



Food Safety Plan **Preparation & Service**

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PURPOSE: To prevent foodborne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation.

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

KEYWORDS: Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
4. Use clean and sanitized equipment and utensils while preparing food.
5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross-Contamination During Storage and Preparation SOP.
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
7. Prepare foods as close to serving times as the menu will allow.
8. Prepare food in small batches.
9. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
10. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Take at least two internal temperatures from each pan of food at various stages of preparation.

3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.

CORRECTIVE ACTIONS:

1. Retrain any foodservice employee found to not understand or not following the procedures in this SOP.
2. Begin the cooking process immediately after preparation is complete for any foods.
3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.
4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
5. Discard food held in the temperature danger zone for more than 4 hours.

VERIFICATION AND RECORD KEEPING

Foodservice employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The foodservice manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your State agency. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____

PURPOSE: To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature.

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

KEYWORDS: Cross-Contamination, Temperatures, Cooking

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
4. If State or local health department requirements are based on the 2001 FDA Food Code, and cook products to the following temperatures:
 - **165 °F for 15 seconds**
 - ✓ Poultry (including whole and ground chicken or turkey)
 - ✓ Stuffed fish, pork, or beef
 - ✓ Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)
 - ✓ Stuffing made from potentially hazardous ingredients
 - ✓ Dishes that include any previously cooked potentially hazardous ingredients
 - **155 °F for 15 seconds**
 - ✓ Ground meat products containing beef, pork, or fish
 - ✓ Fish nuggets or sticks
 - ✓ Injected meats (including brined and/or injected meats)
 - ✓ Eggs held on a steam table
 - ✓ Cubed or Salisbury steaks

- **145 °F for 15 seconds**

- ✓ Seafood, beef, and pork
- ✓ Eggs cooked to order that are placed onto a plate and immediately served
- ✓ Steaks or chops of beef, pork, veal and lamb

- **135 °F for 15 seconds**

- ✓ 135 °F for 15 seconds
- ✓ Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
3. Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product which usually is in the center.
4. Take at least two internal temperatures of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log.

Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking and Reheating Temperature Log is to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____

PURPOSE: To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly.

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

KEYWORDS: Cross-contamination, Temperatures, Cooling, Holding

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Modify menus, production schedules, and staff work hours to allow for the implementation of proper cooling procedures.
4. Prepare and cool food in small batches.
5. Chill food rapidly using an appropriate cooling method:
 - ✓ Place food in shallow containers no more than 4 inches deep and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - ✓ Use a quick-chill unit such as a blast chiller.
 - ✓ Stir the food in a container placed in an ice water bath.
 - ✓ Add ice as an ingredient.
 - ✓ Separate food into smaller or thinner portions.
 - ✓ Pre-chill ingredients and containers used for making bulk items such as salads.
6. If State or local requirements are based on the 2001 FDA Food Code, chill-cooked, hot food from:
 - ✓ 135 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 135 °F to 70 °F within 2 hours.
 - ✓ 70 °F to 41 °F or below in remaining time. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6-hour cooling process.
7. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
 - ✓ Above 70 °F and 2 hours or less into the cooling process; and
 - ✓ Above 41 °F and 6 hours or less into the cooling process.
3. Discard cooked, hot food immediately when the food is:
 - ✓ Above 70 °F and more than 2 hours into the cooling process; or
 - ✓ Above 41 °F and more than 6 hours into the cooling process.
4. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
5. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

VERIFICATION AND RECORD KEEPING

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log. Foodservice employees will record if there are no foods cooled on any working day by indicating “No Foods Cooled” on the Cooling Temperature Log. The foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the temperature log each working day. The Cooling Temperature Logs are to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____

PURPOSE: To prevent foodborne illness by contaminated hands. Gloves or utensils will be used for handling all ready-to-eat foods.

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

KEYWORDS: Ready to Eat (RTE) foods, Handwashing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Food service gloves must be used when handling all Ready to Eat (RTE) foods.

All employees in school foodservice must:

1. Wash hands thoroughly prior to putting on gloves and when gloves are changed. Reference Washing Hands SOP.
2. Change gloves when:
 - beginning each new task.
 - they become soiled or torn.
 - they are in continual use for four hours.
 - finished handling raw meat and before handling cooked or ready-to-eat foods.
3. Use utensils, such as deli-tissue, spatulas, or tongs, as an alternative to gloves.
4. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.

The unit supervisor will:

1. Purchase non-latex gloves in appropriate sizes.
2. Purchase appropriate utensils.
3. Observe all employees daily to ensure that they are following procedures.
4. Follow up as necessary.

MONITORING:

1. A designated employee will visually observe the food service glove and utensil practices of the foodservice staff while handling RTE foods.
2. The designated employee will visually observe that handwashing is performed properly before putting on gloves.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING

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

DATE REVIEWED: _____ **BY:** _____

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.

KEYWORDS: Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. If State or local health department requirements are based on the 2001 FDA Food Code:
 - ✓ Hold hot foods at 135 °F or above
 - ✓ Hold cold foods at 41 °F or below
4. Preheat steam tables and hot boxes.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or the warmest part of a cold holding unit.
4. For hot foods held for service:
 - ✓ Verify that the air/water temperature of any unit is at 135 °F or above before use.
 - ✓ Reheat foods in accordance with the Reheating for Hot Holding SOP.
 - ✓ All hot potentially hazardous foods should be 135 °F or above before placing the food out for display or service.
 - ✓ Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
5. For cold foods held for service:

- ✓ Verify that the air/water temperature of any unit is at 41 °F or below before use.
 - ✓ Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP.
 - ✓ All cold potentially hazardous foods should be 41 °F or below before placing the food out for display or service.
 - ✓ Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
6. For cold foods in storage:
- ✓ Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
 - ✓ Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 41 °F or below.
 - ✓ Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
 - ✓ Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
 - ✓ Discard the food if it cannot be determined how long the food temperature was below 135 °F.
3. For cold foods:
 - ✓ Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
 - ✓ Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - ✓ Use a quick-chill unit like a blast chiller.

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

VERIFICATION AND RECORD KEEPING

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____

PURPOSE: To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature.

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

KEYWORDS: Cross-Contamination, Temperatures, Cooking

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.

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

Employees preparing cold food should:

Prepare cold foods:

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

Maintain food contact surfaces:

1. Use color-coded cutting boards designated for products not receiving further heat treatment.
 - ✓ red for meat
 - ✓ green for vegetables or fruits
 - ✓ □ yellow for breads
2. Clean and sanitize all surfaces, cutting boards, and utensils that have been used in the preparation of raw meats, poultry, and fish prior to using for fruits, vegetables, and ready-to-eat foods. Cleaning and sanitizing steps MUST be done separately in order to be effective.

Take temperatures:

1. Use a calibrated thermometer to take the temperatures of designated food products.
2. Wipe the thermometer stem with alcohol wipes prior to and after taking the temperatures of each food; or wash stem, rinse, and sanitize.
3. Record temperatures in the Cooking and Reheating Temperature Log.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Monitor these procedures daily.
3. Take corrective action as necessary.
4. Follow up as needed.
5. File logs in HACCP records.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log.

Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking and Reheating Temperature Log is to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____

PURPOSE: To prevent foodborne illness by ensuring that all foods are handled correctly and food is held the appropriate internal temperature. Foodservice employees and teachers/school staff will work together to ensure that sack lunches and snacks served to children are safe to eat.

SCOPE: This procedure applies to foodservice employees who prepare or serve food. Also, to all teachers and school designees responsible for holding and serving foods prepared by food service staff outside of the cafeteria environment.

KEYWORDS: Cross-Contamination, Temperature Danger Zone

INSTRUCTIONS:

All employees in school foodservice must:

1. Follow all personal hygiene standard operating procedures. Reference Washing Hands and Personal Hygiene SOP.
2. Prepare and store sack lunches according to standard operating procedures for holding hot or cold foods. Reference Holding Hot or Cold Potentially Hazardous Foods SOP.
3. Use gloves for handling all ready-to-eat foods. Reference Glove and Utensil Use SOP.

Teachers or school staff who order sack lunches must:

1. Place the order at least two weeks before the event and confirm the final count three days prior to the event.
2. Select a menu from the options provided.
3. Observe appropriate food handling techniques such as:
 - Wash hands prior to distributing meals. Reference Washing Hands and Personal Hygiene SOP
 - Maintain cold temperatures of food. Reference Holding Hot or Cold Potentially Hazardous Foods SOP
 - 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 to the school foodservice department within 24 hours of the event.

The unit manager or supervisor will:

1. Prepare appropriate menu options.
2. Take order from teacher/staff member.
3. Observe all foodservice employees to ensure that they are following standard operating procedures.
4. Accept and inspect returned equipment. If equipment is not returned or is returned damaged, the teacher/staff member will be billed for the cost of replacing the equipment.
5. Follow up as necessary.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Monitor these procedures daily.
3. Take corrective action as necessary.
4. Follow up as needed.
5. File logs in HACCP records.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard food found to be in the temperature danger zone for more than 1 hour.

VERIFICATION AND RECORD KEEPING

Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking and Reheating Temperature Log is to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____

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

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

KEYWORDS: Contamination, Self-Service, Salad Bars, Food Bars

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow Employee Health Policy, Personal Hygiene, and Washing Hands SOPs. (Employee health policy is not included in this resource.)
4. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
5. Place all exposed food under sneeze guards.
6. Provide an appropriate clean and sanitized utensil for each container on the food bar.
7. Replace existing containers of food with new containers when replenishing the food bar.
8. Assist customers who are unable to properly use utensils.
9. Ensure that customers use a clean dish when returning to the food bar.
10. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
11. Avoid using spray chemicals to clean food bars when in use.

MONITORING:

1. Monitor and record temperatures of food in accordance with the Holding Hot and Cold Potentially Hazardous Foods SOP.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food. Take corrective action as necessary.
3. Continually monitor customers' use of the food bar to ensure that customers are not:
4. Follow up as needed.

- Touching food with their bare hands
- Coughing, spitting, or sneezing on the food
- Placing foreign objects in the food
- Using the same plate for subsequent trips

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to customers how to properly use utensils.
4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135 °F.

VERIFICATION AND RECORD KEEPING

The foodservice manager will verify that foodservice employees are assigned to maintain food bars during all hours of operation. Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The foodservice manager will complete the Food Safety Checklist daily. This form is to be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. The Hot and Cold Holding Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____

BY: _____

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

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

KEYWORDS: Cross-Contamination, Preparation, Contamination, Storage, Receiving

INSTRUCTIONS:

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

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING

The foodservice manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist as directed by the district. The Food Safety Checklist will be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Damaged and Discarded Product Log is to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____

PURPOSE: To prevent foodborne illness by ensuring that all foods are reheated to the appropriate internal temperature.

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

KEYWORDS: Cross-Contamination, Temperatures, Reheating, Holding, Hot Holding

INSTRUCTIONS:

All food production employees will reheat cooked food to 165°F for 15 seconds to ensure the safety of the food.

Employees reheating food should:

1. Remove leftover food from the freezer/refrigerator.
2. Check the temperature of the food to make sure it is lower than 41°F using a calibrated thermometer.
3. Reheat the food product to 165°F for 15 seconds using an oven, stove, or steamer. The goal is to take the food through the temperature danger zone (41°F - 135°F) as quickly as possible.
4. Serve the food immediately, or place the food in a steam table or in a preheated hot cart and recheck temperature to make sure temperature is at or above 135°F.
5. Check the temperature of the food before serving if the food has been held.
6. Discard any potentially hazardous foods held in the temperature danger zone (41°F to 135°F) for more than 4 hours. This includes time during receiving, storage, preparation, cooking, holding, cooling, and reheating the food. This should be noted on the **Service Temperature Record**.
7. Reheat foods only once, as putting food through the temperature danger zone increases its susceptibility to the growth of pathogens.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least two internal temperatures from each pan of food.
3. Check temperatures of randomly selected reheated items to be certain 165°F was achieved and that the product is held at 135°F or higher.
4. Review temperature logs to assure proper reheating temperatures are achieved.
5. Follow up as necessary and document corrective action.
6. File temperature logs with HACCP records.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log.

Foodservice manager will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Cooking and Reheating Temperature Log at the close of each day. The temperature logs are kept on file for a minimum of 1 year.

DATE REVIEWED: _____

BY: _____

PURPOSE: To prevent foodborne illness by ensuring that all foods are reheated to the appropriate internal temperature.

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

KEYWORDS: Cross-Contamination, Temperatures, Reheating, Holding, Hot Holding

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If State or local requirements are based on the 2001 FDA Food Code, heat processed, ready-to-eat foods from a package or can, such as canned green beans or prepackaged breakfast burritos, to an internal temperature of at least 135 °F for 15 seconds for hot holding.
4. Reheat the following products to 165 °F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
5. Reheat food for hot holding in the following manner if using a microwave oven:
 - Heat processed, ready-to-eat foods from a package or can to at least 135 °F for 15 seconds
 - Heat leftovers to 165 °F for 15 seconds
 - Rotate (or stir) and cover foods while heating
 - Allow to sit for 2 minutes after heating
6. Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed 2 hours.
7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log. Foodservice manager will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Cooking and Reheating Temperature Log at the close of each day. The temperature logs are kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____

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.

KEYWORDS: Cross-Contamination, Service

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Follow the employee health policy. (Employee health policy is not included in this resource.)
4. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
5. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
6. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
7. Store utensils with the handles up or by other means to prevent contamination.
8. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
9. Serve food with clean and sanitized utensils.
10. Store in-use utensils properly. Refer to the Storing In-Use Utensils SOP.
11. Date mark and cool potentially hazardous foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Foods, and Cooling Potentially Hazardous Foods SOPs.

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING

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

DATE REVIEWED: _____ **BY:** _____

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

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

KEYWORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 °F (-18 °C) to 220 °F (104 °C) and is appropriate for the temperature being taken. For example:
 - Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermistor or thermocouple with a thin probe.
 - Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They may not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.
 - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
4. Have food thermometers easily-accessible to foodservice employees during all hours of operation.
5. Clean and sanitize food thermometers before each use. Refer to the Cleaning and Sanitizing Food Contact Surfaces SOP for the proper procedure to follow.
6. Store food thermometers in an area that is clean and where they are not subject to contamination.

MONITORING:

1. Foodservice employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
2. To use ice-point method:
 - Insert the thermometer probe into a cup of crushed ice.
 - Add enough cold water to remove any air pockets that might remain.
 - Allow the temperature reading to stabilize before reading temperature.
 - Temperature measurement should be 32 °F (+ 2 °F) [or 0 °C (+ 1 °C)]. If not, adjust according to manufacturer's instructions.
3. To use boiling-point method:
 - Immerse at least the first two inches of the probe into boiling water.
 - Allow the temperature reading to stabilize before reading temperature.
 - Reading should be 212 °F (+ 2 °F) [or 100 °C (+ 1 °C)]. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.
4. Foodservice employees will check the accuracy of the food thermometers:
 - At regular intervals (at least once per week)
 - If dropped
 - If used to measure extreme temperatures, such as in an oven
 - Whenever accuracy is in question

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.
5. Retrain employees who are using or calibrating food thermometers improperly.

VERIFICATION AND RECORD KEEPING

Foodservice employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. The foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours. The foodservice manager will review and initial the Calibration Log daily. The Calibration Log will be kept on file a minimum of 1 year. The foodservice manager will complete the Food Safety Checklist as directed by the district. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____

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.

KEYWORDS: Ready-to-Eat Food, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. 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.
4. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
5. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
6. Wash hands and change gloves:
 - Before beginning food preparation
 - Before beginning a new task
 - After touching equipment such as refrigerator doors or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
 - When handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred

MONITORING:

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:

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

VERIFICATION AND RECORD KEEPING

The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist as directed by the district. The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. The Food Safety Checklist and Damaged and Discarded Food Log are kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____

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

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

KEYWORDS: Temperatures, Holding, Time As a Public Health Control

INSTRUCTIONS:

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

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING

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

DATE REVIEWED: _____ **BY:** _____

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, Washing

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands using the proper procedure.
4. 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.
5. Follow manufacturer's instructions for proper use of chemicals.
6. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
 - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
 - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to eat.
7. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the 2001 FDA Food Code. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
8. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
9. Remove any damaged or bruised areas.
10. Label, date, and refrigerate fresh-cut items.
11. Serve cut melons within 7 days if held at 41 °F or below. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Food SOP.
12. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove unwashed fruits and vegetables service and washed immediately before being served.
3. Label and date fresh cut fruits and vegetables.
4. Discard cut melons held after 7 days.

VERIFICATION AND RECORD KEEPING

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

DATE REVIEWED: _____ **BY:** _____