations such as pre-school-age children.

Monitoring:

The Food Service Director will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation.

Corrective Action:

Unwashed fruits and vegetables will be removed from service and washed immediately before being served. Unlabeled fresh cut items will be labeled and dated. Discard cut melon held after 7 days.

VISITORS IN FOOD AND NUTRITION SERVICES

Purpose: Visitors (including students, non-production staff, vendors, and volunteers) in the Food and Nutrition Services Department will be kept to a minimum.

Scope: When visitors are present, they must adhere to food safety practices followed in the department.

Instructions:

- A. Limit the access of visitors in the food production areas.
- B. Provide hair restraints for all visitors to food production areas.
- C. Ask all visitors to wash their hands following Food and Nutrition Services operation's procedures.
- D. Post signs to inform visitors of the following procedures:
 - Limited access to Food and Nutrition Services Production areas.
 - Location of and proper use of hair restraints.
 - Location of and proper use of handwashing stations.

Monitoring:

All Food and Nutrition Services employees will monitor visitors in production areas to ensure that procedures are followed.

Corrective Action:

If visitors do not follow food safety practices while in the department, the Food and Nutrition Services staff will retrain immediately.

Verification and Record Keeping:

No verification or record keeping procedures are required.

SECTION 3
ANALYZE THE HAZARDS

Conducting a Hazard Analysis for the Flow of Food in the School Meals Program

STEP	CONSIDERATION
Menu Planning	Customers Preparation requirements (time, storage capacity, personnel, etc.) Inventory/rotation Facilities/equipment to accomplish task Delivery/pricing product
Recipe Development	Identification of all ingredients Development of preparation steps Personnel/time factor Facilities/equipment Process cooling/advance preparation
Purchasing	Biological/chemical concerns Approved source Certificate of conformance (product meets buyer's standards) Delivery schedule
Receiving	Time-Temperature relationship Sensory evaluations Labeling product for inventory/FIFO
Storing	Time-Temperature Personal hygiene practice Cross-contamination Inventory/FIFO
Preparing	Designated areas and/or equipment Thawing process Pre-chilled ingredients Batch preparation
Cooking	Type of cooking equipment Internal product temperature check Final cooking temperature Post-cooking contamination
Serving	Time-Temperature Post-cooking contamination Personal hygiene
Holding	Time-Temperature Raw vs. cooked product storage Post-cooking contamination Facilities/equipment
Cooling	Time-Temperature Product density Container size/type Cooling method
Reheating	Time-Temperature

PROCESS APPROACH TO HACCP

The **Process Approach to HACCP** is a method of classifying food preparation into three broad categories. These categories are based on the number of times a menu item makes a complete trip through the temperature danger zone. The way food is prepared at each site determines into which of the three preparation processes it will fall.

Temperature, if not controlled properly during food preparation and service, can contribute to a higher risk of foodborne illness. Therefore, it is critical to manage the temperature of food. In order to protect foods from potential hazards, it is important to keep hot foods hot and cold foods cold. It is important to **keep food out of the temperature danger zone (41° F to 140° F)**.

To assign menu items to one of the three processes, consider the processes and procedures used to prepare the food in each of your school district's facilities. Determine whether menu items have no cook step involved, undergo a cook step for same day service, or receive additional cooling and reheating following a cook step. This will enable you to place each menu item into the appropriate process. Identify the number of times each menu item goes up (heating) and comes down (cooling) through the **temperature danger zone (41° F to 140° F)** and classify items into the following food preparation processes:

Process #1 – No Cook

The menu item does not go completely through the danger zone in either direction.

Process #2 – Same Day Service

The menu item takes one complete trip through the danger zone (going up during cooking) and is served.

Process #3 – Complex Food Preparation

The classification is on the recipe sheet.

In addition to initial food preparation, some Food and Nutrition Services operations make use of leftovers. Generally, leftovers will fall into **Process #3** as they have most likely been cooked and cooled prior to being stored and used again.

Staff Training:

- All Food and Nutrition Services staff will be given an overview of the School Food Safety Program: Process Approach Based on the HACCP Principles process after being hired and annually before handling food.
- Any substitute Food and Nutrition Services staff will be given instructions on the HACCP Approach and instructed on the necessary procedures relevant to the tasks they will be performing and the corresponding records to be kept.

- Periodic refresher training for employees will be provided.

MENU ITEMS: SORTED BY PROCESS

PROCESS #1 (NO COOK)	PROCESS #2 (COOK AND SERVE SAME DAY)	PROCESS #3 (COMPLEX FOOD PREPARATION)
Milk, All Varieties	Cheesy Bread Sticks with Italian Dipping sauce	
Fruit Juice (Orange, Apple, Grape, Orange/Pineapple, Orange/Grape and Orange/Fruit Punch)	Hot Vegetables (Whole Kernel Corn, Green Peas, Green Beans, Broccoli, California Blend, Cut Carrots, Peas and Carrots, Mixed)	
Fresh Fruit (Grape Cluster, Watermelon, Kiwi, Oranges or Orange Smiles, Bananas, Cantaloupe, Red Delicious Apple Slices, Red Delicious Apple, Golden Delicious Apple, Granny Smith Apple)	Hamburger on Bun Cheese Burger on Bun	Roast Turkey and Gravy Hot Turkey Sandwich Turkey Noodle Hot Dish
Chilled Canned Fruit (Mixed, Applesauce, Pear Slices, Pineapple Tidbits, Mandarin Oranges, Peach Slices, Pineapple Slices)	Potato Products (French Fries, Tator Tots, Mashed Potatoes, Ranch Wedges, Tri Tators, Batter Bites and Criss Cuts)	Leftovers
Peanut Butter Sandwich	Taco Meat or Nacho Meat	
Deli Meat and Cheese Sandwich	Sausage Links, Sausage Patties, Ham Patties, Egg Patties	
Yogurt Cup	Pizza (, 4x6 Cheese, Cheese – Pepperoni – Sausage) Chicken Quesadilla, French Bread Cheese Fiestada)	
Fresh Vegetables (Lettuce, Tomato, Baby Whole Carrots, Celery Sticks, Broccoli Buds, Cauliflower Buds, Green Pepper, Onion, Cucumbers)	Mozzarella Cheese Sticks	
Cheese (Shredded Cheddar, Sliced American, Shredded Mozzarella)	Chicken Noodle Soup Chicken Vegetable Soup	
	Spaghetti with Meat Sauce Lasagna or Lasagna Hot Dish, Goulash, Chili	

MENU ITEMS SORTED BY PROCESS

PROCESS #1 (NO COOK)	PROCESS #2 (COOK AND SERVE SAME DAY)	PROCESS #3 (COMPLEX FOOD PREPARATION)
Frozen Fruit (Cherries)	Chicken Products (Crispy Tenders, Fajita Meat, Chicken Patty, Chicken Nuggets, Chicken Strips, Grilled Patty, Breaded Pieces)	
Pudding (Butterscotch, Chocolate and Vanilla)	Diced Roast Chicken with Gravy	
Ranch Dip		
	Meatballs with Gravy Meat Loaf	
Peanut Butter and Jelly Sandwich (Smuckers)	Ham & Egg Patty on Bun Sausage Patty on Bun	
Salad Bar (Lettuce, Cottage Cheese, Diced Meat, Shredded Cheese, Fresh Vegetables)	Macaroni and Cheese	
Sub Sandwich	Hamburger Gravy	
Chef Salad	Sloppy Joe on Bun	
Turkey Sandwich	Hot Dog on Bun	
	Homemade Toasted Cheese Sandwich	
	Tator Tot Casserole	
	Steamed White Rice	
	Fish Nuggets	
	Fish Patty/Fillet on Bun	
	Baked Beans	
	Beef Burrito	
	Roast Beef/Au Jus on Roll	
	Corn Dog	
	BBQ Pork on Bun	

PROCESS #1 – NO COOK
KEEP FOOD BELOW 41°F DEGREES

Control Measures:

CCP:

- Cold holding – Critical Limit is 41°F or below

SOP:

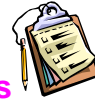
- Personal Hygiene
- Washing Fresh Fruits and Vegetables
- Limiting time in the danger zone to inhibit bacterial growth and toxin production (i.e. holding at room temperature for 4 hours and then discarding)
- Verifying receiving temperatures of food
- Date Marking of ready-to-eat foods

MENU ITEM	RECIPE NAME OR NUMBER
Milk, All Varieties	
Fruit Juice (Orange, Apple, Grape, Orange/Pineapple, Orange/Grape and Orange/Fruit Punch)	
Fresh Fruit (Grape Cluster, Watermelon, Kiwi, Oranges or Orange Smiles, Bananas, Cantaloupe, Red Delicious Apple Slices, Red Delicious Apple, Golden Delicious Apple, Granny Smith Apple)	
Chilled Canned Fruit (Mixed, Applesauce, Pear Slices, Pineapple Tidbits, Mandarin Oranges, Peach Slices)	
Peanut Butter Sandwich	
Deli Meat and Cheese Sandwich	
Trix Yogurt Cup	
Fresh Vegetables (Lettuce, Tomato, Baby Whole Carrots, Celery Sticks, Broccoli Buds, Cauliflower Buds, Green Pepper, Onion)	
Cheese (Shredded Cheddar, Sliced American, String Cheese, Mozzarella)	
Frozen Fruit (Sliced Strawberries, Peach Slices)	
Pudding (Butterscotch, Chocolate and Vanilla)	
Ranch Dip	
Peanut Butter and Jelly Sandwich (Smuckers)	
Salad Bar (Lettuce, Cottage Cheese, Diced Meat, Shredded Cheese, Fresh Vegetables)	
Sub Sandwich	
Chef Salad	
Turkey Sandwich	

PROCESS 1: NO COOK

RECEIVE

Control Measures: Known Source, Receiving Temperatures



STORAGE

**Control Measures: Proper Storage Temperatures,
Prevent Cross-Contamination,
Store Away from chemicals**



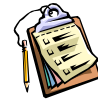
PREPARE

**Control Measures: Personal Hygiene,
Prevent Cross-Contamination,
Restrict Ill Employees**

CCP: COLD HOLDING

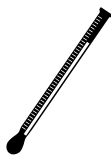


**Control Measures: Hold at 41°F or below,
Check and record temperatures**

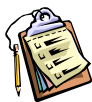


SERVE

**Control Measures: No Bare Hand Contact with
Ready to Eat Food, Personal Hygiene,
Restrict Ill Employees**



Thermometer icon means that taking a temperature is necessary.



Clipboard icon means recording data is necessary.

PROCESS 2 – COOK AND SAME DAY SERVICE
COOK TO CORRECT TEMPERATURE. SERVE AT 140°F DEGREES OR ABOVE

Control Measures:

CCP:

- Cooking to destroy bacteria and other pathogens (CCPs with corresponding critical limits are noted below.)

SOP:

- Hot holding or limiting time in danger zone to prevent the outgrowth of spore-forming bacteria

MENU ITEM	RECIPE NAME OR NUMBER	COOKING TEMPERATURE
Cheesy Bread Sticks		140°F for 15 seconds
Hot Vegetables (Whole Kernel Corn, Green Peas, Green Beans, Broccoli, California Blend, Crinkle Cut Carrots, Peas and Carrots, Mixed)		140°F for 15 seconds
Hamburger or Cheeseburger on Bun		155°F for 15 seconds
Potato Products (French Fries, Tator Tots, Mashed Potatoes, Ranch Wedges, Tri Tators, Batter Bites and Criss Cuts)		140°F for 15 seconds
Taco Meat		155°F for 15 seconds
Sausage Links		155°F for 15 seconds
Pizza (4x6 Cheese – Pepperoni – Sausage) (Cheese or Chicken Quesadilla, French Bread Cheese, Fiestada)		140°F for 15 seconds
Mozzarella Cheese Sticks		140°F for 15 seconds
Hot Ham(or Sausage) & Egg and Cheese on Bun		155°F for 15 seconds
Spaghetti with Meat Sauce		155°F for 15 seconds
Diced Roast Chicken with Gravy		165°F for 15 seconds
Diced Roast Turkey with Gravy		165°F for 15 seconds

SECTION 4

CONTROL POINTS AND CRITICAL CONTROL POINTS

OGILVIE PUBLIC SCHOOLS RECIPES WILL HAVE CCP'S WRITTEN ON RECIPES

Recipes that vary from this plan require individual plans.

PHF = Potentially Hazardous Food

Step	Food Safety Hazards	Critical Step	Critical Limits	Monitoring the Critical Steps	Corrective Action
Receiving	Contamination, pathogen growth, toxins and parasites	Yes	Obtain (PHF's) meat, eggs, poultry, fish, shellfish, dairy from approved facility	Check paper work for each load, visual inspection, check temperature before unloading	Reject product if not from an approved supplier or if product is contaminated or > 41° F.
Storage	Growth of pathogens	Yes	PHFs, temperature of < 41° F	Check food and air temperature at the beginning and end of shift	Immediately cook food if temperature > 45°F, lower cooler temperature
Preparation	Growth of pathogens and toxin development	Yes	PHFs out of refrigeration < 1 hour	Note time PHFs taken from temperature control	Cook immediately or cool rapidly using ice
Cooking	Pathogen survival	Yes	165° F for 15 seconds*	Check temperature at the end of cooking	Continue heating until temperature achieved
Hot Holding	Pathogen growth and toxin development	Yes	≥ 140° F	Check temperature in hot holding every hour	Reheat to 165° F if temperature drops below 140° F. Adjust hot table temperature
Cooling	Pathogen growth	Yes	Cool from 140°F to 70° F within 2 hours and from 70°F to 41°F in 4 hours	Check food temperature every hour	Discard food if standard not met
Reheating	Pathogen survival	Yes	Reheat to 165° F for 15 seconds Reheating must take place in less than 2 hours	Check temperature of food every hour	Discard if time-temperature parameters are not met

* Wash hands appropriately, prevent cross-contamination and allergy awareness.

IMPORTANT TEMPERATURE, TIMES AND PROCEDURES FOR FOOD SAFETY

(Adapted from Appendix B – National Food Service Management Institute)

Important Point	Answer
1. The temperature danger zone for bacterial growth.	41° F to 140° F
2. The amount of time food can stay safely in the temperature danger zone.	4 hours
3. The minimum amount of time recommended for handwashing.	20 seconds
4. The required internal product temperature for refrigerated food.	41° F
5. The ideal temperature range for dry storage.	50° F to 70° F
6. The distances food should be stored above the floor and away from the wall.	6 inches
7. The required minimum internal product temperature for frozen food.	0° F
8. The information that should be included with products when delivered and stored.	Product Label/ Date/Time
9. Temperature of water for thawing food.	70° F or lower
10. The maximum times and temperature ranges for cooling hot food.	Cool to 70° F within 2 hours and then to 41° F with- in 4 hours.
11. The maximum time a product will be out of refrigeration or hot holding control will never exceed 4 hours . Refrigerated ready-to-eat foods removed from refrigeration for periods of time longer than 20-30 minutes will be placed on time control and discarded at the end of the serving period. A note will be made on the Daily Food Production Record or Damaged or Discarded Food Products forms of which products will be discarded.	

MINNESOTA FOOD CODE, CHAPTER 4626

Effective Date: September 8, 1998

Temperature Requirements for Potentially Hazardous Foods

Disease causing bacteria can multiply rapidly in potentially hazardous foods if temperature controls are not used or are inadequate. The following time and temperature requirements must be met to ensure a safe food product.

Cold Holding Temperature

Cold foods must be maintained at 41° F or less.

Frozen foods have no specific temperature requirements other than to remain frozen. It is recommended that **frozen food** be maintained at **0° F or less**.

Cooking Temperatures

<u>Food Items</u>	<u>Minimum Temperatures</u>
Eggs for immediate service, and except as otherwise required, fish, meat, and commercially raised game animals	145° F or above for 15 seconds
Chopped or ground meat, fish, and commercially raised game animals; pork; injected meats; and eggs cooked for hot holding	155° F or above for 15 seconds, or 150° F or above for 1 minute, or 145° F or above for 3 minutes
Poultry; stuffed food products; stuffing containing fish, meat or poultry and wild game animals	165° F or above for 15 seconds
Beef and corned beef, See MN Food Code	145° F or above for 3 minutes

Microwave Cooking

Foods cooked in a microwave must be cooked to **165° F**. The product must be covered, and rotated or stirred during the cooking process. After cooking, allow the covered product to **stand for two minutes** prior to serving.

Hot Holding Temperature (Includes Hot Vegetables and Fruits)

If hot holding of a cooked product is necessary, the food must be maintained at **140° F or above**. The exception is **roasts**, which must be held at **130° F or above**.

Cooling of Foods

Foods must be cooled from **140° F to 70° F within two hours**, and from **70° F to 41° F within an additional four hours**. The goal is to cool food as quickly as possible.

Reheating of Foods

Food that is reheated for hot holding must be reheated to an internal temperature of at least **165° F for 15 seconds**. Reheating must be done rapidly and the minimum temperature must be reached **within two hours**. Steam tables, warmers, or similar equipment do not heat food quickly enough and must not be used for reheating foods. To reheat food in a microwave, use the same method as in microwave cooking.

SECTION 5

MONITORING PROCEDURES

Food Service Director Responsibilities:

- The Food Service Director will be responsible for ensuring assigned Food and Nutrition Services staff is properly monitoring control measures and CCPs at the required frequency and are documenting required records.
- The Food Service Director will also be responsible for monitoring the overall performance of Standard Operating Procedures (Specific details regarding monitoring are addressed in each SOP).

Food and Nutrition Services Staff Responsibilities:

- Food and Nutrition Services staff is responsible for monitoring individual critical control points (CCPs) in the handling and preparation of food.
- Food and Nutrition Services staff is responsible for monitoring control points as defined in the Standard Operating Procedures (SOPs).

RECEIVING: TEMPERATURE/QUALITY LOG
(TRACKING FOR RECEIVING PERISHABLE FOOD SHIPMENTS)

Received By _____ Date _____

Date	Product/Supplier	Temp.	Reject? Yes/No	Quality Comments/Initials

- Spot check the temperatures with a sanitized stem thermometer when receiving
- Refrigerated foods for safety and quality must be received at 41°F or below
- Frozen foods must be 0°F. Write the receiving date on the container or use color labels for proper rotation of foods

REFRIGERATOR/FREEZER TEMPERATURE RECORD

School _____ Month/Year _____

			- Refrigerator -		-- Freezer --		
Date	Time	Recorded by	External	Internal	External	Internal	Corrective Action

Optimal Ranges: 32° to 39°F (Refrigerator); -10° to 0°F (Freezer). Report reading that do not fall in the Optimal Ranges to the Head Cook. Corrective action must be noted if temperatures fall outside of appropriate range.

COOLER/FREEZER TEMPERATURE LOG

School _____ Month _____ Cooler/Freezer# _____
(Record ambient or air temperature)

Date	6:00am Temp.	8:00am Temp.	10:00pm Temp.	12:00pm Temp.	2:00pm Temp.	Initials/Comments

Internal cold food temperatures should not be over 41°F
Freezer temperature should be 0°F or below

- ❖ 35°F to 38°F is ideal air temperature for most walk-in coolers or refrigerators, but lower temperature increases shelf life of foods.
- ❖ Remember the food temperature will always be higher then the air temperature in the cooler. (Example: If the air temperature is 38°F, your internal food temperature might be 40°F)

HACCP SAFE COOLING CHART

School _____ Date _____

Food Product Name							
Date							
Actual Start Time at 140°F		:	:	:	:	:	:
		AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
After 1 hour	Temperature	°F	°F	°F	°F	°F	°F
	Time	:	:	:	:	:	:
After 2 hours (Must be 70°F or below)	Temperature	°F	°F	°F	°F	°F	°F
	Time	:	:	:	:	:	:
After 3 hours	Temperature	°F	°F	°F	°F	°F	°F
	Time	:	:	:	:	:	:
After 4 hours	Temperature	°F	°F	°F	°F	°F	°F
	Time	:	:	:	:	:	:
After 5 hours	Temperature	°F	°F	°F	°F	°F	°F
	Time	:	:	:	:	:	:
After 6 hours (Must be 41°F or below)	Temperature	°F	°F	°F	°F	°F	°F
	Time	:	:	:	:	:	:
Corrective Action							
Employee Initials							

Improper Cooling of Hot Foods is the #1 Factor of Rapid Bacterial Growth, which causes FOODBORNE ILLNESS!

TIME/TEMPERATURE FOOD PREPARATION LOG
 (For Foods Prepared in Advance of Service, Catering, Etc.)

School _____ Date _____

(Record at least every 2 hours)

Date: Food Item:

		Time					
		Temp					
		Time					
		Temp					
		Time					
		Temp					
		Time					
		Temp					
		Time					
		Temp					
		Time					
		Temp					
		Time					
		Temp					
		Time					
		Temp					
		Time					
		Temp					
		Time					
		Temp					
		Time					
		Temp					

- Use log for production steps from storage/prep/cold hold/cooking/hot holding/cooling/reheating
- Use a sanitized stem thermometer and check the thickest part of the food
- Prepare small portions to limit the time food is in the temperature danger zone
- Total time between 41-140°F must not exceed 4 HOURS.

SECTION 7

TRAINING

Food and Nutrition Services Goals:

1. To train new employees adequately in order to assist them in becoming successful as Food and Nutrition Service staff and to complete probationary requirements.
2. To evaluate current employees to identify staff needs, through documented weaknesses and strengths, and then train to meet staff needs for successful annual performance reviews and workplace sanitation and safety practices.

TRAINING:

Basic Training (Within First Three Months):

The Head Cook/Manager will plan on carrying out a training program in which each new employee is informed of (the Food and Nutrition Orientation form on the next page should be used as a guide):

1. Appropriate Handwashing Techniques
2. Proper Uniform
3. Employee Meal Policy
4. Introduction of Co-Workers
5. Proper Chlorine Sanitation Concentrations/Quats
6. Temperature Logs (Maintaining Temperatures of Hot and Cold Foods)
7. Portion Control
8. Offer versus Serve
9. Cleaning Procedures
10. Customer Service
11. Food Preparation Responsibilities

When new tasks are assigned, the Head Cook/Manager should give specific instructions on the operation of equipment, where to find the portion sizes, and how to complete the food preparation needed. The Head Cook/Manager will document training given in the employee's file and note strengths and weaknesses.

Advanced Training

The Head Cook/Manager can train Second Cooks and Food Service Assistants in filling out forms and reports such as temperature logs, receiving items from vendors, putting stock away, recording information for the Daily Food Production Records and other tasks deemed appropriate.

DOCUMENTATION:

Use the following guidelines when giving instructions or documenting performance issues.

1. Give clear directions.
2. Share specific expectations, such as the employees start time. This is the time that the employee should be in the kitchen ready to work on assigned tasks (in uniform and at the hand sink).
3. Observe the employee, analyzing the training needs and asking for advice of the Head Cook/Manager, if observed.
4. Document what was said and what was done – with the date. The documentation should include not only the employee's actions but also what actions preceded or followed.
5. Date and sign the documentation.

Documentation Sample: October 20, 2005: Head Cook/Manager instructed Sally Smith to prepare all the French Bread Pepperoni Pizza. Sally prepared 2/3 of the pizza and then went into the dishroom where there were already two employees working. This resulted in not having the pizza ready for lunch, causing a 10-minute delay in the

serving of the 3rd Lunch Line. Head Cook/Manager instructed Sally that directions needed to be followed. **Note:** Person writing the documentation should sign or initial as well as date the entry.

FOOD AND NUTRITION SERVICES
NEW EMPLOYEE ORIENTATION

Please give one copy to the Head Cook.

Employee Name: _____ Date: _____

Trainer: _____

➤ **Uniforms**

- What to where
- Jewelry
- Hair covering
- Fingernails

➤ **Handwashing**

- Use of Gloves

➤ **Personnel Issues**

- Pay Dates
- Timesheet Review
(Review Start and End Times, Extra Time by Approval Only)
- Meals and Breaks

➤ **Reporting for Work**

- Ready to Work (Apron and Hair Net On, Hands Washed, etc.)
- Procedure for Reporting Absence
- Requested Time Off
- Transfers

➤ **Review of Food Service Policies**

- Eating and Drinking While on the Job
- Review Standard Operating Procedures (SOPs)

➤ **Daily Meal Order/Production Record**

- Food Items
- Portioning
 - Scoops
 - Spoodles
 - Cutting
 - Heating and Serving Guidelines
- Production
- Handling Leftovers and Returns

➤ **Sanitation**

- 3 Compartment Sink
- Buckets
- Can opener
- Dishroom

➤ **Temperatures**

- Taking Temperatures
- Temperature Logs

➤ **Safety**

- Lifting
- Reporting an injury

➤ **Introduction to Serving**

➤ **Expectations of Customer Service**

MONTHLY OPERATIONAL REPORT

Name: _____ Month: _____

1. Meal Counts, Labor Hours, and Meal Equivalents

	<u>First day of month</u>	<u>Day mid-month</u>
Student Breakfasts	_____	_____
Student Lunches	_____	_____
Adults	_____	_____
A la Carte Sales	_____	_____
Meals per Labor Hour: _____ during week of: _____		
Food Expense per Meal Equivalent _____		
Supply Expense per Meal Equivalent _____		

2. Staff Training/Meeting Topics to be discussed and date completed.

Topic	Date Completed
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

***Put planned dates for training on calendar**

3. Staff Goal /Areas Needing Improvement

4. Comments from Director

To be completed each month. Keep in calendar.

REFERENCES AND RESOURCES

REFERENCES:

1. Dietary Guidelines - www.healthierus.gov/dietaryguidelines
2. FDA Food Code - <http://www.cfsan.fds.gov/~dms/fc01-sup.html>
3. Minnesota Food Code – <http://www.revisor.leg.state.mn.us/forms/getrulechap.shtml>
4. USDA Temperature Rules – www.fsis.usda.gov/thermy
5. National Food Service Management Institute – www.nfsmi.org

RESOURCES:

1. USDA Recipes - http://www.nfsmi.org/Information/school_recipe_index_alpha.html
or http://www.fns.usda.gov/tnResources/usda_recipes.html
2. Healthy School Meals Food Safety Resources - <http://schoolmeals.nal.usda.gov/Safety/index.html>
3. *Fruits and Vegetables Galore*, U.S. Department of Agriculture, Food and Nutrition Service, 2004 - http://www.fns.usda.gov/tn/Resources/fv_galore.html
4. For more information about the School Food Safety document contact – Foodsafety@fns.usda.gov