



# **Riverbank Charter School Of Excellence**

HOME ★ SCHOOL ★ COMMUNITY

## **Food Safety Program Based on the Process Approach to HACCP Principles**

**Developed May 2009  
Revised and adopted August 2015**

# National School Lunch and Breakfast Program

## Hazard Analysis and Critical Control Point (HACCP) Food Safety Program

### Introduction

This document serves as USDA guidance for the implementation of HACCP-based food safety programs for *Riverbank Charter School of Excellence* which participates in the National School Lunch and Breakfast Program.

Serving safe food is a critical responsibility for school foodservice and a key aspect of a healthy school environment.

### Overview

This program was developed in May 2009, and revised in August 2015 by Deborah A. Pontoriero, School Business Administrator and Foodservice Director. The program follows the USDA guidance on developing a food safety program based on the Process Approach to HACCP. All standards in this food safety program are based on the Process Approach to HACCP. All standards in this food safety program are based on recommendations in the 2013 Food Code.

### Average Daily Participation

Lunches          65 meals

### School Food Service Staff

1 Manager

3 Staff

### Menu

Monthly menu choices posted on refrigerator door

Currently, *Riverbank Charter School of Excellence* contracts with Karson Food Service for foodservices. Therefore, three main points were essential in developing this program:

#### ***Sanitation***

#### ***Temperature Control***

#### ***Standard Operating Procedures (SOP)***

- ***Sanitation*** – to ensure that all of the food preparation areas are clean and sanitary, such as worker's hands, utensils, and food contact surfaces – avoiding cross contamination
- ***Temperature Control*** – Keeping cold foods cold and hot foods hot. Holding at proper temperatures and recording those temperatures. Maintaining a properly calibrated food thermometer.
- ***Standard Operating Procedures (SOP)*** – SOPs can be used both for the sanitation and verification that proper temperatures are being observed, as well as any other aspects of a foodservice operation.

## **Purpose of our School Food Safety Program**

The purpose of the School Food Safety Program for *Riverbank Charter School of Excellence* is to ensure the delivery of safe foods to the children in our school meals program by controlling hazards that may occur or be introduced into foods anywhere along the flow of the food from receiving to serving. An effective food safety program will help control food safety, such as any hazards that might arise during all aspects of food services, (receiving, storing, preparing, holding and/or serving).

## **Requirements of a School Food Safety Program**

A school food safety program must include the following elements:

### **Documented SOPs**

Documented SOPs are a very important factor in developing an effective food safety program. Their role is to serve as a basic food safety foundation and to control hazards not outlined specifically in the HACCP plan.

A written plan for applying HACCP principles includes methods for:

- Documenting menu items in the appropriate HACCP process category
- Documenting Critical Control Points of food production
- Monitoring
- Establishing and documenting corrective actions
- Recordkeeping
- Reviewing and revising the overall food safety program periodically

### **Record Keeping**

All foodservice staff will be held responsible for record keeping duties as assigned. Overall, the foodservice manager will be responsible for making sure that records are being taken and for filing records in the proper place.

- All pertinent information on critical control points, time, temperature, and corrective actions will be kept on file in the main office.
- All applicable forms for daily records will be replaced as necessary.
- In the case of weekly records, replacement of forms will be on a monthly basis.
- All completed forms will be filed in the main office.
- The foodservice manager is responsible for making sure that all forms are updated, available for use, and properly filed after completion.
- The foodservice manager is responsible for educating all foodservice personnel on the use and importance of recording critical information.

### **DOCUMENTATION RECORDS**

Food Production Records  
Equipment Temperature Records  
Review Records Manager's Checklist  
Training Logs  
Corrective Actions

### **DOCUMENTATION SCHEDULE**

Daily  
Daily  
Bi-Annually  
On-going  
As necessary

# Food Safety Plan

*Riverbank Charter School of Excellence*

## Food Safety Program



**Riverbank Charter  
School Of Excellence**

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# Standard Operating Procedures (SOPs)

- Personal Hygiene
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- Using Suitable Utensils When Handling Ready-To-Eat Foods
- Date Marking Ready-To-Eat Potentially Hazardous Foods
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# Personal Hygiene

- Purpose:** To prevent contamination of food by foodservice employees
- Scope:** This procedure applies to foodservice employees who handles, prepares or serves food.
- Key Words:** Personal Hygiene, Cross Contamination, Contamination

## Instructions:

1. Train foodservice employees on the employee health policy (Develop SOP for Implementing an Employee Health Policy)
2. Follow the employee health policy
3. Report to work in good health, clean, and dressed in clean attire
4. Change apron when it becomes soiled
5. Wash hands properly, frequently, and at the appropriate times
6. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
7. Avoid wearing artificial fingernails and fingernail polish.
8. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
9. Do not wear any jewelry except for a plain ring such as a wedding band.
10. Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
11. 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.
12. Use of tobacco and chewing gum are prohibited.
13. Eating and drinking should only take place in designated break areas where food or food contact surfaces may not become contaminated.
14. Wear suitable and effective hair restraints while in the kitchen.
15. Follow State and local public health requirements.

## Monitoring:

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

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

# Washing Hands

**Purpose:** To prevent food borne illness caused by contaminated hands.  
**Scope:** This procedure applies to anyone who handles, prepares, and serves food.  
**Keywords:** Hand washing, Cross-Contamination

## Instructions:

1. Train any individual who prepares or serves food on proper hand washing. Training may include viewing a hand washing video and demonstrating proper hand washing procedure.
2. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
3. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility and dishwashing sinks for hand washing.
4. Provide warm running water, soap, and a means to dry hands. Provide a wastebasket at each hand washing sink or near the door in restrooms.
5. Keep hand washing sinks accessible anytime employees are present.
6. Hand washing:
  - a. Before starting work
  - b. During food preparation
  - c. When moving from one food preparation area to another
  - d. Before putting on or changing gloves
  - e. After using the toilet
  - f. After sneezing, coughing, or using a handkerchief or tissue
  - g. After touching hair, face, or body
  - h. After smoking, eating, drinking or chewing gum or tobacco
  - i. After handling raw meats, poultry, or fish
  - j. After any clean up activity such as sweeping, mopping, or wiping counters
  - k. After touching dirty dishes, equipment, or utensils
  - l. After handling trash
  - m. After handling money
  - n. After any time the hands may become contaminated

## Follow proper hand washing procedures as indicted below:

- Wet hands and forearms with warm, running water (at least 100 degrees F) and apply soap.
- Scrub lathered hands and forearms, under fingernails and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
- Dry hands and forearms thoroughly with single-use paper towels.
- Dry hands for at least 30 seconds if using a warm air hand dryer.
- Turn off water using paper towels.
- Use paper towel to open door when exiting the restroom.

## 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 2013 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.

## **Washing Hands Continued....**

### **Monitoring:**

A designated employee will visually observe the hand washing practices of the food service staff during all hours of operation. In addition, the designated employee will visually observe that hand washing sinks are properly supplied during all hours of operation.

### **Corrective Action:**

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

### **Verification and Record Keeping:**

Foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified.



# 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 handles, prepares or serves 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.
4. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
5. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
6. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
7. Keep receiving area clean and well lighted.
8. Do not touch ready-to-eat foods with bare hands.
9. Determine whether foods will be marked with the date of arrival or the "use-by" date and mark accordingly upon receipt.
10. Compare delivery invoice against products ordered and products delivered.
11. Transfer foods to their appropriate locations as quickly as possible.

## Monitoring

1. 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. Check the interior temperature of refrigerated truck.
3. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different than is what is indicated on the delivery schedule, contact the vendor immediately.
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.
5. Check the temperature of refrigerated foods.
  - a. For fresh meat, fish, poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 degrees F or below. The temperature of milk should be at 45 degrees F or below.
  - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 degrees F, it may be necessary to take the internal temperature before accepting the product.
  - c. For eggs, the interior temperature of the truck should be 45 degrees F or below.
6. Check dates of milk, eggs, 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
- Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
- Punctured packages
- Expired foods
- Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

**Verification and Record Keeping:**

Record temperature and corrective action on the delivery invoice or on the Receiving Log. Foodservice manager 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 at the close of each day. Receiving Logs are kept on file for a minimum of one year.

# Holding Hot and Cold Potentially Hazardous Foods

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

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

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

## Instructions:

1. Train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot and cold holding temperatures. If State or local health department requirements are based on the 2013 FDA Food Code:
  - i. Hold hot foods at 135 degrees F or above
  - ii. Cold foods at 41 degrees F or below
3. Preheat steam tables and hot boxes

## Monitoring:

1. Use a clean, sanitized and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of the cold holding unit.
4. For hot-held foods:
  - a. Verify that the air/water temperature of any unit is at 135 degrees F or above before use.
  - b. Reheat foods in accordance with the Reheating for Hot Holding SOP.
  - c. All hot potentially hazardous foods should be 135 degrees F or above before placing the food out for display or service.
  - d. Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
5. For cold foods held for service:
  - a. Verify that the air/water temperature of any unit is at 41 degrees F or below before use.
  - b. Chill foods, if applicable, in accordance with the Cooling SOP.
  - c. All cold potentially hazardous foods should be 41 degrees F or below before placing the food out for display or service.
  - d. Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
6. For cold foods in storage:
  - a. Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
  - b. Chill food in accordance with the Cooling SOP if the food is not 41 degrees F or below.
  - c. Verify that the air temperature of any cold holding unit is at 41 degrees F or below before use and at least every 4 hours thereafter during all hours of operation.

## **Holding Hot and Cold Potentially Hazardous Foods Continued...**

### **Corrective Action:**

For hot foods:

- Reheat the food to 165 degrees F for 15 seconds if the temperature is found to be below 135 degrees F and the last temperature measurement was 135 degrees F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the temperature was below 135 degrees F.

For cold foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 degrees F and the last temperature measurement was 41 degrees F or below and taken within the last 2 hours:
  - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
  - Use a quick chill unit like a blast chiller
  - Stir in food in a container placed in an ice water bath
  - Add ice as an ingredient
  - Separate food into smaller or thinner portions
- Repair or reset holding equipment before returning the food to the unit, if applicable
- Discard the food if it cannot be determined how long the temperature was above 41 degrees F

### **Verification and Record Keeping**

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperatures Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. Foodservice manager will verify that foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are kept on file for a minimum of one year.

# 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 hand washing 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. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
  - a. Single-use gloves
  - b. Deli tissue
  - c. Foil wrap
  - d. Tongs, spoodles, spoons, and spatulas
4. Wash hands and change gloves:
  - a. Before beginning food preparation
  - b. Before beginning a new task
  - c. After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized
  - d. After contacting chemicals
  - e. When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery.
  - f. Handling money
  - g. Anytime a glove is torn, damaged or soiled
  - h. 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.

## **Corrective Action:**

Employees observed touching ready-to-eat food with bare hands will be retrained at the time of the incident. Ready-to-eat food touched with bare hands will be discarded.

## **Verification and Record Keeping:**

The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring food service employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. 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 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 prepares, stores, or serves food.

**Key Words:** Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, Cross-Contamination

## Instructions:

1. Establish a date marking system and train employees accordingly. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
  - a. Labeling food with a calendar date, i.e. cut cantaloupe, 5/26/15, 8:00 am
  - b. Identifying the day of the week, i.e. cut cantaloupe, Monday, 8:00 am
  - c. Using color-coded marks or tags, i.e. cut cantaloupe, blue dot, 8:00 am means "cut on Monday at 8:00".
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 that are prepared when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 41 degrees F or below
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
7. Calculate the 7-day time period by counting only the days that the food is under refrigeration.  
For example:
  - a. On Monday, 8/1/15, lasagna is cooked, properly cooled, and refrigerated with a label that reads, "Lasagna – Cooked—8/1/15."
  - b. On Tuesday, 8/2/15, the lasagna is frozen with a second label that reads, "Frozen – 8/2/15." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/15 – Tuesday, 8/2/15, only 1 day is counted towards the 7-day time period.
  - c. On Tuesday, 8/16/15, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, "Thawed – 8/16/15." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.
8. Follow State and local public health requirements.

## Monitoring:

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

## Corrective Measure:

Foods that are not date marked or that exceed the 7-day time period will be discarded.

## Verification and Record Keeping:

Foodservice manager will complete the Food Safety Checklist daily.

# Washing Fruits and Vegetables

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

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

**Keywords:** Fruits, Vegetables, Cross-Contamination, Washing

## 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:
  - a. Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
  - b. Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
6. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the 2013 FDA Food Code. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
7. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
8. Remove any damaged or bruised areas.
9. Label, date, and refrigerate fresh-cut items.
10. Serve cut melons within 7 days if held at 41 degrees F or below (see SOP for Date Marking, Ready-to-Eat, Potentially Hazardous Food).
11. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
12. Follow State and local public health requirements.

## Monitoring:

Foodservice manager will visually monitor that fruits and vegetables are being properly washed, labeled, and dated 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. Discarded cut melons held after 7 days.

## Verification and Record Keeping:

Foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this procedure.

# Monitoring



# Monitoring

## Manager Responsibilities:

- The foodservice manager at each site will be responsible for ensuring assigned foodservice staff are properly monitoring control measures and CCPs as the required frequency and are documenting required records.
- The manager will also be responsible for monitoring the overall performance of standard operating procedures. (Specific details regarding monitoring are addressed in each SOP).
- Monitoring will be a constant consideration. However, the manager will use the Food Safety Checklist to formally monitor foodservice staff at least once per week.) Checklist form included in Appendix IV).

## Foodservice Staff Responsibilities:

- Foodservice staff is responsible for monitoring individual critical control points (CCPs) in the handling and preparation of food.
- Foodservice staff is responsible for monitoring control points as defined in the standard operating procedures (SOPs).

## Review and revise your overall food safety program periodically

There should be an ongoing as well as a periodic review of the activities described in your food safety program. This step ensures that the food safety program is operating according to what is specified in each school's plan. Designated individuals such as the manager should periodically make observations of employees' monitoring activities, calibrate equipment and temperature measuring devices, review records/actions, and discuss procedures with employees. All of these activities should take place regularly to verify that the program is addressing the food safety concerns and, if not, checking to see if it needs to be modified or improved.

Review and revise your food safety program at least annually or as often as necessary to reflect any changes in your facility. These may include new equipment, new menu items, reports of illness or comments on health inspections, or other factors that indicate how well your food safety program is working. Determine who will review the current plan, when it will be done, and how it will be documented.

The success of a food safety program is dependent upon facilities, equipment and people. The facilities and equipment should be selected or designed to promote safe food preparation and handling practices by employees. Review your facilities and correct or modify barriers to safe food preparation. For example, faulty or outdated plumbing or lack of appropriate thermometers could be a barrier to safe food production.

Managers and employees need to be properly trained to successfully reduce the occurrence of foodborne risk factors. A food safety program is effective when each employee knows his/her role and is committed to making it work. Also consider obstacles such as high employee turnover or communication barriers when designing and implementing a food safety program.

The following practices contribute to a successful food safety program:

1. Providing on-going food safety training for all employees.
2. Reviewing food safety principles, including SOP guidelines, for all employees on an annual basis.
3. Requiring new employees, including substitutes and volunteers, to complete initial food safety training before handling food.
4. Maintaining training and attendance records on all employees at each facility.
5. Holding facility managers responsible for maintaining employee training standards.

# Corrective Action

# Corrective Actions

## Documenting Corrective Actions:

- The foodservice director or manager will be responsible for developing predetermined corrective actions for the most common deviations from control measures including critical actions for the most common deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
- The foodservice director or manager will review and update corrective actions at least annually. Corrective actions for all SOPs are outlined in the written SOPs.
- Foodservice staff will be responsible for documenting any corrective actions taken while handling and preparing food as well as any actions taken while performing SOPs.

**Note:** *Corrective actions in this example are based on standards established in the 2013 FDA Food Code.*

## Training:

- In addition to the corrective actions outlined in the SOPs, foodservice staff will be trained on a continuous basis to take corrective actions when necessary.
- Guidance on most common specific corrective actions will be listed in this food safety program and will be posted in an accessible location in the kitchen.

**Corrective actions for common problems are attached.**

## Corrective Actions:

Event	Corrective Action

**For the purpose of this sample document, only a chart is included. In an actual food safety program, all applicable corrective actions should be documented and included in the written program.**

# **Record Keeping**

- **Food Safety Checklist**
- **Receiving Log**
- **Cooking and Reheating Temperature Log**
- **Damaged or Discarded Product Log**
- **Refrigeration Log**

# Review Of The School Food Safety Program

The school foodservice manager will review the school food safety program at the beginning of each school year and when any significant changes occur in the operation. The attached checklist will be used for the review.

## Food Safety Program Review Checklist

### 1. Documents to Review

- \_\_\_\_\_ Standard Operating Procedures
- \_\_\_\_\_ Food Preparation Process Chart
- \_\_\_\_\_ Control Measures in the Process Approach (CCPs and SOPs)
- \_\_\_\_\_ Corrective Actions

### 2. Monitoring Recordkeeping. Choose at random one week from the previous four.

Type of Record (SOP, CCP, Corrective Action, Ect..)	Monitoring Frequency and Procedure (How often? Initialed and dated? Etc...)	Record Location (Where is record kept?)

- Describe the strengths or weaknesses with the current monitoring or recordkeeping methods.
- Who is responsible for verifying that the required records are being completed and properly maintained?
- Describe the training that has been provided to support the food safety program.
- Do the managers and staff demonstrate knowledge of the plan?
- Have there been any changes to the menu or operation (new equipment, etc...?)
- Was the plan modified because of these changes?

# **Food Safety Checklist**

## FOOD SAFETY CHECKLIST

Date \_\_\_\_\_ Observer \_\_\_\_\_

**Directions: Use this checklist daily to 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 uniform 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 or in cold running water. -----	<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.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____



- 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, 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. -----   \_\_\_\_\_

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**HOT HOLDING**

**Yes No Corrective Action**

- Hot holding unit is clean.-----   \_\_\_\_\_
- Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods. -----   \_\_\_\_\_
- Hot holding unit is pre-heated before hot food is placed in unit.-----   \_\_\_\_\_
- Temperature of hot food being held is at or above 135 °F.-----   \_\_\_\_\_
- Food is protected from contamination.-----   \_\_\_\_\_

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**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.-----   \_\_\_\_\_

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**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 and end of each shift. -----   \_\_\_\_\_

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**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.-----   \_\_\_\_\_
- There are no bulging or leaking canned goods.-----   \_\_\_\_\_
- 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.-----   \_\_\_\_\_

---

**CLEANING AND SANITIZING****Yes No Corrective Action**

- Three-compartment sink is properly set up for ware washing.-----   \_\_\_\_\_
- Dishmachine is working properly (i.e. gauges and chemicals are at recommended levels).-----   \_\_\_\_\_
- Water is clean and free of grease and food particles.-----   \_\_\_\_\_
- Water temperatures are correct for wash and rinse.-----   \_\_\_\_\_
- If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds.-----   \_\_\_\_\_
- If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.-----   \_\_\_\_\_
- Smallware and utensils are allowed to air dry.-----   \_\_\_\_\_
- Wiping cloths are stored in sanitizing solution while in use.-----   \_\_\_\_\_

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**UTENSILS AND EQUIPMENT****Yes No Corrective Action**

- All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.-----   \_\_\_\_\_
- Small equipment and utensils are washed, sanitized, and air-dried.--   \_\_\_\_\_
- 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.-----   \_\_\_\_\_
- Can opener is clean.-----   \_\_\_\_\_
- Drawers and racks are clean.-----   \_\_\_\_\_
- Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.----   \_\_\_\_\_

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**LARGE EQUIPMENT**

**Yes No Corrective Action**

- Food slicer is clean.-----   \_\_\_\_\_
- Food slicer is broken down, cleaned, and sanitized before and after every use.-----   \_\_\_\_\_
- 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.-----   \_\_\_\_\_

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**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.-----   \_\_\_\_\_

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**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 licensed pest control operator.-----   \_\_\_\_\_









# **Wellness Policy Assessment Checklist**



# Wellness Policy Assessment Tool

Form 357 Rev 12/15

This template provides information on wellness policy goals and practices within the LEA. Use this tool to track progress and gather ideas on ways to create a healthier school environment. A separate assessment should be completed for each school or at a minimum, each school level. The wellness policy and completed assessment must be available to the public.

LEA/District Name

Reviewer

School Name

Date

Select all grades: PK  K  1  2  3  4  5  6  7  8  9  10  11  12

## Yes No I. Public Involvement

We encourage the following to participate in the development, implementation, and evaluation of our wellness policy:

Administrators  School Food Service Staff  P.E. Teachers  Parents  
 School Board Members  School Health Professionals  Students  Public

We have a designee in charge of compliance.

Name/Title:

We make our policy available to the public.

Please describe:

We measure the implementation of our policy goals and communicate results to the public.

Please describe:

Our district reviews the wellness policy at least annually.

## Yes No II. Nutrition Education

Our district's written wellness policy includes measurable goals for nutrition education.

We offer standards based nutrition education in a variety of subjects (e.g. science, health, math, etc).

We offer nutrition education to students in:  Elementary School  Middle School  High School

## Yes No III. Nutrition Promotion

Our district's written wellness policy includes measurable goals for nutrition promotion.

We promote healthy eating and nutrition education with signage, use of creative menus, posters, bulletin boards, etc.

We have reviewed *Smarter Lunchroom* techniques and evaluated our ability to implement some of them.

We place fruits and vegetables where they are easy to access (e.g. near the cafeteria cashier or near the front of the line).

We ensure students have access to hand-washing facilities prior to meals.

We annually evaluate how to market and promote our school meal program(s).

We regularly share school meal nutrition, calorie, and sodium content information with students and families.

We offer taste testing or menu planning opportunities to our students.

We participate in Farm to School activities and/or have a school garden.

We only advertise and promote nutritious foods and beverages on school grounds (e.g. buildings, playing fields, etc).

We price nutritious foods and beverages lower than less nutritious foods and beverages.

We offer fruits or non-fried vegetables in:  Vending Machines  School Stores  Snack Bars  à La Carte

We have nutritional standards for foods/beverages served at school parties, celebrations, events, etc.

We provide teachers with samples of alternative reward options other than food or beverages.

We prohibit the use of food and beverages as a reward.

**Yes No IV. Nutrition Guidelines** (Cont. from page 1)

- Our district's written wellness policy addresses nutrition standards for USDA reimbursable meals.
- We operate the School Breakfast program:  Before School  In the Classroom  Grab & Go
- We follow all nutrition regulations for the National School Lunch Program (NSLP).
- We operate an Afterschool Snack Program.
- We operate the Fresh Fruit and Vegetable Program.
- We have a Certified Food Handler as our Food Service Manager.
- We have adopted and implemented *Smart Snacks* nutrition standards for ALL items sold during school hours, including:  
 as à La Carte Offerings  in School Stores  in Vending Machines  as Fundraisers

**Yes No V. Physical Activity**

- Our district's written wellness policy includes measurable goals for physical activity.
- We provide physical education for elementary students on a weekly basis.
- We provide physical education for middle school during a term or semester.
- We require physical education classes for graduation (high schools only).
- We provide recess for elementary students on a daily basis.
- We provide opportunities for physical activity integrated throughout the day.
- We prohibit staff and teachers from keeping kids in from recess for punitive reasons.
- Teachers are allowed to offer physical activity as a reward for students.
- We offer before or after school physical activity:  Competitive sports  Non-competitive sports  Other clubs

**Yes No VI. Other School Based Wellness Activities**

- Our district's written wellness policy includes measurable goals for other school-based activities that promote wellness.
- We provide training to staff on the importance of modeling healthy behaviors.
- We provide annual training to all staff on:  Nutrition  Physical Activity
- We have a staff wellness program.
- We have school district staff who are CPR certified (e.g. teachers, coaches, counselors, food service staff) .
- We actively promote walk or bike to school for students with Safe Routes to School or other related programs.
- We have a recycling /environmental stewardship program.
- We have a recognition /reward program for students who exhibit healthy behaviors.
- We have community partnerships which support programs, projects, events, or activities.

**VII. Progress Report:** Indicate any additional wellness practices and/or future goals and describe progress made in attaining the goals of the local wellness policy

**VIII. Contact Information:**

For more information about this school's wellness policy/practices, or ways to get involved, contact the Wellness Committee Coordinator.

Name	<input type="text"/>	Position/Title	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>

# Glossary

# Glossary

All of the definitions in this glossary, except those marked with an asterisk (\*), have been taken from the Food and Drug Administration document *Managing Food Safety: A Manual for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments*.

- Approved Source:** An acceptable supplier to the regulatory authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.
- CCP:** Critical Control Point
- Contamination:** The unintended presence in food of potentially harmful substances, including micro-organisms, chemicals, and physical objects.
- Control Measure:** 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:** An activity that is taken by a person whenever a critical limit is not met.
- Critical Control Point (CCP):** 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:** One or more prescribed parameters that must be met to ensure that a CCP effectively controls a hazard.
- Cross-Contamination:** The transfer of harmful substances or disease-causing micro-organisms to food by hands, food contact surfaces, sponges, cloth towels and utensils that touch raw food, are not cleaned, and then touch read-to-eat foods. Cross contamination can also occur when raw food touches or drips onto cooked or ready-to-eat foods.
- Danger Zone:** The temperature range between 5 degrees C, (41 F), and 57 degrees C (135 F) that favors the growth of pathogenic micro-organisms.
- Exclude:** To prevent a person from working as food employee or entering a food establishment except for those areas open to the general public.
- Food:** Raw, cooked, or processed edible substance, ice, beverage, chewing gum or ingredient used or intended for use or for sale in whole or part for human consumption.
- Food Establishment:** 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 (satellite kitchens).
- Food Preparation Process:** A series of operational steps conducted to produce food ready to be consumed.

- Foodborne Illness:** A sickness resulting from the consumption of foods or beverages contaminated with disease-causing micro-organisms, chemicals, or other harmful substances.
- Foodborne Outbreak:** The occurrence of two or more cases of a similar illness resulting from the ingestion of a common food.
- HACCP:** Hazard Analysis and Critical Control Point.
- HACCP Plan:** 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.
- Hazard:** A biological, physical, or chemical property that may cause a food to be unsafe for human consumption.
- Hazard Analysis and Critical Control Point (HACCP):** A prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food products.
- Internal Temperatures:** The temperature of the internal portion of a food product.
- Meat:** The flesh animals used as food including dressed flesh of cattle, swine, sheep, or goats, and other edible animals, except fish, poultry, and wild game animals.
- Micro-organism:** A form of life that can be seen only under the microscope; including bacteria, viruses, yeast, and single celled animals.
- Monitoring:** The act of observing and making measurements to help determine if critical limits are being met and maintained.
- \* **NSLP:** National School Lunch Program
- Operational Step:** An activity or stage in the flow of food through a food establishment, such as receiving, storage, preparation, cooking, etc...
- Pathogen:** A micro-organism (bacteria, parasites, viruses, or fungi) that causes diseases in humans.
- Personal Hygiene:** Individual cleanliness and habits.
- Potentially Hazardous Food:** 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 micro-organism
  - the growth and toxin production of *Clostridium botulinum* or
  - in raw eggs, the growth of *Salmonella enteritidis*; and

Includes foods of animals origin that are raw or heat-treated; foods of plant origin that are heat treated or consists of raw 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 micro-organisms as described above.

**Process Approach:** 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.

**Record:** A documentation of monitoring, observations and verification activities.

**Regulatory Authority:** A Federal, State, local, or tribal enforcement body or authorized representative having jurisdiction over the food establishment.

**Restrict:** 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:** An estimate of the likely occurrence of a hazard.

**Risk Factor:** One of the factors identified by the Centers for Disease Control and Prevention (CDC) as contributors to the foodborne outbreaks that have been investigated and confirmed. The factors are unsafe sources, inadequate cooking, improper holding, contaminated equipment, and poor personal hygiene.

**\*SFA:** School Food Authority

**Severity:** The seriousness of the effect(s) of a hazard.

**SOP:** Standard Operating Procedure.

**Standard Operating Procedure:** A written method of controlling a practice in accordance with predetermined specifications to obtain a desired outcome.

**Temperature Measuring Device:** A thermometer, thermocouple, thermistor, or other device for measuring the temperature of food, air, or water.