



ALPHA CHARTER OF EXCELLENCE

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Principal: Isabel Navas

School Food Safety Plan

*Based on the Process Approach to HACCP Principles
For Meals Provided by Preferred Meals*

School Year: 2020-2023

Prepared By::

Isabel Navas

NSLP Program Director

Revised : February 11, 2021

SUPPORTED BY:



The following procedures are adapted for the Alpha Charter of Excellence. These policies and procedures are based on guidance provided by the United States Department of Agriculture on developing a food safety program based on the Process Approach to HACCP, and the National Food Service Management Institute. The standards included in this policy are specific to the procedures used in the operation and service of meals provided by Preferred Meal Systems, Inc. for the Federal school meal programs including the National School Lunch and Breakfast

This policy is applicable to all Florida Alpha Charter of Excellence:

1223 SW 4th St, Miami, FL 33135

Grades Served: K-5
Enrollment: 290

Average Daily Participation (ADP)

Breakfast 100 Meals
Lunch 167 Meals

School Foodservice Staff

1- Cafeteria Manager

1- Cashiers

Kitchen Equipment

Menu

The menu is a 6 week cycle menu. Menu items are purchased individually packaged, pre-cooked and frozen or ready-to-eat. A summary of menu items is listed in the HACCP Food Preparation Action Plan, p. 41. Vendor information is also included in this section.

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School Food Safety Policy

Purpose: To ensure that all food served in the school district is safe for consumption by children and adults served by the district and that children will receive food safety education. The implementation of this policy is to prevent, remove and reduce hazards that can lead to food borne illness.

- Foods brought from home for consumption in the classroom must be purchased ready-to-eat and be wrapped in the original packaging.
- Vending companies supplying foods for vending machines and other food services must document that they follow a Hazard Analysis Critical Control Point (HACCP) program or Good Manufacturing Practices (GMPs).
- External groups that use the school kitchen must do so under the supervision of a food safety certified foodservice employee designated by the district foodservice 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.
- The foodservice program will be managed by an individual who has a food safety certification and foodservice employees will be certified as required by local Department of Health food codes.
- The foodservice program will have a HACCP program.
- Use of kitchen facilities must be approved by the school foodservice director or other designated personnel.
- Food safety education should be provided to students in the classroom and in the school cafeteria.

Standard Operating Procedures

Standard Operating Procedures for Alpha Charter of Excellence are listed below. Each SOP is included in this food safety program. Foodservice staff will be made aware of all SOP's during initial and ongoing training. Each Standard Operating Procedure has a *Purpose* that covers the reason for the policy, *Scope* for whom the procedure applies, *Instructions* for implementation, *Monitoring* procedures, *Corrective Action* in case of violation of procedure and *Verification* that procedure is in place.

Personal Hygiene

Washing Hands

Receiving Deliveries

- Vendor Log
- Receiving Log
- Damaged or Discarded Product Log

Storing Food and Maintaining Storage Equipment

- Equipment Temperature Log

Storing and Using Poisonous or Toxic Chemicals

Using Suitable Utensils When Handling Ready-to-Eat Foods

Washing Fruits and Vegetables

Cooking & Preparing Foods

- Cooking Temperature Log

Calibration of Thermometers

- Thermometer Calibration Record

Holding Hot and Cold Potentially Hazardous Foods

Sack Lunches

Transportation of Foods to Satellite Locations

Transporting Food to an Alternate Feeding Location

Food Safety in Emergency Situations

Responding to a Foodborne Illness Complaint

Responding to a Physical Hazard Complaint

Personal Hygiene

Standard Operating Procedure

Purpose: To prevent contamination of food by foodservice employees.

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

Key Words: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

1. Train foodservice employees on practicing good personal hygiene.
2. Report to work in good health, clean, and dressed in clean attire.
3. Change apron or clothes when they become soiled.
4. Wash hands properly, frequently, and at the appropriate times.
5. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
6. Avoid wearing artificial fingernails and fingernail polish.
7. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
8. Do not wear any jewelry except for a plain ring such as a wedding band.
9. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
10. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
11. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated. Thoroughly wash hands afterward.
12. 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.
13. Wash hands immediately.
14. Wear suitable and effective hair restraints while in the kitchen.
15. Follow State and local public health requirements.

Personal Hygiene, continued (SOP)

Monitoring:

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

Corrective Action:

Any foodservice 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 foodservice manager or other designated personnel will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation. The foodservice manager or other personnel will routinely complete the Food Safety Checklist. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log, which will be kept on file for a minimum of 1 year.

Date Implemented: _____ **By:** _____

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

Washing Hands

Standard Operating Procedure

Purpose: To prevent foodborne illness by contaminated hands.

Scope: This procedure applies to anyone who handles, prepares, and / or serves food.

Keywords: Handwashing, Cross-Contamination

Instructions:

1. Preferred Meals will train any individual that prepares or serves food on proper handwashing. Training may include viewing a handwashing video and demonstrating proper handwashing procedure.
2. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
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 smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated

Washing Hands, continued

(SOP)

6. Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water (at least 100 °F) and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
7. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the *2005 FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the manner specified by the manufacturer.

Monitoring:

A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation. In addition, the designated employee will visually observe that accessibility of handwashing sinks and supplies 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. Employee will be re-trained to ensure proper handwashing procedure.

Washing Hands, cont.
(SOP)

Verification and Record Keeping:

The foodservice manager or other personnel will routinely complete the Food Safety Checklist to indicate that monitoring is being conducted as specified. Maintain Food Safety Checklist for a minimum of 1 year.

Date Implemented: _____

By: _____

Date Reviewed: _____

By: _____

Date Revised: _____

By: _____

Receiving Deliveries

(Standard Operating Procedure)

Purpose: To ensure that all food is received wholesome and intact when it enters the foodservice operation and to transfer food to proper storage as quickly as possible.

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

Key Words: Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

Instructions:

1. Train foodservice employees who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours.
3. Post the delivery schedule, including the names of vendors, days and times of deliveries, and drivers' names if available.
4. Call customer service if items are damaged or need to be rejected.
5. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
6. Keep receiving area clean and well lighted.
7. Do not touch ready-to-eat foods with bare hands.
8. Mark foods with the arrival date when received.
9. Compare delivery invoice against products ordered and products delivered.
10. Ensure that drivers have transferred foods to their appropriate locations as quickly as possible.

Monitoring:

1. Inspect the delivery truck periodically 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. Check the interior temperature of refrigerated and frozen trucks.
3. Confirm vendor name, day and time of delivery, as well as driver's identification.
4. 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.

Receiving Deliveries, continued

(SOP)

5. Check the temperature of refrigerated foods.
Insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41°F or below. The temperature of milk should be 45°F or below.
6. Check dates of milk and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
8. Check the cleanliness of crates and other shipping containers before accepting products.
Reject foods that are shipped in dirty crates.

Corrective Action:

Reject the following:

- Frozen foods with signs of previous thawing.
- Punctured packages that have damaged interior foods
- Expired foods
- Foods that are out of safe temperature zone

Verification and Record Keeping:

Record the temperature and the corrective action on the delivery invoice or on the Receiving Log. The foodservice manager or other designated personnel will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the Receiving Log or Delivery Tickets at the close of each day. Receiving Logs are kept on file for a minimum of 1 year.

Date Implemented: _____ **By:** _____

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____



Smarter Solutions

Vendor Log

Post in Receiving Area

Vendor Name	Contact #	Delivery Days (circle)	Scheduled Time	Driver Name
Preferred Meal Systems, Inc.	()	M T W T H F	:	
	()	M T W T H F	:	
	()	M T W T H F	:	
	()	M T W T H F	:	
	()	M T W T H F	:	

Damaged or Discarded Product Log

Instructions: Foodservice employees will record delivery and serve dates, product name, item codes, quantity, and details each time a food or food product is damaged and/or will be discarded. The foodservice manager will verify that foodservice employees are reporting and discarding damaged food properly by visually monitoring foodservice employees during the shift and reviewing, initialing this log each working day. Damaged Products must be reported within 14 days of delivery to receive credit. The Damaged or Discarded Product Log is kept on file for a minimum of 1 year.

Delivery Date	Serve Date	Product Name	Item Code	Box Numbers	Damaged Amount	Damaged Details

Storing Food and Maintaining Storage Equipment

Standard Operating Procedure

Purpose: To ensure that food is stored properly and that equipment is in good working condition.

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

Key Words: First In First Out, Temperatures, Calibration,

Instructions:

1. Before storing, label all items with the delivery date and/or the use-by date
2. Store according to a first-in, first-out stock rotation system. Make sure that labels are visible, and that products expiring first are the most accessible.
3. Avoid stacking heavy products on top of lighter ones.
4. Don't delay in storing products promptly, especially any that require refrigeration or freezing.
5. Leave fresh produce in their original shipping containers as long as possible to avoid product bruising/damage.
6. Keep all food items at least 6 inches off the ground.
7. Store Cold foods at or below 38°F. Shelving in refrigerators should not be lined with foil or paper so that air can circulate freely.
8. Store Frozen foods at or below 0°F. Minimize the opening and closing of the freezer door to guard against heat gain.
9. Take and record cooler and freezer temperatures daily. Take temperature at the beginning of the shift before equipment is opened.
10. Keep dry storage room clean, orderly and well-ventilated. For optimal shelf life, dry foods should be held between 50° and 70°F.
11. Cleaning materials or other chemicals are never stored where they might contaminate foods in storage.
12. Temperature measuring devices and thermometers are calibrated regularly.
13. Refrigeration, cooking and hot holding equipment is routinely checked, calibrated, and operating correctly to ensure correct food product temperature.

Storing Food and Maintaining Storage Equipment, continued

(SOP)

Monitoring:

A designated employee will observe and record daily temperatures of cold and frozen storage equipment. Foodservice employees will visually observe that food is stored and labeled properly.

Corrective Action: Equipment that is not at the proper temperature will immediately be reported for service. Check stored food for proper temperature and reject if they are out of the safe temperature zone.

Verification and Recordkeeping:

Foodservice employees will record the temperature of all coolers and freezers on the Equipment Temperature Log. The Foodservice Manager or other designated personnel will monitor the recorded temperature sheets regularly and report any malfunctioning equipment. Equipment Temperature Logs are kept on file for a minimum of one year.

Date Implemented: _____

By: _____

Date Reviewed: _____

By: _____

Date Revised: _____

By: _____

EQUIPMENT TEMPERATURE LOG

MONTH _____

Circle: COOLER FREEZER

Date	Time	Temp	Initials

Date	Time	Temp	Initials

FREEZER- Optimal temperature- -10 to 0 degrees
COOLER- Optimal temperature- 32 to 40 degrees

Call for service immediately if equipment is not operating at proper temperature. For PMSI equipment call Cust. Service.

Storing and Using Poisonous or Toxic Chemicals

Standard Operating Procedure

Purpose: To prevent foodborne illness by chemical contamination.

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

Keywords: Chemicals, Cross-Contamination, Contamination, Material Safety Data Sheet

Instructions:

1. Train foodservice employees on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits as specified in this procedure.
2. Designate a location for storing the Material Safety Data Sheets (MSDS).
3. Label and date all poisonous or toxic chemicals with the common name of the substance.
4. Store all chemicals in their original containers in a designated secured area away from food and food contact surfaces using spacing or partitioning.
5. Limit access to chemicals by use of locks, seals, or key cards.
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, 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. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
11. Do not use chemical containers for storing food or water.
12. Use only hand sanitizers that comply with the *2005 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *2005 FDA Food Code*.
13. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
14. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
15. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.
16. Follow State and local public health requirements.

Storing and Using Poisonous or Toxic Chemicals, continued
(SOP)

Monitoring:

Foodservice employees and foodservice manager or other designated personnel 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.

Verification and Record Keeping:

The foodservice manager or other designated personnel will routinely complete the Food Safety Checklist to indicate that monitoring is completed. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log. The foodservice manager or other personnel will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. Maintain Food Safety Checklist and the Damaged and Discarded Product Logs for a minimum of 1 year.

Date Implemented: _____ **By:** _____

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

Using Suitable Utensils When Handling Ready-to-Eat Foods

Standard Operating Procedure

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 anytime when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless during washing of fruits and vegetables.
3. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves available from Preferred Meals, Customer Service
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
4. 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
 - Handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred
5. Follow State and local public health requirements.

Monitoring:

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,
Standard Operating Procedure

Corrective Action:

Employees that are 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.

Verification and Record Keeping:

The foodservice manager or other personnel will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The foodservice manager or other designated personnel will routinely complete the Food Safety Checklist. The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. This log will be maintained for a minimum of one year.

Date Implemented: _____

By: _____

Date Reviewed: _____

By: _____

Date Revised: _____

By: _____

Washing Fruits and Vegetables

Standard Operating Procedure

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.

Keywords: Fruits, Vegetables, Cross-Contamination

Instructions:

1. Train foodservice employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure.
3. 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.
4. Follow manufacturer's instructions for proper use of chemicals.
5. 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.
6. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *2005 FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
7. Follow State and local public health requirements.

Monitoring:

The foodservice manager will visually monitor that fruits and vegetables are being properly washed during all hours of operation. In addition, foodservice employees will check daily the quality of fruits and vegetables in cold storage.

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.

Washing Fruits and Vegetables, continued
Standard Operating Procedure

Verification and Record Keeping:

The foodservice manager or other designated personnel will routinely complete the Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure.

Date Implemented: _____ **By:** _____

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

Cooking & Preparing Foods

Standard Operating Procedure

Purpose: To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature and to prevent or reduce the risk of foodborne illness during preparation.

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

Key Words: Cross-Contamination, Temperatures, Cooking

Instructions:

1. Preferred Meals will train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
2. Ensure all food stored or prepared in facility is from approved sources.
3. Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.
4. Frozen food is thawed under refrigeration, cooked to proper temperature (165°F) from frozen state, or in cold running water.
5. Thawed food is not refrozen.
6. Food is tasted using the proper procedure.
7. Food is handled with suitable utensils, such as single use gloves or tongs.
8. Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.
9. The temperature of food is tested with a calibrated food thermometer. The internal temperature of food being cooked is monitored and documented.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take the internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center). Be sure that thermometer is inserted completely in product.
3. Record temperature of each food item on the Production Record or the Cooking - Reheating Temperature Log.

Cooking & Preparing Foods, continued
Standard Operating Procedure

Corrective Action:

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

Verification and Record Keeping:

Foodservice employees will record product name, time, temperatures, and any corrective action taken on the Cooking - Reheating Temperature Log or in the appropriate space on the Food Production Record.

Foodservice manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log or Production Record regularly. The Cooking – Reheating Temperature Logs are kept on file for a minimum of 1 year. Production Records are kept on file for 3 years plus the current year.

Date Implemented: _____ **By:** _____

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

Calibration of Thermometers

Standard Operating Procedure

Purpose: To ensure accuracy of temperatures taken and the safety of food served to children by routinely calibrating thermometers.

Scope: This procedure applies to foodservice employees who use thermometers in the kitchen.

Key Words: Calibration, Thermometer

Instructions:

Employees will calibrate thermometers routinely using the following steps as demonstrated during training by Preferred Meals:

Ice-Point Method

The ice-point method of calibrating thermometers is used.

1. Fill a large glass (at least 6" in diameter) with crushed ice. Add cold, clean tap water until the glass is full. Stir the mixture well so that it will be at 32°F.
2. Put the end of the clean thermometer or probe stem into the ice water so that the sensing area is completely submerged, but the stem does not touch the bottom or sides of the glass. Wait 30 seconds. The thermometer stem or probe stem must remain in the ice water submerged past the sensing area indicator (indentation on dial thermometers).
3. 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 (0°C).
4. Press the reset button on a digital thermometer to adjust the readout.
5. Record calibration, including date and initials, on the **Thermometer Calibration Record or on a Monthly Menu**.

Monitoring:

The foodservice manager or other designated personnel will review the **Thermometer Calibration Record / Menu** routinely to ensure that thermometers were calibrated.

Date Implemented: _____ **By:** _____

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

Holding Hot and Cold Potentially Hazardous Foods

Standard Operating Procedure

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

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

Key Words: Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

Instructions:

1. Preferred Meals will train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Included in the training is a discussion of the temperature danger zone.
2. State or local health department requirements regarding required hot and cold holding temperatures will be followed. If State or local health department requirements are based on the *2005 FDA Food Code*:
 - Hold hot foods at 135 °F or above after initial heating to 165°F; and
 - Hold cold foods at 41 °F or below.
3. Use heating blankets supplied by Preferred Meals to keep hot food hot and cold food cold before service.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer, available through Preferred Meals Customer Service to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. For hot foods held for service:
 - All hot potentially hazardous foods should be 135 °F or above before placing the food out for display or service.
4. For cold foods held for service:
 - Chill foods, if applicable.
 - All cold potentially hazardous foods should be between 32 °F and 41 °F before placing the food out for display or service.
 - Take the internal temperature of the food before placing it onto any cold serving line and at least every 2 hours thereafter.
5. For cold foods in storage:
 - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
 - Chill food if the food is not 41 °F or below.

Holding Hot and Cold Potentially Hazardous Foods, continued

Standard Operating Procedure

Corrective Action:

For hot foods:

- Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Discard the food if it cannot be determined how long the food temperature was below 135 °F.

For cold foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
- Discard the food if it cannot be determined how long the food temperature was above 41 °F.

Verification and Record Keeping:

If food is to be held before service, foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. Foodservice manager or other designated personnel will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs regularly. Maintain the temperature logs for a minimum of 1 year.

Date Implemented: _____

By: _____

Date Reviewed: _____

By: _____

Date Revised: _____

By: _____

Serving Food

Standard Operating Procedure

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

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

Key Words: Cross-Contamination, Service

Instructions:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Personal Hygiene SOP.
2. Follow State or local health department requirements.
3. Follow the employee health policy, if applicable. (Employee health policy is not included in this resource.)
4. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
5. Serve food on clean surface with clean and sanitized utensils and containers.
6. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
7. Handle food containers by the edge or bottom and utensils by the handles.
8. Store utensils with the handles up or by other means to prevent contamination.
9. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
10. Wipe up spills and serving surfaces between serving lines.
11. Count and record leftovers on the Meal Production Record. Discard cooked leftovers and other foods left in the temperature Danger Zone (41° - 135°) for longer than 4 hours.

Monitoring:

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

Serving Food, continued
Standard Operating Procedure

Corrective Action:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Replace improperly handled trays, utensils or food containers.
3. Discard ready-to-eat food that has been touched with bare hands.
4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; and Holding Hot and Cold Potentially Hazardous Foods SOPs.

Verification and Record Keeping:

The foodservice manager or other designated person will periodically check the storage and use of utensils during service and will monitor procedures during serving.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Sack Lunches

Standard Operating Procedure

Purpose: To ensure that sack lunches served to children are safe to eat.

Scope: This policy applies to foodservice employees and teachers/school staff.

Key Words: Handwashing, Food storage

Instructions:

All employees in school foodservice must:

1. Follow all personal hygiene standard operating procedures.
2. Prepare and store sack lunches according to standard operating procedures.
3. Use gloves for handling all ready-to-eat foods.

Teachers or school staff who order sack lunches must:

1. Place the order at least two weeks before the event and confirm final count three days prior to the event.
2. Select a menu from options provided.
3. Observe appropriate food handling techniques such as:
 - a. Wash hands prior to distributing meals.
 - b. Maintain cold temperatures of food.
 - c. 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 135°F.
4. Return all equipment, if applicable to the school foodservice department within 24 hours of the event.

Monitoring:

The foodservice manager or other designated personnel will observe to ensure that all foodservice employees are following standard operating procedures.

Date Implemented: _____ **By:** _____

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

Transportation of Foods to Satellite Locations

Standard Operating Procedure

Purpose: To ensure that food will be transported in a manner that maintains quality and safety.

Scope: Employees involved in the production or transportation of food from a central or regional kitchen to a satellite location.

Key Words: Quality, Food Safety, Temperatures

Instructions:

1. Calibrate thermometers each week or sooner, if dropped or inaccurate.
2. Use calibrated thermometers to take food temperatures.
3. Record temperature and time in **Service Temperature Log** with employee initials.

Prior to transport, employees at central or regional kitchen should:

1. Take temperature of food during loading. Hot foods should be at or above 135°F and cold food should be at or below 41°F.
2. Record temperatures in log and initial the entry.

Employees at Satellite Location:

1. Take and record food temperatures upon arrival at the satellite location. Employee should initial entry.
2. Record and Discard leftover food.

Monitoring:

The foodservice manager or other designated personnel will:

1. Review logs to ensure the temperatures and corrective actions are being met.
2. Follow up as necessary.
3. File temperature logs in HACCP file.

Date Implemented: _____

By: _____

Date Reviewed: _____

By: _____

Date Revised: _____

By: _____

Transporting Food to an Alternate Feeding Location

Standard Operating Procedure

Purpose: Prevent food-borne illness by maintaining food temperatures and prevent or limit risks of contamination to food during transportation.

Scope: This procedure applies to school and food service employees who transport food from a central kitchen to an alternate feeding location.

Key Words: Hot and cold holding, reheating, cooling, transporting food, and cross-contamination.

Instructions:

1. Only use containers or carriers approved by the state or local health department for transporting food.
2. All food handlers should follow proper hygiene and hand washing procedures.
3. Prepare the food carrier before use:
 - Ensure all surfaces of the food carrier are clean.
 - Wash, rinse, and sanitize interior surfaces.
 - Ensure the food carrier will maintain cold food temperatures at 41°F and hot food temperatures at 135°F 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.
4. Store the food in containers suitable for transportation. Containers should be:
 - Rigid and sectioned so 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
5. Place food containers in/on food carriers/racks for transportation to alternate feeding location as quickly as possible.
6. If a different staff member at an alternate feeding location will receive the food, the staff member should follow the *Receiving Deliveries SOP* when food arrives.
7. Serve food

Transporting Food to an Alternate Feeding Location, continued
Standard Operating Procedure

Monitoring:

1. Ensure the air temperature of the food carrier is at the temperature suggested by the manufacturer prior to placing food into it.
2. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the *Holding Hot and Cold Potentially Hazardous Foods SOP* for the proper procedures to follow when taking holding temperatures.

Corrective Action:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Continue heating or chilling the food carrier until it reaches the proper air temperature.
3. Reheat food to 165°F for 15 seconds if the internal temperature of hot food is less than 135°F. Refer to the *Reheating Potentially Hazardous Foods SOP*.
4. Cool food to 41°F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41°F. 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 four hours.

Date Implemented: _____

By: _____

Date Reviewed: _____

By: _____

Date Revised: _____

By: _____

Food Safety in Emergency Situations-Electric Power Disruption *Standard Operating Procedure*

Policy: To ensure student and staff safety in the event there is an electric power disruption.

Scope: This policy affects all foodservice personnel.

Instructions:

All employees in the foodservice department must:

1. Follow established procedures related to handling food safely.
2. Be aware of implications when the following issues arise:
 - a. Menu changes
 - b. Staff notification systems – phone trees, etc.
 - c. Transportation of food to satellite units – transport and return
 - d. Food disposal procedures
 - When food is wholesome but service will not occur
 - When food is no longer wholesome because of improper holding temperatures
3. Maintain temperature of food by opening refrigerators and freezers only when necessary.
4. Have Preferred Meals assist with having an emergency meal on hand.
5. Monitor freezer and cooler temperatures every 15 minutes.
6. Notify Preferred Meals immediately if power is known to be out for an extended period of time.
7. Use food that has entered the danger zone (41°F- 135°F) within 4 hours or discard.
8. Do not refreeze thawed food.
9. Once power is restored, check freezers and refrigerators to make sure they are operating. Check temperature after 30 minutes to verify power is restored.

Monitoring:

The foodservice manager or other designated personnel will:

1. Instruct staff and review those procedures on regular basis, at least once a year.
2. Provide specific directions regarding safe food handling for all emergency situations.
3. Observe all employees to ensure procedures are being followed.
4. Follow up, as necessary, with employees and food safety professionals.
5. Evaluate and update procedures as appropriate.

Responding to a Foodborne Illness Complaint

Standard Operating Procedure

Purpose: To respond to a complaint of a foodborne illness promptly and to show concern for the individual making the complaint.

Scope: All school foodservice personnel.

Instructions:

When a complaint is received related to a foodborne illness, employees will:

1. Indicate concern for the individual and let that person know that the complaint will be referred to the school foodservice manager.
2. Contact the school foodservice manager if she/he is onsite.
3. Write down information about the complaint if the school foodservice manager is not on site.

The school foodservice managers will:

1. Talk with the individual making the complaint.
2. Remove all food from service related to the suspected illness and store it in the refrigerator – label it “DO NOT EAT” and date it.
3. Notify the building administrator and district administrative staff, if appropriate. Provide pertinent information needed to answer questions.
4. Record the manufacturer codes and dates listed on the box and notify Preferred Meals.

In the case of a serious outbreak, the school district administrator will:

1. Call the school district nurse to be on the scene to assess and document:
 - Symptoms.
 - Names and phone numbers and address of students and staff affected.
 - Physician’s names and phone numbers.
2. Work with the media should they become involved.

Document Incident using the Foodborne Illness Incident Report.

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: _____

Responding to a Physical Hazard Complaint

Standard Operating Procedure

Purpose: To respond to a complaint of a physical hazard found in food promptly and show concern for the individual making the complaint.

Scope: Food Service employees who serve food and have contact with customers.

Key Words: Foreign Object, Physical Hazard

Procedures: Employees involved in the production or service of food must observe the following procedures when a foreign object or physical hazard is found in food.

1. Apologize for the inconvenience of finding a foreign object in the food.
2. Determine if the foreign object did any harm to the individual, such as broke a tooth, cut, etc.
3. Take the child to the school nurse or appropriate administrator if there was physical harm to the child.
4. Save the object in its original container and the box/bag from which it came, if known along with case label.
5. Record the manufacturer codes, and dates listed on the box.
6. Report the incident to the unit supervisor/district director, so appropriate follow-up can be done.
7. Report the incident to Preferred Meals.

The foodservice manager or other designated personnel will:

1. Gather information about the foreign object in food from person affected, staff member preparing or serving food, and anyone else who was affected or involved.
2. Follow up as necessary.
3. File corrective action in HACCP file.

HACCP Food Preparation Action Plan

Meals and products provided by Preferred Meals are categorized into two HACCP Processes: Process #1, No Cook and Process #2, Same Day. No Preferred Meal Systems products delivered to the sites are considered to be in Process #3, Complex.

Menu Items by Process:

Process #1- No Cook: The menu items in this category do not go through the danger zone in either direction.

- **Frozen Thaw & Serve** foods such as: Juice Cups, Fruit Cups, Gelatin Cups, Muffins, Breakfast To Go, PB&J Cut-out, Lunchmeat Sandwiches and Subs, Breadsticks, Margarine, Tortillas
- **Fresh Fruits and Vegetables** stored chilled, pre-cut such as: Tossed Salad Greens, Shredded Lettuce, Whole Baby Carrots, Celery Sticks, Broccoli, Cauliflower and fruits that may be stored chilled such as Apples, Oranges, Pears
- **Fresh Fruits** stored at room temperature such as: Bananas, Apples, Oranges, Pears
- **Ready-to-Eat** foods such as: Bread, Buns, Rolls, PC Packed Condiments such as Catsup, Mustard, Relish, Barbecue Sauce, Salad Dressing, Mayonnaise, Jellies, Syrup and Pre-packed Snacks, Cookies, Pretzels, Rice Krispie Treats
- **Refrigerated Ready-To-Eat** foods such as Milk and Dairy Products
- **Frozen Ready-To-Eat** Fruit Juicy Treats

Process #2 – Same Day Service: The menu items in this category take one complete trip through the danger zone (going up during cooking)

- **Frozen Heat & Serve Entrees** such as Breakfast Entrees, BBQ Beef, Chicken Strips, Nuggets, Tenders & Filets, Hot Dogs, Bagel Dogs, Corn Dogs, Pizza, Pasta Dishes, Meatballs w/ Sauce, Meatloaf w/ Gravy, Salisbury Steak w/ Gravy, Taco Meat, Cheese Sauce, Hamburgers / Cheeseburgers, Fish Filet and Nibblers, Soups, Chili, and Combined Ingredient Dishes
- **Frozen Heat & Serve** foods such as Potato Rounds, Hash Browns, Oven Fries, Mashed Potatoes, Frozen Vegetables, Fruits served warm
- **Refrigerated Pre-Packed, Heat & Serve** foods as above but thawed and refrigerated

Vendor Information:

Preferred Meals

5240 St. Charles Road, Berkeley, IL 60520
708-318-2500

Form in Which Food Is Purchased and Stored

Dry Storage

Dry Goods

Breads, Buns, Rolls
Pre-packaged Snacks
Cookies
Bananas

Condiments

Catsup
Mustard
Relish
BBQ and Taco Sauce
Salad Dressings
Mayonnaise
Syrups
Jellies

Refrigerator Storage

Fresh Cut Vegetables

Tossed Salad Green
Shredded Lettuce
Baby Carrots
Celery Sticks
Cauliflower
Broccoli
Pickles (after opening)

Fresh Fruits

Apples
Oranges
Pears
Peaches
Plums
Milk

Dairy

Cheese

Frozen Storage

Frozen Entrees

Chicken Entrees
Ground Beef Entrees
Pasta Entrees
Hot Dog Entrees
Breakfast Entrees
Pizza Entrees
Turkey Entrees

Frozen Bakery

Muffins
Tortillas
Breadsticks
Asst. Bread

Frozen Fruits and Vegetables

Asst. Vegetables
Asst. Juice Cups
Asst. Fruit Cups
Asst. Gelatin Cups
Asst. Juice Bars

Misc.

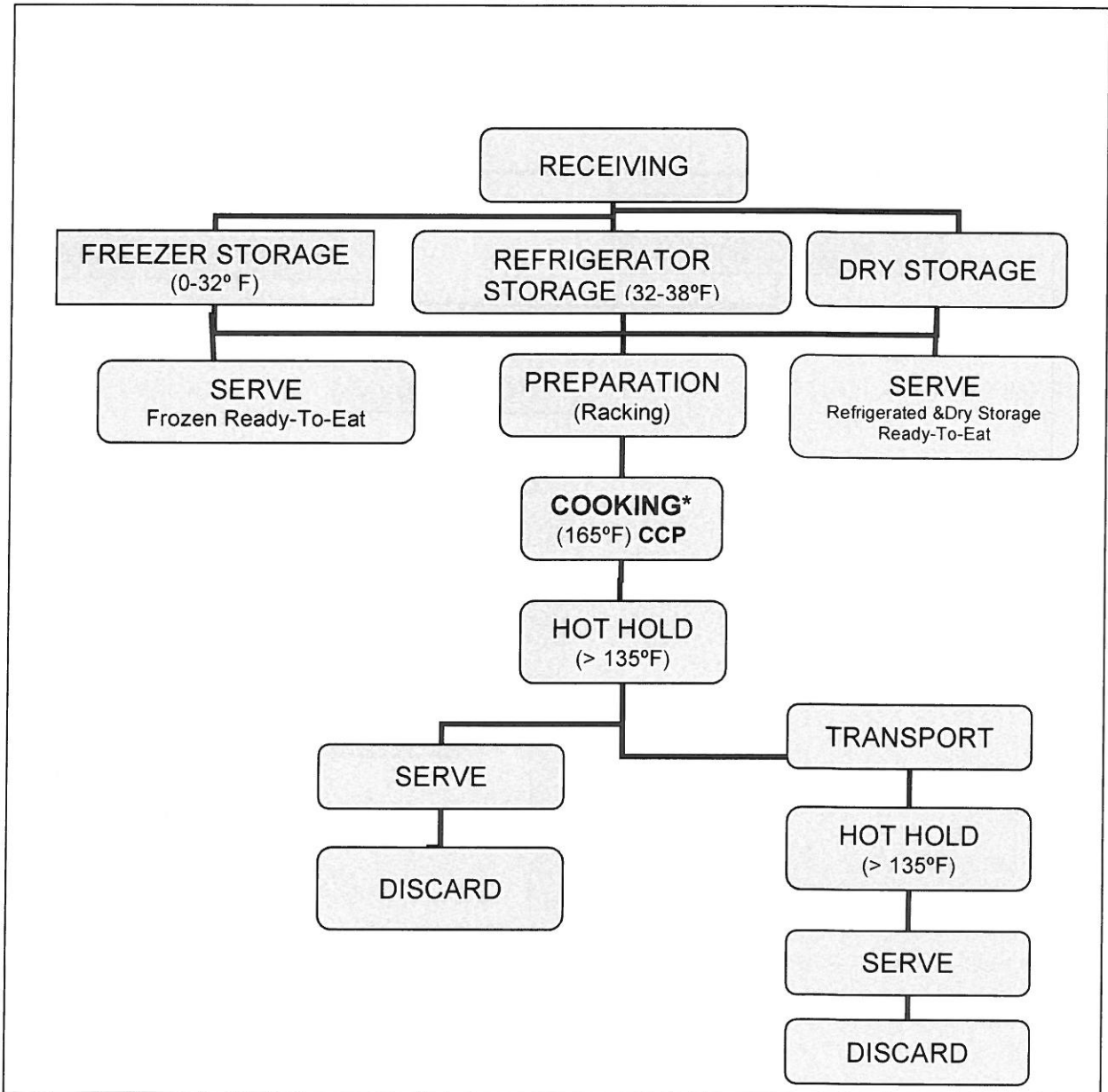
Margarine

HACCP Recipe Flow Chart

Process #1 Foods:

- Frozen Thaw & Serve
- Fresh Refrigerated Fruits and Vegetables
- Fresh Fruits, Dry Storage
- Ready -to-Eat, Dry Storage
- Frozen Ready-to-Eat

*** Critical Control Point (CCP)**

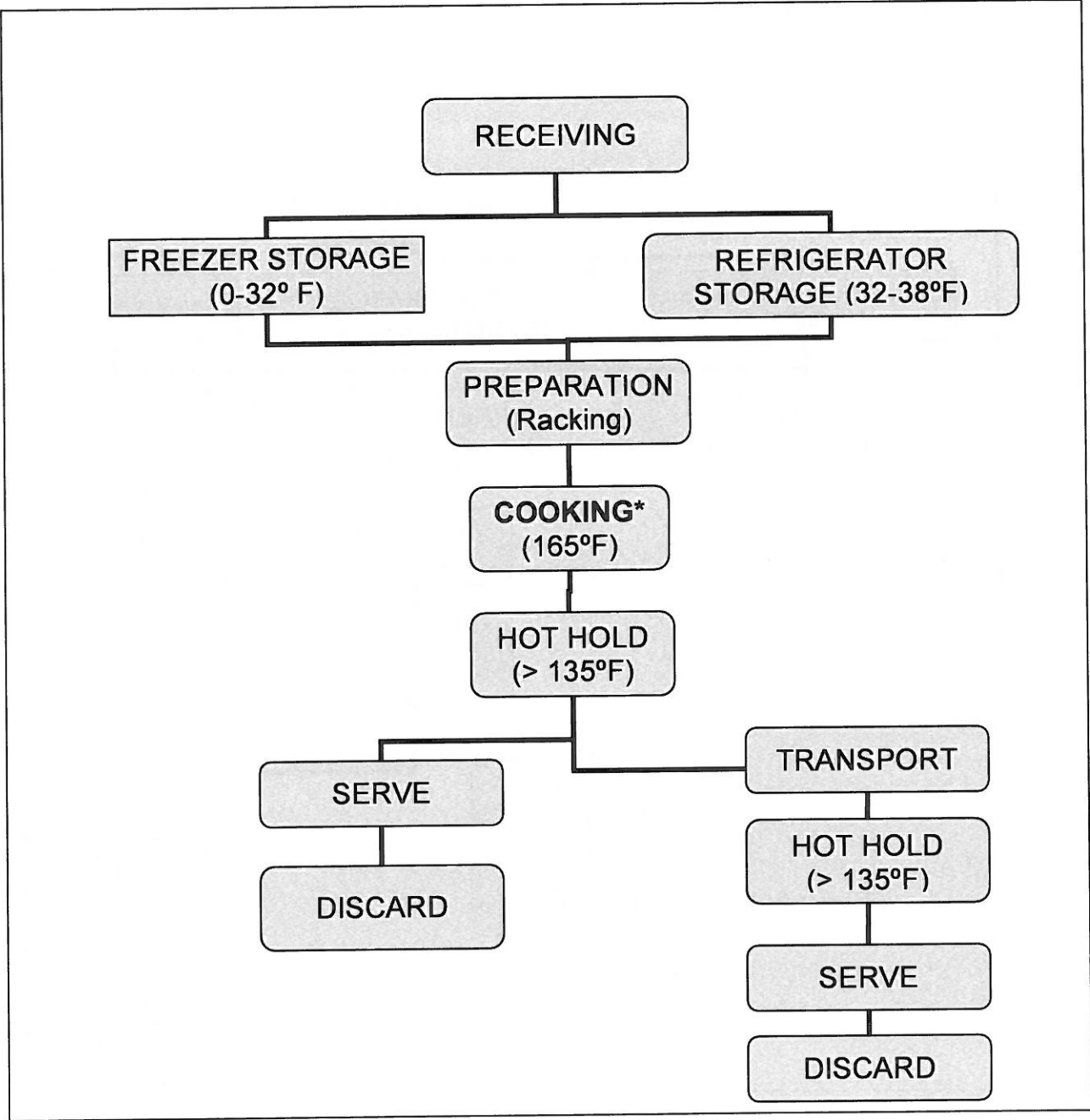


HACCP Recipe Flow Chart

Process #2 Foods:

- Frozen Heat & Serve
- Frozen Heat & Serve Entrees
- Refrigerated Heat & Serve

*** Critical Control Point (CCP)**



Food Safety and HACCP Program Verification

Policy: The district school foodservice department and each individual kitchen (production and service) will have an on-going process in place for verification that the HACCP plan is functioning as planned.

Procedures: A member or members of the HACCP team will:

1. Observe employees performing tasks, especially at critical control points (CCPs).
2. Establish appropriate verification inspection schedules.
3. Check CCP records.
4. Review critical limits to verify that they are adequate to control hazards.
5. Check monitoring records.
6. Check corrective action records to review deviations and their resolution.
7. Check process or finished product.
8. Check equipment calibration records.
9. Check accuracy of equipment that continuously monitors temperatures, such as freezers and refrigerators.
10. Periodically review the entire HACCP plan periodically.
11. Review hazard analysis and related CCPs.
12. Review written record of verification inspections.
13. Validate HACCP plan through on-site review and verification of the flow diagrams and CCPs.
14. Review modifications of the HACCP plan.

FOOD SAFETY CHECKLIST

Date _____ Observer _____

Directions: Use this checklist **routinely**. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

PERSONAL HYGIENE

- | | Yes | No | Corrective Action |
|--|--------------------------|--------------------------|-------------------|
| • Employees wear clean and proper attire including shoes.----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Effective hair restraints are properly worn.----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Fingernails are short, unpolished, and clean (no artificial nails). ----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Jewelry is limited to a plain ring, such as a wedding band and a watch - no bracelets. ----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Hands are washed properly, frequently, and at appropriate times.----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food. ----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas. ----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Employees use disposable tissues when coughing or sneezing and then immediately wash hands. ----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Employees appear in good health.----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Hand sinks are unobstructed, operational, and clean.----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Hand sinks are stocked with soap, disposable towels, and warm water. ----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • A handwashing reminder sign is posted.----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Employee restrooms are operational and clean.----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

FOOD PREPARATION

- | | Yes | No | Corrective Action |
|--|--------------------------|--------------------------|-------------------|
| • All food stored or prepared in facility is from approved sources.----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use. ----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water. ----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Thawed food is not refrozen. ----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible. ----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food is tasted using the proper procedure.----- | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

- Procedures are in place to prevent cross-contamination.----- _____
 - Food is handled with suitable utensils, such as single use gloves or tongs. ----- _____
 - Food is prepared in small batches to limit the time it is in the temperature danger zone. ----- _____
 - Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor. ----- _____
 - Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer. ----- _____
 - The internal temperature of food being cooked is monitored and documented. ----- _____
-

HOT HOLDING

Yes No Corrective Action

- Food is heated to the required safe internal temperature before placing in hot holding. ----- _____
 - Temperature of hot food being held is at or above 135 °F.----- _____
 - Food is protected from contamination.----- _____
-

COLD HOLDING

Yes No Corrective Action

- Refrigerators are kept clean and organized.----- _____
 - Temperature of cold food being held is at or below 41 °F.----- _____
 - Food is protected from contamination.----- _____
-

REFRIGERATOR, FREEZER, AND MILK COOLER

Yes No Corrective Action

- Thermometers are available and accurate.----- _____
 - Temperature is appropriate for pieces of equipment.----- _____
 - Food is stored 6 inches off floor or in walk-in cooling equipment.-- _____
 - Refrigerator and freezer units are clean and neat.----- _____
 - Proper chilling procedures are used.----- _____
 - All food is properly wrapped, labeled, and dated.----- _____
 - The FIFO (First In, First Out) method of inventory management is used. ----- _____
 - Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning of each shift. ----- _____
-

FOOD STORAGE AND DRY STORAGE**Yes No Corrective Action**

- Temperatures of dry storage area is between 50°F and 70°F or State public health department requirement.----- _____
- All food and paper supplies are stored 6 to 8 inches off the floor.----- _____
- All food is labeled with name and received date.----- _____
- Open bags of food are stored in containers with tight fitting lids and labeled with common name.----- _____
- The FIFO (First In, First Out) method of inventory management is used.----- _____
- Food is protected from contamination.----- _____
- All food surfaces are clean.----- _____
- Chemicals are clearly labeled and stored away from food and food-related supplies.----- _____
- There is a regular cleaning schedule for all food surfaces.----- _____
- Food is stored in original container or a food grade container. ----- _____

CLEANING AND SANITIZING**Yes No Corrective Action**

- Water is clean and free of grease and food particles.----- _____
- Water temperatures are correct for wash and rinse.----- _____
- If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.----- _____
- Trays and utensils are allowed to air dry.----- _____
- Wiping cloths are stored in sanitizing solution while in use.----- _____

UTENSILS AND EQUIPMENT**Yes No Corrective Action**

- Work surfaces and utensils are clean.----- _____
- Work surfaces are cleaned and sanitized between uses.----- _____
- Thermometers are cleaned and sanitized after each use.----- _____
- Thermometers are calibrated on a routine basis.----- _____
- Drawers and racks are clean.----- _____

LARGE EQUIPMENT**Yes No Corrective Action**

- Boxes, containers, and recyclables are removed from site.----- _____
- Loading dock and area around dumpsters are clean and odor-free.-- _____
- Exhaust hood and filters are clean.----- _____

GARBAGE STORAGE AND DISPOSAL

Yes No Corrective Action

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

PEST CONTROL

Yes No Corrective Action

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

COMMENTS _____

Glossary

The definitions cited in Chapter 1 of the latest edition of the FDA *Food Code* should be used to supplement this Glossary. In some cases, this Glossary condenses those definitions for the purposes of this particular document.

ACCEPTABLE LEVEL means the presence of a food safety hazard at levels low enough not to cause an illness or injury.

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

ACTIVE MANAGERIAL CONTROL means the purposeful incorporation of specific actions or procedures by industry management into the operation of their business to attain control over foodborne illness risk factors.

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

CCP means Critical Control Point.

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

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

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

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

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

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

DEVIATION means the failure to meet a required critical limit for a critical control point.

DANGER ZONE means the temperature range between 5°C (41°F) and 57°C (135°F) that favors the growth of pathogenic microorganisms.

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

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

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

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

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

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

HACCP means Hazard Analysis and Critical Control Point.

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

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

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

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

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

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

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

MOLLUSCAN SHELLFISH means any edible species of raw fresh or frozen oysters, clams, mussels, and scallops or edible portions thereof, except when the scallop product consists only of the shucked adductor muscle.

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

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

PARASITE means an organism that lives on or in another, usually larger, host organism in a way that harms or is of no advantage to the host.

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

PERSONAL HYGIENE means individual cleanliness and habits.

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

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

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

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

PROCEDURAL STEP means an individual activity in applying this Manual to a food establishment's operations.

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

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

READY-TO-EAT (RTE) FOOD means:

- raw animal foods that have been properly cooked;

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

RECORD means a documentation of monitoring observations and verification activities.

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

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

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

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

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

SOP means Standard Operating Procedure.

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

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

VALIDATION means that element of verification focused on collecting and evaluating scientific and technical information to determine if the HACCP plan, when properly implemented, will effectively control the hazards.

VERIFICATION means, for the purpose of this document, ensuring that monitoring and other functions of a HACCP plan are being properly implemented.

VIRUS means a submicroscopic parasite consisting of nucleic acid (DNA or RNA) surrounded by a protein coat, and sometimes also encased in a lipid and glycoprotein envelope. Viruses are completely dependent on a living host cell to survive and multiply, and therefore can not multiply in or on food.

Annex

Employee health information

- a) Form 1-A CONDITIONAL EMPLOYEE OR FOOD EMPLOYEE INTERVIEW**
- b) Form 1-B CONDITIONAL EMPLOYEE OR FOOD EMPLOYEE REPORTING AGREEMENT**
- c) Form 1-C CONDITIONAL EMPLOYEE OR FOOD EMPLOYEE MEDICAL REFERRAL**

The documents provided in this Annex are intended to facilitate adoption of the Food Code and the application of its provisions as they relate to conditional employees' and food employees' health.

Forms 1-A through 1-C are designed to assist those responsible for managing employees in order to prevent foodborne disease. The Food Code specifies that the permit holder is responsible for requiring conditional employees or food employees to report certain symptoms, diagnoses, and past illnesses, as they relate to diseases transmitted through food by infected workers. The conditional employee or food employee is personally responsible for reporting this information to the person in charge.

FORM
1-A

Conditional Employee and Food Employee Interview

Preventing Transmission of Diseases through Food by Infected Food Employees or
Conditional Employees with Emphasis on illness due to Norovirus, *Salmonella Typhi*, *Shigella* spp.,
Enterohemorrhagic (EHEC) or Shiga toxin-producing *Escherichia coli* (STEC), or hepatitis A Virus

The purpose of this interview is to inform conditional employees and food employees to advise the person in charge of past and current conditions described so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

Conditional employee name (print) _____
Food employee name (print) _____
Address _____
Telephone Daytime: _____ Evening: _____
Date _____

Are you suffering from any of the following symptoms? (Circle one)

If YES, Date of Onset

Diarrhea?	YES / NO	_____
Vomiting?	YES / NO	_____
Jaundice?	YES / NO	_____
Sore throat with fever?	YES / NO	_____

Or

Infected cut or wound that is open and draining, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cut, wound, or lesion not properly covered?

YES / NO

(Examples: *boils and infected wounds, however small*)

In the Past:

Have you ever been diagnosed as being ill with typhoid fever (*Salmonella Typhi*) YES / NO

If you have, what was the date of the diagnosis? _____

If within the past 3 months, did you take antibiotics for *S. Typhi*? YES / NO

If so, how many days did you take the antibiotics? _____

If you took antibiotics, did you finish the prescription? _____ YES / NO

History of Exposure:

1. Have you been suspected of causing or have you been exposed to a confirmed foodborne disease outbreak recently? YES / NO

If YES, date of outbreak: _____

a. If YES, what was the cause of the illness and did it meet the following criteria?

Cause: _____

i. Norovirus (last exposure within the past 48 hours) Date of illness outbreak _____

ii. *E. coli* O157:H7 infection (last exposure within the past 3 days) Date of illness outbreak _____

iii. Hepatitis A virus (last exposure within the past 30 days) Date of illness outbreak _____

iv. Typhoid fever (last exposure within the past 14 days) Date of illness outbreak _____

v. Shigellosis (last exposure within the past 3 days) Date of illness outbreak _____

FORM 1-A (continued)

b. If YES, did you:

- i. Consume food implicated in the outbreak? _____
- ii. Work in a food establishment that was the source of the outbreak? _____
- iii. Consume food at an event that was prepared by person who is ill? _____

2. Did you attend an event or work in a setting, recently where there was a confirmed disease outbreak? YES / NO

If so, what was the cause of the confirmed disease outbreak? _____

If the cause was one of the following five pathogens, did exposure to the pathogen meet the following criteria?

- a. Norovirus (last exposure within the past 48 hours) YES / NO
- b. *E. coli* O157:H7 (or other EHEC/STEC (last exposure within the past 3 days) YES / NO
- c. *Shigella* spp. (last exposure within the past 3 days) YES / NO
- d. *S. Typhi* (last exposure within the past 14 days) YES / NO
- e. hepatitis A virus (last exposure within the past 30 days) YES / NO

Do you live in the same household as a person diagnosed with Norovirus, Shigellosis, typhoid fever, hepatitis A, or illness due to *E. coli* O157:H7 or other EHEC/STEC?

YES / NO Date of onset of illness _____

3. Do you have a household member attending or working in a setting where there is a confirmed disease outbreak of Norovirus, typhoid fever, Shigellosis, EHEC/STEC infection, or hepatitis A?

YES / NO Date of onset of illness _____

Name, Address, and Telephone Number of your Health Practitioner or doctor:

Name _____

Address _____

Telephone – Daytime: _____ Evening: _____

Signature of Conditional Employee _____ Date _____

Signature of Food Employee _____ Date _____

Signature of Permit Holder or Representative _____ Date _____

**FORM
1-B**

Conditional Employee or Food Employee Reporting Agreement

Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on illness due to Norovirus, **Salmonella Typhi**, **Shigella** spp., Enterohemorrhagic (EHEC) or Shiga toxin-producing **Escherichia coli** (STEC), or hepatitis A Virus

The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (*such as boils and infected wounds, however small*)

Future Medical Diagnosis:

Whenever diagnosed as being ill with Norovirus, typhoid fever (*Salmonella Typhi*), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other EHEC/STEC infection, or hepatitis A (hepatitis A virus infection)

Future Exposure to Foodborne Pathogens:

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to EHEC/STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the **Food Code** and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Conditional Employee Name (please print) _____
Signature of Conditional Employee _____ **Date** _____
Food Employee Name (please print) _____
Signature of Food Employee _____ **Date** _____
Signature of Permit Holder or Representative _____ **Date** _____

FORM

1-C

Conditional Employee or Food Employee Medical Referral

Preventing Transmission of Diseases through Food by Infected Food Employees with Emphasis on Illness due to Norovirus, Typhoid fever (**Salmonella Typhi**), **Shigellosis (Shigella spp.)**, **Escherichia coli O157:H7** or other Enterohemorrhagic (EHEC) or Shiga toxin-producing **Escherichia coli (STEC)**, and hepatitis A Virus

The **Food Code** specifies, under **Part 2-2 Employee Health Subpart 2-201 Disease or Medical Condition**, that Conditional Employees and Food Employees obtain medical clearance from a health practitioner licensed to practice medicine, unless the Food Employees have complied with the provisions specified as an alternative to providing medical documentation, whenever the individual:

1. Is chronically suffering from a symptom such as **diarrhea**; or
2. Has a **current illness** involving Norovirus, typhoid fever (**Salmonella Typhi**), shigellosis (**Shigella spp.**) **E. coli O157:H7** infection (or other EHEC/STEC), or hepatitis A virus (hepatitis A), or
3. Reports **past illness** involving typhoid fever (**S. Typhi**) within the past three months (while salmonellosis is fairly common in U.S., typhoid fever, caused by infection with **S. Typhi**, is rare).

Conditional employee being referred: (Name, please print) _____

Food Employee being referred: (Name, please print) _____

4. Is the employee assigned to a food establishment that serves a population that meets the Food Code definition of a **highly susceptible population** such as a day care center with preschool age children, a hospital kitchen with immunocompromised persons, or an assisted living facility or nursing home with older adults?
YES **NO**

Reason for Medical Referral: The reason for this referral is checked below:

- Is chronically suffering from vomiting or diarrhea; or (specify) _____
- Diagnosed or suspected Norovirus, typhoid fever, shigellosis, **E. coli O157:H7** (or other EHEC/STEC) infection, or hepatitis A. (Specify) _____
- Reported past illness from typhoid fever within the past 3 months. (Date of illness) _____
- Other medical condition of concern per the following description: _____

Health Practitioner's Conclusion: (Circle the appropriate one; refer to reverse side of form)

- Food employee is free of **Norovirus** infection, typhoid fever (**S. Typhi** infection), **Shigella** spp. infection, **E. coli O157:H7** (or other **EHEC/STEC** infection), or **hepatitis A** virus infection, and may work as a food employee without restrictions.
- Food employee is an asymptomatic shedder of **E. coli O157:H7** (or other **EHEC/STEC**), **Shigella** spp., or Norovirus, and is restricted from working with exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles in food establishments that do not serve highly susceptible populations.
- Food employee is not ill but continues as an asymptomatic shedder of **E. coli O157:H7** (or other **EHEC/STEC**), **Shigella** spp. and should be excluded from food establishments that serve highly susceptible populations such as those who are preschool age, immunocompromised, or older adults and in a facility that provides preschool custodial care, health care, or assisted living.
- Food employee is an asymptomatic shedder of **hepatitis A** virus and should be excluded from working in a food establishment until medically cleared.
- Food employee is an asymptomatic shedder of **Norovirus** and should be excluded from working in a food establishment until medically cleared, or for at least 24 hours from the date of the diagnosis.
- Food employee is suffering from Norovirus, typhoid fever, shigellosis, **E. coli O157:H7** (or other **EHEC/STEC** infection), or **hepatitis A** and should be excluded from working in a food establishment.

FORM 1-C (continued)

COMMENTS: (In accordance with Title I of the Americans with Disabilities Act (ADA) and to provide only the information necessary to assist the food establishment operator in preventing foodborne disease transmission, please confine comments to explaining your conclusion and estimating when the employee may be reinstated.)

Signature of Health Practitioner _____ **Date** _____

CAFETERIA MANAGER

GENERAL RESPONSIBILITIES

Responsible for planning, managing, monitoring, supervising and providing assistance in the provisioning, operation, and functions of a the food service facility (cafeteria) with a staff serving, breakfast and lunch .

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinate, assign, oversee and participate as required in the serving of food; preparing and maintaining necessary records and files.
- Identify problems and suggest changes in methods and procedures.
- Open Serving area set up equipment, prepare cafeteria for serving.
- Train personnel in operational procedures.
- Maintain accurate food service records.
- Maintain consistency in food service to students
- Prepare equipment for food storage and monitor refrigeration equipment.
- Order cafeteria supplies and prepare food orders as needed.
- Count and balance checks received; and reports receipts to the Business Manager.
- Prepare work details for next day; secure kitchen for next day and when not in use.
- Supervise cleaning and sanitizing of equipment, counters and other facility furniture
-
- Receive, check and sign for food delivered to school, prepare work schedule, supervise time records time sheets
- Prepare food production reports, Maintain roster sheets.
- Coordinate efforts with school staff, faculty and support personnel, which include (delivery, maintenance, security, custodial).
- Attend meetings.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the preparation, cooking and serving of food in large quantities; general knowledge of food quality and values: some knowledge of special dietary requirements; general knowledge of the practices used in receiving and storing food in large quantities; general knowledge of kitchen sanitation and safety measures used in food handling and in the operation, cleaning and care of utensils, equipment and work area; ability to supervise the work of others; ability to prepare reports; ability to establish and maintain effective working relationships with associates, students and school staff; able to maintain emotional control; the ability to work with others in a close fast paced environment and the ability to address customers and staff in a pleasant, courteous manner; must be organized and be able to manage multiple responsibilities simultaneously and correctly complete reports and documents in a timely manner.

EDUCATION AND EXPERIENCE

High school diploma or GED and a valid sanitation certification issued by the local health department required. Must have successfully completed the required hours of Professional Standards as set by the School Food Authority. Considerable experience in school food services or other food service.

PHYSICAL REQUIREMENTS

Some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift a minimum of 50 pounds, stand for long periods of time and withstand heat.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license



CAFETERIA WORKER

Purpose Statement

The job of Cafeteria Worker was established for the purpose/s of providing support to the food service activities with specific responsibilities for pre-packed food items to students and/or school personnel and maintaining food service facilities in a safe and sanitary condition.

This job reports to Cafeteria Manager

Essential Functions

- Attends in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans linens, utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Evaluates prepared food for flavor, appearance, and temperature for the purpose of providing items that will be accepted by students and staff.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Maintains records and reports (e.g. counting and recording the amount of leftovers, number of opened cans, student lunch balances, collection and reconciliation of money, informing students of their lunch balances, etc.) for the purpose of keeping an accurate record of food used and student accounts.
- Monitors kitchen and cafeteria areas (e.g. proper charging procedures for items taken, employee safety, working procedures, etc.) for the purpose of ensuring a safe and sanitary working environment.
- Receives food items and/or supplies and places them in designated areas utilizing temperature requirements and food spoilage guidelines for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Reports needed supplies and equipment malfunctions for the purpose of notifying cafeteria manager of needed items and repair and/or replacement.

- Serves the appropriate number of food items for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Must be able to lift up to 50 pounds

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks using existing skills. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment such as telephones; and operating equipment found in a commercial kitchen.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working as part of a team; speaking and/or signaling people to convey or exchange information; handle a variety of items, kitchen and office equipment; and working with interruptions.


Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

I hereby certify that the foregoing resolution was duly adopted by the Board of Directors of Alpha Charter of Excellence, Inc. at its meeting held on February 11, 2021



Board President