# Program Overview

**St. Joseph Catholic School Nutrition Services Food Safety – HACCP Manual**

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# Program Overview

## Description of Program Overview

This program was developed in April 2006 for the North East Independent School District. The program follows the USDA guidance on developing a food safety program base on the Process Approach to HACCP. All standard in the food safety program are based on state or local health department requirements. The program will be reviewed annually or as often as necessary to reflect any changes in the facilities.

The food service employees and cafeteria managers are trained to use the Standard Operating Procedures (SOPs) develop for this HACCP based food safety program.

The average daily participation and staffing information is located in the main School Nutrition Services office and is available upon request.

## Description of Facility Equipment

Each primary and secondary facility is equipped to maintain proper food safety and sanitation.

All facilities contain one or more of the following:

* Refrigeration units (walk-in refrigerator, walk-in freezer, freestanding refrigerator, freestanding freezer, milk box and/or merchandizing refrigerators)
* Cooking equipment (Convection Oven, Conventional Oven, & Steamer,
* Hot Holding Cabinet
* Steam Table Serving Unit
* Dish Machine
* Ice Machine / Ice Maker
* 3 compartment sinks
* Hand Sinks
* Pocket Thermometers / Meat Thermometer

**Standard Operating Procedures (SOP)**

## Cleaning and Sanitizing Food Contact Surfaces

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

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

**KEY WORDS:** Food Contact Surface, Cleaning, Sanitizing

### INSTRUCTIONS:

1. Follow manufacturer’s instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
2. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
   * Before each use
   * Between uses when preparing ready-to-eat foods and different types of raw animal foods, such as eggs, fish, meat, and poultry
   * Any time contamination occurs or is suspected.
3. Wash and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
   * Wash surface with detergent solution.
   * Sanitize surface using a sanitizing solution of chlorine bleach (household bleach) and water. Concentration should be 100 ppm when checked with chlorine test strips. Bleach sanitizing solution should be placed in the blue buckets. Test the chemical sanitizer concentration by using an appropriate test strips.
   * Place wet items in a manner to allow air-drying.
4. If a 3-compartment sink is used, setup and use the sink in the following manner:
   * In the first compartment, wash with a clean detergent solution at or above 110 oF.
   * In the second compartment, rinse with clean water.
   * In the third compartment, sanitize with a sanitizing solution of chlorine bleach (household bleach) and water with the water at or above 100 oF. Concentration should be 50 ppm when checked by using appropriate test strips.
   * Water in the 3 compartment sinks need to be changed frequently, 3-4 times during the workday. The water should be changed more frequently if needed.

# Standard Operating Procedures (SOP)

## Cleaning and Sanitizing Food Contact Surfaces (continued)

### INSTRUCTIONS Continue

1. If a dish machine is used:
   * Check with the dish machine manufacturer to verify that the information on the data plate is correct.
   * Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations (for low temperature dish machine).
   * All eating utensils need to be washed twice in the dish machine. The first time laying flat in a rack the second time eating side up in a cylinder. After the second washing they can be turned over (eating side down) into the final cylinder for dispensing.
   * Final Rinse must reach 180oF (on water temperature gauge) or above to ensure that food contact surfaces reach proper temperatures to sanitize. Heat sensitive tape when placed on a utensil or metal surface must reach 160oF per food code.
   * For chemical sanitizing dish machine (low temperature machines), final rinse should be 75oF to 120oF or the sanitizer will not work effectively.

### MONITORING:

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, and a minimum of 3 times daily:
   * Visually monitor that the water in each compartment is clean.
   * Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
   * If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
3. In a dish machine, on a daily basis:
   * Visually monitor that the water and the interior parts of the machine are clean and free of debris.
   * Continually monitor the temperature to ensure that the machine is operating according to the data plate.
   * For hot water sanitizing dish machine (twice a month), ensure that food contact surfaces are reaching the appropriate temperature by placing a piece of heat sensitive tape on a utensil or metal surface and running the item through the dish machine.
   * For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test strip.

# Standard Operating Procedures (SOP)

## Cleaning and Sanitizing Food Contact Surfaces (continued)

### CORRECTIVE ACTION:

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

### VERIFICATION AND RECORD KEEPING:

Employees operating the dish machine will record monitoring activities and any corrective action taken on the Dish Machine Temperature Record. The Cafeteria Manager will verify that employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift. The Cafeteria Manager will verify the dish machine temperature record. The record will be kept on file for at least 5 years. The Cafeteria Manager will complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

**Standard Operating Procedures (SOP)**

## Cleaning of Non-Food Contact Surfaces

**PURPOSE:** To prevent foodborne illness by ensuring that non-food contact surfaces are properly cleaned.

**SCOPE:** This procedure applies to employees involved in cleaning non-food contact surfaces.

**KEY WORDS:** Non-Food Contact Surface, Cleaning

### INSTRUCTIONS:

1. Wash and rinse, and sanitize non-food surfaces of serving line, pass through door handles and tray slides:
   * Before Lunch meal service
   * If the non-food contact surfaces become soiled during serving or between meal service periods wiping these areas to remove debris with clean water or a mild soapy solution in the green buckets.
2. Wash, rinse and sanitize non-food surfaces of serving line, pass through door handles and tray slides using the following procedure:
   * Wash surface with a mild soapy detergent solution.
   * Sanitize surface using a sanitizing solution of chlorine bleach (household bleach) and water. Concentration should be 100 ppm when checked with chlorine test strips. Bleach sanitizing solution should be placed in the blue buckets. Test the chemical sanitizer concentration by using an appropriate test strip.
   * Place wet items in a manner to allow air-drying.

### MONITORING:

Foodservice employees will:

1. During all hours of operation, visually and physically inspect non-food surfaces of serving line, pass through door handles and tray slides to ensure that the surfaces are clean.

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash and sanitize dirty non-food surfaces of serving line, pass through door handles and tray slides. Discard food that comes in contact with non-food surfaces.

### VERIFICATION AND RECORD KEEPING:

The Cafeteria Manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

**Standard Operating Procedures (SOP)**

**Controlling Time and Temperature of Potentially Hazardous Foods during Preparation, Cooking, Holding, Cooling and Reheating**

**PURPOSE:** To prevent foodborne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during the different stages of production: preparation, cooking, holding, cooling and reheating. To be in compliance with this SOP refer to the Using and Calibrating Thermometers, Preventing Cross- Contamination during Storage and Preparation and Washing Hands SOPs.

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

**KEY WORDS:** Cross-Contamination, Time and Temperature Control, Temperature Danger Zone, Food Preparation, Cooking, Holding, Cooling, Reheating

## Preparation Stage:

### Preparation Instructions

1. Use clean and sanitized equipment and utensils while preparing food.
2. Separate raw foods form ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils.
3. Pre-chill ingredients for cold foods, such as canned fruit, sandwiches, salads, condiment ingredients and cut melons, to 41 ºF or below before serving or combining with other ingredients.
4. Raw fruits and vegetables are not considered potentially hazardous foods except for cut melons and sprouts.
5. Prepare foods as close to serving times as the menu will allow.
6. Prepare food in small batches.
7. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30-45 minutes before cooking, serving, or being returned to the refrigerator.
8. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill.

### Preparation Monitoring

1. To monitor temperatures use a clean, sanitized, and calibrated thermometer.
2. When working with ground beef or liquid egg, a raw uncooked potential hazardous food, make sure that the cooking process begins within 30 minutes of these items being removed form refrigeration storage.
3. Monitor the amount of time that food is in the temperature danger zone (41ºF-140ºF). It should not exceed 45 minutes in the preparation stage.

### Preparation Corrective Action

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.

# Standard Operating Procedures (SOP)

### Controlling Time and Temperature of Potentially Hazardous Foods during Preparation, Cooking, Holding, Cooling and Reheating (Continued)

**Preparation Corrective Action (continued)**

1. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 45 minutes.
2. Discard food held in the temperature danger zone for more than 4 hours.

**Cooking Stage:**

### Cooking Instructions

1. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
2. Cook products to the following temperatures:
   1. 145 ºF for 15 seconds
      * Raw Seafood, beef and pork -not ground (example: pork chop)
   2. 155 ºF for 15 seconds
      * Raw Ground products containing beef, pork, or fish
      * Fish nuggets or sticks (flaked fish)
      * Eggs held on a steam table
      * Cubed or Salisbury steaks
   3. 165 ºF for 15 seconds
      * Poultry
      * Pasta stuffed with eggs, fish, pork, or beef (such as lasagna)
      * Leftovers to be reheated
   4. 140 ºF for 15 seconds
      * Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box.
      * Ready-to-eat food taken form a commercially processed intact package (examples: hot dogs, chicken nuggets)

### Cooking Monitoring

1. To monitor temperatures use a clean, sanitized, and calibrated thermometer.
2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures. The thermometer should be inserted into the thickest part of the product which is usually in the center. For items that are thin, stack two or three together and take the temperature.
3. Take temperatures of each pan at the end of the cooking stage. If food product does not reach the proper cooking temperature, return the product to the oven and continue cooking until the internal temperature is met. Indicate on “Food Temperature Record” if internal temperature was reached.

### Cooking Corrective Action

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

# Standard Operating Procedures (SOP)

### Controlling Time and Temperature of Potentially Hazardous Foods during Preparation, Cooking, Holding, Cooling and Reheating (Continued)

**Holding Stage:**

**Holding Instructions**

1. Hold hot foods at 140 ºF or above.
2. Hold cold foods at 41 ºF or below.
3. Preheat steam tables and hot boxes.

### Holding Monitoring

1. To monitor temperatures use a clean, sanitized, and calibrated thermometer.
2. For hot foods held for service:
   * Verify that the air/water temperature of any unit is at 140 ºF or above before use.
   * All hot potentially hazardous foods should be 140 ºF 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 60-90 minutes thereafter. Indicate on “Food Temperature Record” the holding temperature.
3. For cold foods held for service:
   * Verify that the air/water temperature of any unit is at 41 ºF or below before use.
   * Record refrigerator/freezer temperatures daily on all units used to store potentially hazardous foods.
   * All cold potentially hazardous foods should be 41 ºF or below before placing the food out for display or service.
   * Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 60-90 minutes thereafter. Indicate on “Food Temperature Record” the holding temperature.
4. For cold foods in storage:
   * Verify that the air temperature of any cold holding unit is at 41 ºF or below.

### Holding Corrective Action

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
   * Reheat the food to 165ºF for 15 seconds if the temperature is found to be below 140ºF and the item has been in the temperature danger zone for more than 4 hours
   * Discard the food if it cannot be determined how long the food temperature was below 140ºF.
3. For cold foods:
   * Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 ºF and the item has not been in the temperature danger zone for more than 4 hours.
   * Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler. Cover food after cooling.
   * Stir the food in a container placed in an ice water bath.

# Standard Operating Procedures (SOP)

### Controlling Time and Temperature of Potentially Hazardous Foods during Preparation, Cooking, Holding, Cooling and Reheating (Continued)

**Holding Corrective Action (continued)**

* + Add ice as an ingredient.
  + Separate food into smaller or thinner portions.
  + Use a rapid cooling utensil.

1. Discard the food if it cannot be determined how long the food temperature was above 41 ºF.
2. Repair or reset holding equipment before returning food to the unit, if applicable.

**Cooling Stage:**

### Cooling Instructions

1. Prepare and cool food in small batches.
2. Chill food rapidly using an appropriate cooling method:
   * Place food in shallow containers no more than 4 inches deep and uncovered on the top shelf in the back of the walk-in or reach-in cooler. Cover food after cooling.
   * Stir the food in a container placed in an ice water bath.
   * Add ice as an ingredient.
   * Separate food into smaller or thinner portions.
   * Use a rapid cooling utensil.
   * Pre-chill ingredients and containers used for making bulk items such as salads.
3. Chill cooked, hot food from:
   * 140 ºF or above to 70 ºF within 2 hours. Take corrective action immediately if food is not chilled from 140 ºF to 70 ºF within 2 hours.
   * 70 ºF to 41 ºF or below within 4 hours. The total cooling process from 140 ºF or above to 41 ºF may not exceed 6 hours. Take corrective action immediately if food is not chilled from 140 ºF or above to 41 ºF within the 6 hour cooling process.
4. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 ºF to 41

ºF or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 ºF to 41 ºF within 4 hours.

### Cooling Monitoring

1. To monitor temperatures use a clean, sanitized, and calibrated thermometer.
2. Monitor temperatures of products throughout the cooling process by using a thermometer. Indicate on “Food Temperature Record” the cooling temperature.

### Cooling Corrective Action

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

# Standard Operating Procedures (SOP)

### Controlling Time and Temperature of Potentially Hazardous Foods during Preparation, Cooking, Holding, Cooling and Reheating (Continued)

**Cooling Corrective Action (continued)**

1. Reheat cooked, hot food to 165 ºF for 15 seconds and start the cooling process again using a different cooling method when the food is:
   * Above 70 ºF and 2 hours or less into the cooling process; and
   * Above 41 ºF and 6 hours or less into the cooling process.
2. Discard cooked, hot food immediately when the food is:
   * Above 70 ºF and more than 2 hours into the cooling process; or
   * Above 41 ºF and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 ºF and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41 ºF and more than 4 hours into the cooling process.

**Reheating Stage:**

### Reheating Instructions

1. Heat processed ready-to-eat foods from a package or can, such as canned green beans or prepackaged burritos, to an internal temperature of at least 140 º F for 15 seconds for hot holding.
2. Reheat the following products to 165 ºF for 15 seconds:
   * Any food that is cooked, cooled, and reheated for hot holding
   * Leftovers reheated for hot holding
   * Products made from leftovers, such as soup
3. Reheat all foods rapidly. The total time the temperature of the food is between 41 ºF and 165 ºF may not exceed 2 hours.
4. Serve reheated food immediately or transfer to an appropriate hot holding unit.

### Reheating Monitoring

1. To monitor temperatures use a clean, sanitized, and calibrated thermometer.
2. For hot foods reheated for service :
   * All hot potentially hazardous foods should be reheated to 165 ºF or above before placing the food out for service.
   * Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every hour thereafter.

### Reheating Corrective Action

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

# Standard Operating Procedures (SOP)

### Controlling Time and Temperature of Potentially Hazardous Foods during Preparation, Cooking, Holding, Cooling and Reheating (Continued)

**VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record the date, product name, time and temperatures during the different stages of production as indicated on the Food Temperature Record and any corrective actions taken. The Cafeteria Manager will oversee the completion of the Food Safety Checklist monthly and the refrigeration Temperature record daily. The Cafeteria Manager will verify that foodservice employees are taking the required temperatures and following the proper procedure by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating “Food Temperature Record” and the refrigeration temperature record daily and the Food Safety Checklist monthly. The records will be kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

**Standard Operating Procedures (SOP)**

**Date Marking Ready-to-Eat, Potentially Hazardous Food**

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

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

**KEY WORDS:** Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, Cross- Contamination

### INSTRUCTIONS:

1. Label with the product name and date it is prepared or opened. Examples of how to indicate when the food is prepared or opened:
   * Labeling food with a calendar date, such as “cut cantaloupe, 5/26/05”
2. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 41 ºF or below.
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods according to leftover policy.

### MONITORING:

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

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Foods that are not date marked or that exceed the time period will be discarded.

### VERIFICATION AND RECORD KEEPING:

The Cafeteria Manager will complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

**Standard Operating Procedures (SOP)**

## Handling a Food Recall

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

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

**KEY WORDS:** Food Recalls

### INSTRUCTIONS:

1. The Food Service Director will review the food recall notice and specific instructions that have been identified in the notice.
2. Communicate the food recall notice to feeding sites.
3. Hold the recalled product using the following steps:
   * Physically segregate the product, including any open containers, leftover product, and food items in current production that items contain the recalled product.
   * If an item is suspected to contain the recalled product, but label information is not available, follow the district’s procedure for disposal.
4. Mark recalled product “Do Not Use” and “Do Not Discard.” Inform the entire staff not to use the product.
5. Do not destroy any USDA commodity food without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or State or local health department.
6. The School Nutrition Services Executive Director will inform the school district’s public relations coordinator/principals of the recalled product.
7. Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
8. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
9. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

### MONITORING:

Foodservice employees and Cafeteria Manager will visually observe that school sites have segregated and secured all recalled products.

# Standard Operating Procedures (SOP)

## Handling a Food Recall (continued)

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.
3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
5. Conform to the recall notice using the following steps:
   * Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendars days of the recall.
   * Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs.
   * Complete and maintain all required documentation related to the recall including:
     + Recall notice
     + Records of how food product was returned or destroyed
     + Reimbursable costs
     + Public notice and media communications
     + Correspondence to and from the public health department and State agency

### VERIFICATION AND RECORD KEEPING

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Record. The Cafeteria Manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Record when appropriate. Maintain the Damaged or Discarded Product Records for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

**Standard Operating Procedures (SOP)**

## Personal Hygiene

**PURPOSE:** To prevent contamination of food by foodservice employees.

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

**KEY WORDS:** Personal Hygiene, Cross-Contamination, Contamination

### INSTRUCTIONS:

1. Follow the Standard of Dress, Conduct and Hygiene policy from the Employee Policy Handbook. Report to work in good health, clean, and dressed in clean attire.
2. Change apron when it becomes soiled.
3. Wash hands properly, frequently, and at the appropriate times.
4. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
5. Avoid wearing artificial fingernails and fingernail polish.
6. Do not wear any jewelry except for a plain ring such as a wedding band.
7. Treat and bandage wounds and sores immediately. When hands are bandaged, single- use gloves must be worn.
8. Eat and drink only in designated break areas where food or food contact surfaces may not become contaminated. Preparation areas and dish machine areas are not to be considered break areas.
9. For Quality Control taste food the correct way:
   * Place a small amount of food into a separate container.
   * Step away from exposed food and food contact surfaces.
   * Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
   * Wash hands immediately.
10. Wear suitable and effective hair restraints while in the kitchen.

### MONITORING:

* + Cafeteria Manager will inspect employees when they report to work to be sure that each employee is following this SOP.
  + Cafeteria Manager will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

### CORRECTIVE ACTION:

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

# Standard Operating Procedures (SOP)

## Personal Hygiene (continued)

### VERIFICATION AND RECORD KEEPING:

The Cafeteria Manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The Cafeteria Manager will complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

**Standard Operating Procedures (SOP)**

## Preventing Contamination at Food/Condiment Bars

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

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

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

### INSTRUCTIONS:

1. Follow manufacturer’s instructions for pre-heating and pre-chilling food bar equipment before use.
2. The use of stainless steel pans and covers are preferred.
3. Pans should be surrounded with ice and flush with the container holding the ice to maintain temperature.
4. Place all exposed food under sneeze guards.
5. Provide an appropriate clean and sanitized utensil for each container on the food bar.
6. Replace existing containers of food with new containers when replenishing the food/condiment bar.
7. Assist customers who are unable to properly use utensils.
8. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
9. Avoid using spray chemicals to clean food bars when in use.
10. Change or wash serving utensils and clean countertops at least twice during lunch service in the elementary schools and between meal service in the middle and high schools.

### MONITORING:

1. Monitor and record temperatures of food in accordance with the Controlling Time and Temperature of Potentially Hazardous Foods during Preparation, Cooking, Holding, Cooling and Reheating SOP or the Using Time Alone as a Public Health Control to Limit Bacterial Growth in Potentially Hazardous Foods.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.
3. Continually monitor customers’ use of the food bar to ensure that customers are not:
   * Touching food with their bare hands
   * Coughing, spitting, or sneezing on the food
   * Placing foreign objects in the food

# Standard Operating Procedures (SOP)

## Preventing Contamination at Food/Condiment Bars (continued)

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to customers how to properly use utensils.
4. Discard the food if it cannot be determined how long the food temperature was above 41 ºF or below 140 ºF.

### VERIFICATION AND RECORD KEEPING:

The Cafeteria Manager will verify that foodservice employees are assigned to maintain food/condiment bars during all hours of operation. Foodservice employees will record temperatures of food items and document corrective actions taken on the Food Temperature Record. The Cafeteria Manager will complete the Food Safety Checklist monthly. These forms are to be kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

# Standard Operating Procedures (SOP)

## Preventing Cross-Contamination During Storage and Preparation

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

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

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

### INSTRUCTIONS:

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

### MONITORING:

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

# Standard Operating Procedures (SOP)

## Preventing Cross-Contamination During Storage and Preparation (continued)

### CORRECTIVE ACTION:

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

### VERIFICATION AND RECORD KEEPING:

The Cafeteria Manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The Cafeteria Manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist monthly. The Food Safety Checklist will be kept on file for 5 years. Foodservice employees will document any discarded food on the Damaged and Discarded Product Record. The Cafeteria Manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Record when appropriate. The Damaged and Discarded Product Record is to be kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

**Standard Operating Procedures (SOP)**

## Receiving Deliveries

**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.

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

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

### INSTRUCTIONS:

1. Schedule deliveries to arrive at designated times during operational hours.
2. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
3. Gather shipping list, calibrated thermometers, pen and clean loading carts before deliveries. Refer to the Using and Calibrating Thermometers SOP.
4. Keep receiving area clean and well lighted.
5. Do not touch ready-to-eat foods with bare hands.
6. Mark the arrival date upon receipt on all canned items, spices, baking products and grain.
7. Mark the date on the box of frozen juice when pulled to thaw in the refrigerator.
8. Compare delivery invoice against products ordered and products delivered.
9. Transfer foods to their appropriate locations as quickly as possible.
10. Frozen and refrigerated items must be stored in the proper locations within 30 minutes.

### MONITORING:

1. Visually inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Confirm vendor information before accepting delivery.
3. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
4. Check the temperature of refrigerated foods.
   1. For fresh milk, meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 ºF or below.
   2. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 ºF, it

# Standard Operating Procedures (SOP)

may be necessary to take the internal temperature before accepting the product.

1. Check dates of milk, eggs, juice and other perishable goods to ensure safety and quality.
2. Check the integrity of food packaging.

## Receiving Deliveries (continued)

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

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. NEISD warehouse will reject the following:
   * Frozen foods with signs of previous thawing
   * Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust
   * Punctured packages
   * Foods with outdated expiration dates
   * Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy.
3. On site if the warehouse delivers questionable items. The cafeteria manager will except the order and then contact the school nutrition service accountant to have the items credited back to the site. The warehouse will then pick-up the item or instructions will be given to dispose of the item.
4. If damaged or unacceptable items are delivered by and outside vendor reject those items and make sure they are removed from the invoice.
5. For cans (1 or 2) that are not usable, with dented seems or ends or swollen sides these should be discarded and noted on the Damaged or Discarded Record. If it is the entire case see step 3.

### VERIFICATION AND RECORD KEEPING:

Record the temperature and the corrective action on the delivery invoice (milk, produce for cut melon and cold storage from the warehouse). Foodservice employees will record the name of the food to be discarded on the Damaged and Discarded Record. The Cafeteria Manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Record and the invoices.

Damaged and Discarded Records and invoices are kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

**Standard Operating Procedures (SOP)**

## Serving Food

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

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

**KEY WORDS:** Cross-Contamination, Service

### INSTRUCTIONS:

1. Refer to the Using and Calibrating Thermometers SOP.
2. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
3. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
4. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
5. Store utensils with the handles up or by other means to prevent contamination.
6. Hold potentially hazardous food at the proper temperature. Refer to Controlling Time and Temperature of Potentially Hazardous Foods during Preparation, Cooking, Holding, Cooling and Reheating SOP.
7. Serve food with clean and sanitized utensils.
8. Store in-use utensils properly.
9. Date mark and cool potentially hazardous foods or discard leftovers. Refer to the “Date Marking Ready-to-Eat Potentially Hazardous Foods” and “Controlling Time and Temperature of Potentially Hazardous Foods during Preparation, Cooking, Holding, Cooling and Reheating” SOPs.

### MONITORING:

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

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Replace improperly handled plates, cups, or utensils.
3. Discard ready-to-eat food that has been touched with bare hands if they cannot be washed.

# Standard Operating Procedures (SOP)

1. Follow the corrective action identified in the “Washing Hands”, “Using Suitable Utensils When Handling Ready-To- Eat Foods”, “Date Marking Ready-to-Eat, Potentially Hazardous Foods”, and “Controlling Time and Temperature of Potentially Hazardous Foods during Preparation, Cooking, Holding, Cooling and Reheating” SOPs.

## Serving Food (continued)

### VERIFICATION AND RECORD KEEPING:

The Cafeteria Manager will periodically check the storage and use of utensils during service. In addition, the Cafeteria Manager will complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

**Standard Operating Procedures (SOP)**

## Storing and Using Poisonous or Toxic Chemicals

**PURPOSE:** To prevent foodborne illness by chemical contamination.

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

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

### INSTRUCTIONS:

1. The Material Safety Data Sheets (MSDS) will be stored in the office.
2. Follow manufacturer’s directions for specific mixing, storing, and first aid instructions on the chemical containers in the MSDS.
3. Label all chemicals with the common name of the substance.
4. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
5. Limit access to chemicals.
6. Maintain an inventory of chemicals.
7. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
8. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the State or local health department.
9. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
10. Do not use chemical containers for storing food or water.

### MONITORING:

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

### CORRECTIVE ACTION:

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

### VERIFICATION AND RECORD KEEPING:

The Cafeteria Manager will complete the Food Safety Checklist monthly to indicate that monitoring is completed. The Food Safety Checklist is kept on file for 5 years.

### DATE IMPLEMENTED 08/11

**DATE REVISED 12/17**

**Standard Operating Procedures (SOP)**

## Transporting Food to Remote Sites (Satellite Kitchens)

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

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

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

### INSTRUCTIONS:

1. Keep frozen foods frozen during transportation.
2. Maintain the temperature of refrigerated, potentially hazardous foods at 41 ºF or below and cooked foods that are transported hot at 140 ºF or above.
3. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
4. Prepare the food carrier before use:
   * Ensure that all surfaces of the food carrier are clean.
   * Wash, rinse, and sanitize the interior surfaces.
   * Ensure that the food carrier is designed to maintain cold food temperatures at 41 ºF and hot food temperatures at 1405 ºF or above.
   * Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the Using and Calibrating Thermometers SOP.
   * Pre-heat or pre-chill the food carrier according to the manufacturer’s recommendations.
5. Store food in containers suitable for transportation. Containers should be:
   * Rigid and sectioned so that foods do not mix
   * Tightly closed to retain the proper food temperature
   * Nonporous to avoid leakage
   * Easy-to-clean or disposable
   * Approved to hold food
6. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
7. Follow Receiving Deliveries SOP when food arrives at remote site.

### MONITORING:

1. Check the air temperature of the food carrier to ensure that the temperature suggested by the manufacturer is reached prior to placing food into it.

# Standard Operating Procedures (SOP)

1. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier

## Transporting Food to Remote Sites (Satellite Kitchens) (continued)

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue heating or chilling food carrier if the proper air temperature is not reached.
3. Reheat food to 165 ºF for 15 seconds if the internal temperature of hot food is less than 140 ºF.
4. Cool food to 41 ºF or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 ºF.
5. Discard foods held in the danger zone for greater than 4 hours.

### VERIFICATION AND RECORD KEEPING:

Before transporting food to a remote site, record food temperatures and any corrective action taken on the Food Temperature Record and the Satellite Shipping and Receiving Record. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures and any corrective action taken on the Receiving Shipping and Receiving Record. The Cafeteria Managers at both locations will verify that foodservice employees are following this SOP by visually observing employees receiving and documenting on the Food Temperature Record and the Satellite Shipping and Receiving Record daily. The Food Temperature Lags are kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

**Standard Operating Procedures (SOP)**

## Using and Calibrating Thermometers

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

**SCOPE:** This procedure applies to foodservice employees who prepare, cook, and cool food.

**KEY WORDS:** Thermometers, Calibration

### INSTRUCTIONS:

1. Follow the food thermometer manufacturer’s instructions for use. Use a food thermometer that measures temperatures from 0 ºF (-18 ºC) to 220 ºF (104 ºC) and is appropriate for the temperature being taken.
2. Have food thermometers easily accessible to foodservice employees during all hours of operation.
3. Clean and sanitize food thermometers before each use. Refer to the Cleaning and Sanitizing Food Contact Surfaces SOP for the proper procedure to follow.
4. Store food thermometers in an area that is clean and where they are not subject to contamination.

### MONITORING:

1. Thermometers will be routinely calibrated once a month. Calibration of thermometers will take place around the 15th of each month. The date will be specified on the department calendar
2. Foodservice employees will use the ice-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
3. To use ice-point method:
   * Insert the thermometer probe into a cup of crushed ice.
   * Add enough cold water to remove any air pockets that might remain.
   * Allow the temperature to stabilize before reading temperature.
   * Temperature measurement should be 32 ºF (+ 2 ºF) [or 0 ºC (+ 1 ºC)]. If not, adjust according to manufacturer’s instructions.
4. Foodservice employees will check the accuracy of the food thermometers at regular intervals (once a month), if dropped or whenever accuracy is in question.

### CORRECTIVE ACTION:

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

# Standard Operating Procedures (SOP)

1. For an inaccurate pocket thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with built in adjuster on thermometer sheath.

## Using and Calibrating Thermometers (continued)

1. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer’s instructions.
2. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer’s instructions for having the thermometer calibrated.
3. Retrain employees who are using or calibrating food thermometers improperly.

### VERIFICATION AND RECORD KEEPING:

The Cafeteria Manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours. The Cafeteria Manager will complete the Food Safety Checklist monthly to verify that thermometers are calibrated as indicated on the department calendar. The Food Safety Checklist is to be kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

# Standard Operating Procedures (SOP)

## Using Suitable Utensils When Handling Ready-to-Eat Foods

**PURPOSE:** To prevent foodborne illness due to hand-to-food cross-contamination.

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

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

### INSTRUCTIONS:

1. Use proper handwashing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. When handling utensils used for eating or serving, they must be cleaned and sanitized appropriately. Bare hands should not come in contact with the eating side or serving side of utensil. A 3 compartment sink or dish machine can be used to properly clean and sanitize utensils. See the Cleaning and Sanitizing Food Contac Surfaces SOP.
4. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
   * Single-use gloves
   * Deli tissue / napkin
   * Foil wrap
   * Tongs, spoodles, spoons, and spatulas
5. Wash hands and change gloves:
   * Before beginning food preparation
   * Before beginning a new task
   * After touching equipment such as refrigerator doors or utensils that have not been cleaned and sanitized
   * After contacting chemicals
   * When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
   * When handling money
   * Anytime a glove is torn, damaged, or soiled
   * Anytime contamination of a glove might have occurred

### MONITORING:

**Standard Operating Procedures (SOP)**

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

## Using Suitable Utensils When Handling Ready-to-Eat Foods (continued)

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands that cannot be washed.

### VERIFICATION AND RECORD KEEPING:

The Cafeteria Manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The Cafeteria Manager will complete the Food Safety Checklist monthly. The Food Safety Checklist is kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

**Standard Operating Procedures (SOP)**

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

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

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

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

### INSTRUCTIONS:

1. Refer to the Using and Calibrating Thermometers SOP.
2. Written procedures are established for:
   * Foods for which time rather than temperature will be used to limit bacteria growth.
   * Procedures used to indicate the time that is 4 hours past the point when the food is removed from temperature control, such as an oven or refrigerator.
3. Serve or discard cooked or ready-to-eat cold food within 4 hours past the time when the food is removed from temperature control.
4. Avoid mixing different batches of food together in the same container. If different batches of food are mixed together in the same container, use the time associated with the first batch of food as the time by which to cook, serve, or discard all the food in the container.
5. For all hot food items in the snack bar and mini-market carts verify the cooking temperature and time it came out of the oven and then the time the food was tossed. Verify that no more than 4 hours has passed between times.
6. For all cold food items in the snack bar and mini-market carts follow the “Controlling Time and Temperature of Potentially Hazardous Foods during Preparation, Cooking, Holding, Cooling and Reheating” SOP.

### MONITORING:

1. Foodservice employees will continually monitor that foods are cooked, served, or discarded 4 hours past the point when the food is removed form the temperature control.

### CORRECTIVE ACTION:

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

# Standard Operating Procedures (SOP)

1. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.

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

### VERIFICATION AND RECORD KEEPING:

Foodservice employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The Cafeteria Manager will verify that foodservice employees are following this procedure by visually monitoring foodservice employees and food handling during the shift. The Cafeteria Manager will complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

**Standard Operating Procedures (SOP)**

## 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 foodservice employees who prepare or serve food.

**KEY WORDS:** Fruits, Vegetables, Cross-Contamination, Washing

### INSTRUCTIONS:

1. Wash hands using the proper procedure.
2. 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.
3. 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.
4. Wash fresh produce vigorously under cold running water*.* Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
5. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
6. Remove any damaged or bruised areas.
7. Label, date, and refrigerate fresh-cut items.
8. Serve cut melons within 3 days if held at 41 ºF or below. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Food SOP.

### MONITORING:

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

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove unwashed fruits and vegetables service and washed immediately before being served.

# Standard Operating Procedures (SOP)

1. Label and date fresh cut fruits and vegetables.
2. Discard cut melons held after 3 days.

## Washing Fruits and Vegetables (continued)

### VERIFICATION AND RECORD KEEPING:

The Cafeteria Manager will complete the Food Safety Checklist monthly to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

**Standard Operating Procedures (SOP)**

## Washing Hands

**PURPOSE:** To prevent foodborne illness by contaminated hands.

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

**KEY WORDS:** Handwashing, Cross-Contamination

### INSTRUCTIONS:

1. Post handwashing signs or posters near all handwashing sinks, in food preparation areas, and restrooms.
2. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
3. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
4. Keep handwashing sinks accessible anytime employees are present.
5. Wash hands:
   * Before starting work
   * During food preparation
   * When moving from one food preparation area to another
   * Before putting on or changing gloves
   * After using the toilet
   * After sneezing, coughing, or using a handkerchief or tissue
   * After touching hair, face, or body
   * After eating and/or drinking
   * After handling raw meats, poultry, or fish
   * After any clean up activity such as sweeping, mopping, or wiping counters
   * After touching dirty dishes, equipment, or utensils
   * After handling trash
   * After handling money
   * After any time the hands may become contaminated
6. Follow proper handwashing procedures as indicated below:
   * Wet hands and forearms with warm, running water at least 110 ºF and apply soap.
   * Scrub lathered hands and forearms, under fingernails, and between fingers; rinse thoroughly under warm running water for a total of 20 seconds.
   * Dry hands and forearms thoroughly with single-use paper towels.
   * Turn off water using paper towels.
   * Use paper towel to open door when exiting the restroom.

# Standard Operating Procedures (SOP)

## Washing Hands (continued)

### MONITORING:

1. Cafeteria Manager will visually observe the handwashing practices of the foodservice staff during all hours of operation.
2. Cafeteria Manager will visually observe that handwashing sinks are properly supplied during all hours of operation.

### CORRECTIVE ACTION:

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

### VERIFICATION AND RECORD KEEPING:

The Cafeteria Manager will complete the Food Safety Checklist monthly to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for 5 years.

### DATE IMPLEMENTED 08/11 DATE REVISED 12/17

# Food Preparation Action Plan

## Process Approach

The monthly menu is posted in the kitchen. The menu items available for service are listed on the production record. All menu items are evaluated to determine which of the three processes is applicable and to identify the appropriate control measures and critical control points using the Process Approach Method. Process 1, 2 or 3 is listed on the production record and standardized recipes. Critical Control Points (CCPs) are identified on the standardized recipes. The following is a description of the Process Approach to HACCP:

Process 1 – No Cook Keep Food Below 41oF Control Measures CCP:

* + Cold holding – critical limits is 41oF or below SOP:
  + Personal Hygiene
  + Washing Fresh Fruits and Vegetables
  + Limiting time in the danger zone to inhibit bacterial growth and toxin production (e.g.; holding at room temperature for 4 hours and then discarding)
  + Verifying receiving temperatures of food
  + Date marking of ready-to-eat food

Process 2- Cook and Same Day Service

Cook to Correct Temperature. Serve at 140oF or above. Control Measures CCP:

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

SOP:

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

Process 3 – Cook, Cool, Reheat, Serve

Limit Time in the Danger Zone (41oF – 140oF) Control Measures CCP:

* + - Cooking to destroy bacteria and other pathogens
    - Reheating for hot holding, if applicable SOP:
    - Cooling to prevent the outgrowth of spore-forming bacteria (SOP)
    - Hot and cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin formation.

# Summary of Monitoring and Verifying Records

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary Table for Monitoring and Verifying HACCP-Based SOP Record** | | | |
| **Standard Operating Procedure (SOP)** | **Record** | **Monitored by Whom** | **Verified by Whom** |
| Cleaning and Sanitizing Food Contact Surfaces | Dish Machine Temperature Record  Food Safety Checklist | Cafeteria Manager | Cafeteria Manager |
| Cleaning of Non-food Contact Surfaces |  | Cafeteria Manager | Cafeteria Manager |
| Controlling Time and | Food Temperature | Foodservice Assistant | Cafeteria Manager |
| Temperature of Potentially Hazardous Foods during | Record  Food Safety Checklist | Cafeteria Manager |  |
| Preparation, Cooking, Holding, Cooling and Reheating | refrigeration temperature record |  |  |
| Date Marking and Ready-to – Eat, Potentially Hazardous Food | Food Safety Checklist | Cafeteria Manager | Cafeteria Manager |
| Handling of Food Recall | Damaged or Discarded Product Record | Foodservice Assistant  Cafeteria Manager | Cafeteria Manager |
| Personal Hygiene | Food Safety Checklist | Foodservice Assistant  Cafeteria Manager | Cafeteria Manager |
| Preventing Cross- Contamination of Food/Condiment Bars | Food Temperature Record | Foodservice Assistant  Cafeteria Manager | Cafeteria Manager |
| Preventing Cross- | Food Safety Checklist | Foodservice Assistant | Cafeteria Manager |
| Contamination During Storage and Preparation | Damaged or Discarded Product Record | Cafeteria Manager |  |
| Receiving Deliveries | Delivery Invoice (Milk, produce, warehouse)  Damaged or Discarded Product Record | Foodservice Assistant Cafeteria Manager | Cafeteria Manager |

# Summary of Monitoring and Verifying Records

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| **Summary Table for Monitoring and Verifying HACCP-Based SOP Record, continued** | | | |
| **Standard Operating Procedure (SOP)** | **Record** | **Monitored by Whom** | **Verified by Whom** |
| Serving Food | Food Safety Checklist | Foodservice Assistant  Cafeteria Manager | Cafeteria Manager |
| Storing and Using Poisonous or Toxic Chemicals | Food Safety Checklist | Foodservice Assistant  Cafeteria Manager | Cafeteria Manager |
| Transporting Food to | Food Temperature | Foodservice Assistant | Cafeteria Manager |
| Remote Sites (Satellite Kitchens) | Record  Satellite Shipping and | Cafeteria Manager |  |
|  | Receiving Record |  |  |
| Using and Calibrating Thermometers | Food Safety Checklist | Foodservice Assistant  Cafeteria Manager | Cafeteria Manager |
| Using Suitable | Food Safety Checklist | Foodservice Assistant | Cafeteria Manager |
| Utensils When handling Ready-to – |  | Cafeteria Manager |  |
| Eat Foods |  |  |  |
| Using Time Alone as | Food Safety Checklist | Foodservice Assistant | Cafeteria Manager |
| a Public Health Control to Limit |  | Cafeteria Manager |  |
| Bacteria Growth in |  |  |  |
| Potentially hazardous |  |  |  |
| Foods |  |  |  |
| Washing Fruits and Vegetables | Food Safety Checklist | Foodservice Assistant  Cafeteria Manager | Cafeteria Manager |
| Washing Hands | Food Safety Checklist | Foodservice Assistant  Cafeteria Manager | Cafeteria Manager |

# Summary of Corrective Action

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| **Summary of Corrective Actions for HACCP-Based SOPs** | |
| **SOP** | **Corrective Action** |
| Cleaning and Sanitizing Food Contact Surfaces | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly. 3. In a 3-compartment sink:    * Drain and refill compartments periodically and as needed to keep the water clean. (3-4 times daily)    * Adjust the water temperature by adding hot water until the desired temperature is reached.    * Add more sanitizer or water, as appropriate, until the proper concentration is achieved. 4. In a dish machine:    * Drain and refill the machine periodically and as needed to keep the water clean.    * Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.    * For a hot water sanitizing dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.    * For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if needed. “Prime” the machine according to the manufacturer’s instructions to ensure that the sanitizer is being pumped through   the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired. |
| Cleaning of Non-Food Contact Surfaces | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Wash and sanitize dirty non-food surfaces of serving line, pass through door handles and tray slides. Discard food that comes in contact with non-food surfaces. |

**Summary of Corrective Action**

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| **Summary of Corrective Actions for HACCP-Based SOPs, continued** | |
| **SOP** | **Corrective Action** |
| Controlling Time and | **Preparation Corrective Action**   1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot. 3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time. 4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 45 minutes. 5. Discard food held in the temperature danger zone for more than 4 hours.   **Cooking Corrective Action**   1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue cooking food until the internal temperature reaches the required temperature.   **Holding Corrective Action**   1. Retrain any foodservice employee found not following the procedures in this SOP. 2. For hot foods:    * Reheat the food to 165 ºF for 15 seconds if the temperature is found to be below 140 ºF and the item has not been in the temperature danger zone for more than 4 hours.    * Discard the food if it cannot be determined how long the food temperature was below 140 ºF. 3. For cold foods:    * Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 ºF and the item has not been in the temperature danger zone for more than 4 hours.    * Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.    * Use a quick-chill unit like a blast chiller.    * Stir the food in a container placed in an ice water bath.    * Add ice as an ingredient.    * Separate food into smaller or thinner portions.    * Use a rapid cooling utensil. 4. Discard the food if it cannot be determined how long the food temperature was above 41 ºF. 5. Repair or reset holding equipment before returning food to the unit, if applicable. |
| Temperature of |
| Potentially Hazardous |
| Foods during Preparation, |
| Cooking, Holding, |
| Cooling and Reheating |
| Critical Control |
| Point (CCP) |

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| **Summary of Corrective Actions for HACCP-Based SOPs, continued** | |
| **SOP** | **Corrective Action** |
| Controlling Time and | **Cooling Corrective Action**   1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Reheat cooked, hot food to 165 ºF for 15 seconds and start the cooling process again using a different cooling method when the food is:    * Above 70 ºF and 2 hours or less into the cooling process; and    * Above 41 ºF and 6 hours or less into the cooling process. 3. Discard cooked, hot food immediately when the food is:    * Above 70 ºF and more than 2 hours into the cooling process; or    * Above 41 ºF and more than 6 hours into the cooling process. 4. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 ºF and less than 4 hours into the cooling process. 5. Discard prepared ready-to-eat foods when the food is above 41 ºF and more than 4 hours into the cooling process.   **Reheating Corrective Action**   1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue reheating food if the internal temperature does not reach the required temperature. |
| Temperature of |
| Potentially Hazardous |
| Foods during Preparation, |
| Cooking, Holding, |
| Cooling and Reheating |
| (continued) |
| Critical Control |
| Point (CCP) |
| Date Marking and Ready- to-Eat, Potentially Hazardous Food | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Foods that are not date marked or that exceed the time period will be discarded. |
| 1. | |
| Personal Hygiene | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard affected food. |
| Preventing Contamination at Food/Condiment Bars | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Remove and discard contaminated food. 3. Demonstrate to customers how to properly use utensils. 4. Discard the food if it cannot be determined how long the food temperature was above 41 ºF or below 140 ºF |
| Preventing Cross- Contamination during Storage and Preparation | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Separate foods found improperly stored. 3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry. |
| Receiving Deliveries | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. NEISD warehouse will reject the following:    * Frozen foods with signs of previous thawing    * Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust    * Punctured packages    * Foods with out-dated expiration dates    * Foods that are out of safe temperature zone or deemed unacceptable by |

**Summary of Corrective Action**

**Summary of Corrective Action**

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|  | the established rejection policy.   1. On site if the warehouse delivers items of question. The cafeteria manager will except the order and then contact the school nutrition service accountant to have the items credited back to you 2. If damaged or unacceptable items are delivered by and outside vendor reject those items and make sure they are removed from the invoice. 3. For cans that are not usable, with dented seems or ends or swollen sides should be   discarded and noted on the Damaged or Discarded Record. |
| Serving Food | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Replace improperly handled plates, cups, or utensils. 3. Discard ready-to-eat food that has been touched with bare hands if they can not be washed. 4. Follow the corrective action identified in the “Washing Hands”, “Using Suitable Utensils When Handling Ready-To- Eat Foods”, “Date Marking Ready-to-Eat, Potentially Hazardous Foods”, and “Controlling Time and Temperature of Potentially Hazardous Foods during Preparation, Cooking, Holding, Cooling and Reheating” SOPs. |

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| **Summary of Corrective Actions for HACCP-Based SOPs, continued** | |
| **SOP** | **Corrective Action** |
| Storing and Using Poisonous or Toxic Chemicals | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard any food contaminated by chemicals. 3. Label and/or properly store any unlabeled or misplaced chemicals |
| Transporting Foods to Remote Sites (Satellite Kitchens) | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue heating or chilling food carrier if the proper air temperature is not reached. 3. Reheat food to 165 ºF for 15 seconds if the internal temperature of hot food is less than 135 ºF. Refer to the Reheating Potentially Hazardous Foods SOP. 4. Cool food to 41 ºF or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 ºF. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food. 5. Discard foods held in the danger zone for greater than 4 hours. |
| Using and Calibrating a Thermometer | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or |

**Summary of Corrective Action**

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|  | below the dial) with pliers or a wrench.   1. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer’s instructions. 2. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer’s instructions for having the thermometer calibrated. 3. Retrain employees who are using or calibrating food thermometers improperly. |
| Using Suitable Utensils When Handling  Ready-to-Eat Foods | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard ready-to-eat food touched with bare hands. |
| Using Time Alone as a Public Health Control  Critical Control Point (CCP) | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard unmarked or unidentified food or food that is noted to exceed the 4- hour limit. |
| Washing Fruits and Vegetables | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Remove unwashed fruits and vegetables service and washed immediately before being served. 3. Label and date fresh cut fruits and vegetables. 4. Discard cut melons held after 7 days. |
| Washing Hands | 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately. 3. Retrain employee to ensure proper handwashing procedure. |

**Summary of Corrective Action**