

Food Safety Plan for

Sponsor Number:

3190

Sponsor Name:

**South Harrison Community School
Corporation**

School/Facility:

Corydon Elementary School



Date This Plan is Effective:

July 1, 2023

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Description of Food Safety Plan

This plan was developed June 2024, by Stephanie Zimmerman, SHCSC Food Services Coordinator. Assistance was provided by the management team including building FS personnel.

This food safety plan follows the USDA guidance on developing a food safety plan based on the Process Approach to HACCP.

Description of Sponsor and School/Facility

1. Name of Sponsor (USD, Private School or Residential Center): South Harrison Community School Corporation
2. Name of Site: Corydon Elementary School
3. Name and Title of Lead Food Service Employee for this Site: Kim Lawton; Kitchen Manager
4. Type of Site:
 - ☒ Self Contained Kitchen
 - ☐ Base Kitchen
 - ☐ Transport School
 - ☐ Finishing Kitchen
5. Meals Served:
 - ☒ Breakfast
 - ☒ Lunch
 - ☒ After School Snacks
6. Number of Food Service Employees at this Site:
 - 2 Full time
 - 5 Part-time

Substitutes ☐ specifically for this site ☐ shared with other sites

SECTION 1:

Standard Operating Procedures

The following Standard Operating Procedures have been adapted from the National Food Service Management Institute (NFSMI).

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HACCP-Based Standard Operating Procedure

1 - Washing Hands

Purpose: To prevent foodborne illness caused by contaminated hands.

Scope: This procedure applies to food service employees who handle, prepare, and serve food.

Keywords: Handwashing, Cross-Contamination

Instructions:

1. Train food service employees or other individuals that prepare or serve food on proper handwashing. Training may include viewing a handwashing video, a demonstration of proper handwashing procedures, or other effective training tools.
2. Post handwashing signs or posters in a language understood by all food service staff near all handwashing sinks, in food preparation areas, and restrooms.
3. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
4. Provide warm running water, soap, and single-use paper towels or warm air hand dryer. If paper towels are used, provide a waste container at each handwashing sink or near the door in restrooms.
5. Keep handwashing sinks accessible anytime employees are present.
6. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated



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1 - Washing Hands, continued (SOP)

7. Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water (at least 110 °F) and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
8. 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 current Iowa Food Code. Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the manner specified by the manufacturer.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

A supervisory or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified. The Food Safety Checklist will be maintained with other records for a minimum of 6 months.

Date Implemented: July 1, 2023 **By:** Stephanie Zimmerman

Date Reviewed: Aug 12, 2024 **By:** Food Service Staff

Date Revised: _____ **By:** _____



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HACCP-Based Standard Operating Procedure

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

Purpose: To prevent foodborne illness caused by hand-to-food cross-contamination

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

Key Words: Ready-to-Eat Food, Cross-Contamination

Instructions:

1. Use proper handwashing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time.
3. 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
4. Hands should be washed and gloves changed:
 - Before beginning food preparation
 - Before beginning a food handling task
 - After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - After interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
 - After handling money
 - When a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred

Monitoring:

A supervisory or other designated employee will visually observe food service employees during all hours of operation to ensure that gloves or suitable utensils are used and changed at the appropriate times.



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2 - Using Suitable Utensils When Handling Ready-to-Eat Foods, continued (SOP)

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:

A supervisory or other designated employee will verify that food service employees are following this policy by visually observing the employees during all hours of operation and by completing the Food Safety Checklist. Food service employees will record any discarded food on the Damaged or Discarded Product Log. A supervisory employee will verify that correct procedures are followed and logs are maintained correctly by reviewing, initialing, and dating the Damaged and Discarded Product Log. Both the checklist and the log will be maintained with other records for a minimum of 1 year.

Date Implemented: July 1, 2023 By: Stephanie Zimmerman

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HACCP-Based Standard Operating Procedure

3 - Personal Hygiene

Purpose: To prevent contamination of food caused by food service employees.

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

Key Words: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

1. Train food service employees on the employee health policy and on practicing good personal hygiene.
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. Do not wear artificial fingernails and fingernail polish.
8. Do not wear any jewelry on arms or hands except for a plain ring such as a wedding band.
9. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
10. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
11. Eat, drink, or chew gum only in designated areas where food or food contact surfaces may not become contaminated.
12. Use tobacco products outside of school premises as determined by school policies.
13. Taste food(s) using the following procedures:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish washing area. The soiled teaspoon shall not be reused for tasting before washing and sanitizing.
 - Wash hands immediately.
14. Wear hairnets or clean caps designed to effectively restrain all hair while in the kitchen.
15. Follow local public health requirements for personal hygiene.



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3 - Personal Hygiene, continued (SOP)

Monitoring:

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

Corrective Action:

Any food service employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded.

Verification and Record Keeping:

A supervisory or other designated employee will verify that food service employees are following this policy by visually observing the employees during all hours of operation and by completing the Food Safety Checklist. Food service employees will record any discarded food on the Damaged or Discarded Product Log. A supervisory employee will verify that correct procedures are followed and logs are maintained correctly by reviewing, initialing, and dating the Damaged and Discarded Product Log. Both the checklist and the log will be maintained with other records for a minimum of 6 months.

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4 - Storing and Using Poisonous or Toxic Chemicals

Purpose: To prevent foodborne illness caused by chemical contamination.

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

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

Instructions:

1. Train food service employees on the proper use and storage of chemicals and on the proper use of chemical test kits and first aid as specified in this procedure.
2. Designate a location for storing the Material Safety Data Sheets (MSDS).
3. Label and date all poisonous or toxic chemicals with the common name of the substance.
4. Store all chemicals in a designated secured area away from and below food and food contact surfaces using spacing or partitioning.
5. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
6. Mix, test, and use sanitizing solutions as recommended by the manufacturer, State, or local health department.
7. Use the appropriate chemical test kit to measure the concentration of sanitizer to ensure sanitizer is mixed correctly.
8. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
9. Do not use chemical containers for storing food or water.
10. Use only hand sanitizers that comply with the current Iowa Food Code. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the current Iowa Food Code.
11. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
12. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
13. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.



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

Monitoring:

Food service employees and supervisory employees will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

Corrective Action:

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

Verification and Record Keeping:

A supervisory or other designated employee will verify that food service employees are following this policy by visually observing the employees during all hours of operation and by completing the Food Safety Checklist. Food service employees will record any discarded food on the Damaged or Discarded Product Log. A supervisory employee will verify that correct procedures are followed and logs are maintained correctly by reviewing, initialing, and dating the Damaged and Discarded Product Log. Both the checklist and the log will be maintained with other records for a minimum of 6 months.

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5 - Using and Calibrating Food Thermometers

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

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

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train food service employees on the proper procedures in using and calibrating food thermometers.
2. 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 individual thin products, such as hamburgers, chicken breasts, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermistor or thermocouple with a thin probe. If a bimetallic, dial-faced stem thermometer or digital stem thermometer is used, patties should be stacked and the stem should be inserted through the center of several portions.
 - Bimetallic, dial-faced stem thermometers are most appropriate for measuring temperatures of thick foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured. In the absence of a dimple mark, assure the thermometer is inserted in food at least 1 ½ inches above the tip.
 - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
3. Have food thermometers easily-accessible to food service employees during all hours of operation.
4. Clean and sanitize food thermometers before each use.
 - Wash probe of thermometer by hand with warm, soapy water. Do NOT immerse dial in water.
 - Rinse probe with lean, warm water.
 - Sanitize probe with sanitizing solution approved for food contact surfaces or with alcohol swab.
 - Air dry to minimize the risk of re-contamination.
 - Store in clean case or sleeve.



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5 - Using and Calibrating Food Thermometers continued, (SOP)

INSTRUCTIONS, continued:

5. Store food thermometers in an area that is clean and where they are not subject to contamination or frequent jostling.
6. Food service employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibrating the thermometer.
 - To calibrate using ice-point method:
 - a. Insert the thermometer probe into a cup of crushed ice.
 - b. Add enough cold water to remove any air pockets that might remain.
 - c. Allow the temperature reading to stabilize before reading temperature. Temperature measurement should be 32 °F (± 2 °F) [or 0 °C (± 1 °C)]. If not, calibrate to this temperature as directed below.
 - To calibrate using boiling-point method:
 - a. Immerse at least the first two inches of the probe into boiling water.
 - b. Allow the temperature reading to stabilize before reading temperature. Reading should be 212 °F (± 2 °F) [or 100 °C (± 1 °C)]. If not, calibrate to this temperature as directed below.
 - To calibrate thermometers to the correct temperatures using a:
 - a. Bimetallic, stemmed, 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.
 - b. Digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
 - If an inaccurate thermometer cannot be adjusted on-site, discontinue using it and follow the manufacturer's instructions for having the thermometer calibrated.

MONITORING:

1. Food service employees will check the accuracy of the food thermometers:
 - At regular intervals (at least once every two weeks)
 - If dropped
 - If used to measure extreme temperatures, such as in an oven
 - Whenever accuracy is in question
2. Supervisory employees and food service employees will visually observe that thermometers are being used and calibrated correctly during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Retrain employees who are using or calibrating food thermometers improperly.



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5 - Using and Calibrating Food Thermometers continued, (SOP)

VERIFICATION AND RECORD KEEPING:

Food service employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. A supervisory or other designated employee will verify that food service employees are using and calibrating thermometers properly by visually observing the employees during the calibration process and while thermometers are being used. Calibration Logs will be reviewed by a supervisory employee and will be maintained with other records for a minimum of 6 months.

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HACCP-Based Standard Operating Procedure

6 - Preventing Cross-Contamination During Storage and Preparation

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

SCOPE: This procedure applies to food service or other employees who are responsible for receiving, storing, preparing, and serving food.

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

INSTRUCTIONS:

1. Train food service employees on the proper procedures to prevent cross-contamination during storage and preparation.
2. Wash hands properly using instructions in the Washing Hands SOP.
3. Avoid touching ready-to-eat food with bare hands. Follow instructions in the Using Suitable Utensils When Handling Ready-To-Eat Foods SOP.
4. Separate raw animal foods from ready-to-eat foods during receiving, storage, and preparation. For example, eggs, fish, meat, and poultry should be separated from lettuce, cut melons and luncheon meats.
5. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
6. 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 on the lowest shelf. For example, raw chicken should be stored below ground beef.
7. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
8. Use only dry, cleaned, and sanitized equipment and utensils. Follow instructions in the “Cleaning and Sanitizing Food Contact Surfaces” SOP.
9. Clean and sanitize utensils, knives, pans, cutting boards and other food contact surfaces between handling of raw and cooked products.
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 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.



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6 - Preventing Cross-Contamination During Storage and Preparation, continued (SOP)

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any food service 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:

A supervisory or other designated employee will ensure that all employees are following these procedures by visually observing food service staff and by completing the Food Safety Checklist. Food service employees will document any discarded food on the Damaged and Discarded Product Log. A supervisory employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log. The checklist and log will be maintained with other records for a minimum of 1 year.

DATE IMPLEMENTED: July 1, 2023 By: Stephanie Zimmerman

DATE REVIEWED: _____ BY: _____

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HACCP-Based Standard Operating Procedure

7 - Cleaning and Sanitizing Food Contact Surfaces

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

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

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train food service employees who prepare or serve food or who clean areas where foods are prepared and served on the proper procedures used to clean and sanitize food contact surfaces.
2. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
3. Wash, rinse, and sanitize food contact surfaces of sinks, tables, cutting boards, equipment, utensils, thermometers, carts, and equipment:
 - Before each use
 - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
 - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
 - Any time contamination occurs or is suspected
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, cutting boards, equipment, utensils, thermometers, carts, and equipment using the following procedure:
 - Wash surface with detergent solution.
 - Rinse surface with clean water.
 - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
 - Place wet items in a manner to allow air drying.



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7 - Cleaning and Sanitizing Food Contact Surfaces, continued (SOP)

INSTRUCTIONS, continued:

5. If a 3-compartment sink is used for utensils, cutting boards and removable parts of equipment, setup and use the sink in the following manner:
 - In the first compartment, wash with a clean detergent solution at or above 110°F or at the temperature specified by the detergent manufacturer.
 - In the second compartment, rinse with clean water.
 - In the third compartment, sanitize with a chemical sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171°F for 30 seconds. Test the sanitizer concentration using an appropriate test kit.
 - Air dry items prior to storing.
6. If a mechanical dishmachine is used for utensils, cutting boards and removable parts of equipment:
 - Verify the information on the data plate with the dishmachine manufacturer.
 - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
 - Follow manufacturer's instructions for use.
 - If using hot water to sanitize, and following the 2005 Food Code with Supplement of the Food and Drug Administration:
 - for a stationary, single-temperature machine, the temperature of fresh hot water sanitizing rinse as it enters the manifold is not more than 194°F and not less than 165°F.
 - for all other dishwashing machines with variable wash and rinse temperatures, the temperature of fresh hot water sanitizing rinse as it enters the manifold is not more than 194°F and not less than 180°F.
 - If using chemical to sanitize and following the 2005 Food Code with Supplement of the Food and Drug Administration:
 - Chlorine solution must have the following minimum temperatures and concentration:

Minimum Concentration	Minimum Temperature	
	pH 10 or less	pH 8 or less
Mg/L		
25	120°F	120°F
50	100°F	75°F
100	55°F	55°F

- Iodine solution should have a minimum temperature of 75°F, a pH of 5.0 or less and a concentration between 12.5 mg/L and 25 mg/L.



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- Quaternary ammonia should have a minimum temperature of 75°F, a concentration as indicated by the manufacturer and used only in water with 500 mg/L hardness or less.
- Air dry utensils and other food contact items prior to storing.



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7 - Cleaning and Sanitizing Food Contact Surfaces, continued (SOP)

INSTRUCTIONS, continued:

- At end of day, remove strainer screens and clean. Inspect upper and lower sprayer wash arms and nozzles to assure they are not clogged with food or plastic debris. Remove the wash arms to remove any food build up. Use chemical de-limer periodically as needed if lime build up occurs. Follow manufacturer's instructions for cleaning and maintaining dish machine.

MONITORING:

Food service employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
 - Visually monitor that the water in each compartment is clean.
 - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
 - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
 - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to Using and Calibrating Food Thermometers SOPs.
3. In a dishmachine, on a daily basis:
 - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
 - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
 - For hot water sanitizing dishmachine, ensure that food contact surfaces are reaching the appropriate temperature by monitoring temperature gauges, by using heat sensitive tape, and/or by using maximum registering thermometers (e.g. T-sticks).
 - For chemical sanitizing dishmachine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.



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7 - Cleaning and Sanitizing Food Contact Surfaces, continued (SOP)

CORRECTIVE ACTION, continued:

3. For a 3-compartment sink:
 - Drain and refill compartments periodically and as needed to keep the water clean.
 - Adjust the water temperature by adding hot water until the desired temperature is reached.
 - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
4. For a dishmachine:
 - Drain and refill the machine periodically and as needed to keep the water clean.
 - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
 - For a hot water sanitizing dishmachine, retest temperatures by running the machine again. If the appropriate water temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
 - For a chemical sanitizing dishmachine, check the level of sanitizer remaining in bulk container. Fill, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

VERIFICATION AND RECORD KEEPING:

Food service employees will record monitoring activities and any corrective action taken on the appropriate temperature log. A supervisory or other designated employee will verify that food service employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log(s). A supervisory or other designated employee will complete the Food Safety Checklist. The logs and checklists will be maintained with other records for at least 1 year.

DATE IMPLEMENTED: July 1, 2023 **By:** Stephanie Zimmerman

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HACCP-Based Standard Operating Procedure

8 - Receiving Deliveries

Purpose: To ensure that all food is fresh and safe when it enters the food service operation and is stored safely and quickly.

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

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

Instructions:

1. Train food service employees who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours when possible.
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 to assure foods are placed in storage in a timely manner.
6. Have tools available at the time of delivery. These include: product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts.
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 arrival or the "use by" date and mark accordingly upon receipt.
10. Compare delivery invoice against products ordered and products delivered.
11. 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.
12. Check the interior temperature of refrigerated trucks.
13. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different from what is indicated on the delivery schedule, contact the vendor immediately.
14. 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. Use infrared or other thermometers to check surface temperatures if desired.



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8 - Receiving Deliveries, continued (SOP)

15. Check the temperature of refrigerated foods.

- a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 41 °F or below. An approximate temperature of milk can be obtained by placing a thermometer between two cartons or use an infrared thermometer.
- b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper or use an infrared thermometer. If the temperature exceeds 41 °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 41 °F or below.

16. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.

17. Check the integrity of food packaging.

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

19. Transfer foods to their appropriate storage locations as quickly as possible.

Monitoring:

The food service manager or other supervisory employee will verify that food service employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the invoices or Receiving Log.

Corrective Action:

Reject the following:

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

Verification and Record Keeping:

Record the temperature and the corrective action on the delivery invoice or on the Receiving Log. Invoices/logs will be maintained with other records for a minimum of 6 months.

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HACCP-Based Standard Operating Procedure

9 - Handling a Food Recall

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

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

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Train food service employees on the proper procedures used in handling a food recall.
2. Review the food recall notice and specific instructions that have been identified in the notice.
3. Communicate the food recall notice to production kitchens.
4. Hold the recalled product using the following steps:
 - Physically segregate the product, including any open containers, leftover product, and food items in current production that contain the recalled product.
 - If an item is suspected to contain the recalled product, but label information is not available, follow the sponsor's/School's procedure for disposal.
5. Mark recalled product "Do Not Use" and "Do Not Discard." Inform the entire staff not to use the product.
6. Inform the sponsor's/school's public relations coordinator of the recalled product.
7. Identify and record whether any of the product was received by the sponsor/school, locate the food recall product by production kitchen, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
8. Obtain accurate inventory counts of the recalled products from every production kitchen, including the amount in inventory and amount used.
9. Account for all recalled product by verifying inventory counts against records of food received at the production kitchen.

MONITORING:

The food service employees and food service manager, or other designated employee, will visually observe that school sites have segregated and secured all recalled products.



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9 - Handling a Food Recall, continued (SOP)

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.
3. Notify serving site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
5. Conform to the recall notice using the following steps:
 - Report quantity and site where product is located to manufacturer or distributor for collection.
 - Complete and maintain all required documentation related to the recall including:
 - Recall notice
 - Records of how food product was returned or destroyed
 - Reimbursable costs
 - Public notice and media communications
 - Correspondence to and from the public health department and State agency

VERIFICATION AND RECORD KEEPING

Food service employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log. A supervisory or other designated employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

DATE IMPLEMENTED: July 1, 2023 **By:** Stephanie Zimmerman

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Adapted from: National Food Service Management Institute. (2002). *Responding to a Food Recall*. University, MS: Author.



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HACCP-Based Standard Operating Procedure

10 - Washing Fresh Fruits and Vegetables

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

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

Keywords: Fruits, Vegetables, Cross-Contamination, Washing

Instructions:

1. Train food service 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. 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.
5. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the current Iowa Food Code. Follow manufacturer's instructions for proper use of those chemicals. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
6. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
7. Remove any damaged or bruised areas.
8. Label, date, and refrigerate fresh-cut fruits and vegetables.
9. Serve cut melons within 7 days if held at 41 °F or below (see SOP for Date Marking Ready-to-Eat, Potentially Hazardous Food).
10. Do not serve raw seed sprouts to persons highly susceptible to foodborne illness such as preschool-age children.



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10 - Washing Fresh Fruits and Vegetables, continued (SOP)

Monitoring:

A supervisory or other designated employee will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation. In addition, food service employees will check the quality of fruits and vegetables in cold storage on a regular basis.

Corrective Action:

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

Verification and Record Keeping:

A supervisory employee or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. Maintain the Food Safety Checklist for a minimum of 6 months.

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HACCP-Based Standard Operating Procedure

11 - Controlling Time and Temperature During Preparation

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 food service employees who prepare food.

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

INSTRUCTIONS:

1. Train food service employees on the proper procedures used when controlling time and temperature during preparation.
2. Use a clean, sanitized, and calibrated probe thermometer to take temperatures during preparation. Refer to the Using and Calibrating Food Thermometers SOP.
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 batch amounts to 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.
9. Limit the total, combined time that food is allowed to be in the temperature danger zone to 4 hours.
10. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

MONITORING:

A supervisory or other designated employee will ensure that foods are maintained at safe temperatures and are not allowed to be in the temperature danger zone for more than 4 hours. Clean, sanitized thermometers will be used to check temperatures.



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11 - Controlling Time and Temperature During Preparation, continued (SOP)

CORRECTIVE ACTIONS:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Begin the cooling process immediately after preparation is complete for any foods that will be cooked and cooled (i.e. will not be served hot.)
3. Rapidly cool ready-to-eat foods or foods that will have additional cooking 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:

The supervisory or other designated employee will verify that food service employees are taking the required temperatures and following the proper preparation procedure by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log(s) or production log. The supervisory or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. Maintain the Food Safety Checklist and temperature log(s) for a minimum of 6 months.

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HACCP-Based Standard Operating Procedure

12- Cooking Potentially Hazardous Foods

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

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

Key Words: Cross-Contamination, Temperatures, Cooking

Instructions:

1. Train food service employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. Cook products to the following temperatures:
 - a. 140 °F for 15 seconds
 - Commercially pre-cooked ready-to-eat meat (ham, roast beef, turkey, etc.)
 - b. 145 °F for 15 seconds
 - Seafood and beef roasts
 - c. 160 °F for 15 seconds
 - Ground beef
 - Raw pork, ham and sausage
 - Egg dishes
 - d. 165 °F for 15 seconds
 - Ground poultry
 - Leftovers
 - e. 170 °F for 15 seconds
 - Poultry breasts
 - f. 180 °F for 15 seconds
 - Poultry legs, thighs and wings
 - Whole poultry
 - g. Follow manufacturer's instructions
 - Processed meat items (chicken nuggets, turkey fritters, cooked beef patties, etc.)
4. Use a clean, sanitized, and calibrated probe thermometer (preferably a thermocouple).
5. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.



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12- Cooking Potentially Hazardous Foods, continued (SOP)

Instructions, continued:

6. Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
7. 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.

Monitoring:

Temperatures will be taken at the end point of cooking and recorded on logs. These logs will be monitored by a supervisory employee to ensure that the temperatures meet the minimum standards.

Corrective Action:

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

Verification and Record Keeping:

Food service employees will record product name, time, the temperature/time, and any corrective action taken on the Cooking-Reheating Temperature Log (or other appropriate temperature log). The food service manager or other supervisory employee will verify that food service employees have taken the required cooking temperatures by visually monitoring food service employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log. Maintain temperature logs with other records for a minimum of 6 months.

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HACCP-Based Standard Operating Procedure

13- 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 food service employees who prepare or serve food.

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

Instructions:

1. Train food service 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. State and local health department requirements are based on the *2005 Food Code*:
 - Hold hot foods at 135 °F or above; and
 - Hold cold foods at 41 °F or below.
3. Preheat steam tables and hot boxes.
4. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
5. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
6. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
7. For hot foods held for service:
 - Verify that the air/water temperature of any unit is at 140 °F or above before use.
 - Reheat foods in accordance with the Reheating Potentially Hazardous Foods SOP.
 - All hot potentially hazardous foods should be 140 °F or above before placing the food out for display or service.
 - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
8. For cold foods held for service:
 - 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.



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13- Holding Hot and Cold Potentially Hazardous Foods, continued (SOP)

Monitoring:

Temperature logs will be monitored to ensure that foods are held at proper temperatures. Potentially hazardous hot foods shall be held above 135°F and potentially hazardous cold foods below 41°F.

Corrective Action:

1. 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.
2. 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.
 - 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 above 41 °F.

Verification and Record Keeping:

Food service employees will record temperatures of food items and document corrective actions taken on the Time and Temperature for Holding (or other appropriate) log. A designated food service employee will record air temperatures of coolers and cold holding units on the refrigeration logs. The food service manager or other supervisory employee will verify that food service employees have taken the required holding temperatures by visually monitoring food service employees during the shift and reviewing the temperature logs. The temperature logs will be maintained with other records for a minimum of 6 months.

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HACCP-Based Standard Operating Procedure

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

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

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

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

INSTRUCTIONS:

1. Train food service employees on the proper procedures used when using time alone as a public health control to limit bacteria growth in potentially hazardous foods.
2. Refer to the Using and Calibrating Food Thermometers SOP.
3. 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 of removing it from refrigeration or freezer units.
5. Do not keep cooked or raw, potentially hazardous, ready-to-eat food for more than 4 hours after it has been removed from hot or cold holding units.
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.



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14 - Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods, continued (SOP)

MONITORING:

1. Food service 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. Food service employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

CORRECTIVE ACTION:

1. Retrain any food service 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:

Food service employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The supervisory or other designated employee will verify that food service employees are following this procedure by visually monitoring food service employees and food handling during the shift. The supervisory or other designated employee will complete the Food Safety Checklist. The Food Safety Checklist will be maintained with other records for a minimum of 6 months.

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HACCP-Based Standard Operating Procedure

15- 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 food service employees who prepare, store, or serve 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 and use by date, not to exceed 7 calendar days. Examples of how to indicate when the food is prepared or opened include:
 - Labeling food with a calendar date, such as cut cantaloupe: 5/26/05, 8:00 a.m., use by 6/1/05.
 - Identifying the day of the week, such as cut cantaloupe: Monday, 8:00 a.m., use by Sunday, 6/1/05
 - Using color-coded marks or tags, such as cut cantaloupe, blue dot, 8:00 a.m. means “cut on Monday at 8:00 a.m. and use by Sunday.”
2. Label ready-to-eat, potentially hazardous foods that are prepared on-site.
3. Label any processed, ready-to-eat, potentially hazardous foods when opened.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 41° 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:
 - On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna – Cooked – 8/1/05.”
 - On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, “Frozen – 8/2/05.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 – Tuesday, 8/2/05, only 1 day is counted towards the 7-day time period.



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15- Date Marking Ready-to-Eat, Potentially Hazardous Food, continued (SOP)

Instructions, continued

- On Tuesday, 8/16/05, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, “Thawed – 8/16/05.” All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

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 discarded.

Corrective Action:

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

Verification and Record Keeping:

A supervisory or other designated employee will complete the Food Safety Checklist which will be maintained with other records for a minimum of 6 months.

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HACCP-Based Standard Operating Procedure

16 - Transporting Food to Remote Sites (Satellite Kitchens)

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

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

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

INSTRUCTIONS:

1. Train food service employees on the proper procedures used when transporting food to remote sites (satellite kitchens).
2. If State or local health department requirements are based on the *2005 Food Code*:
 - Keep frozen foods frozen during transportation.
 - Maintain the temperature of refrigerated, potentially hazardous foods at 41 °F or below and cooked foods that are transported hot at 140 °F or above.
3. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
4. Prepare the food carrier before use:
 - Ensure that all surfaces of the food carrier are clean.
 - Wash, rinse, and sanitize the interior surfaces.
 - Ensure that the food carrier is designed to maintain cold food temperatures at 41 °F and hot food temperatures at 140 °F or above.
 - Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the Using and Calibrating Food Thermometers SOP.
 - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
5. Store food in containers suitable for transportation. Containers should be:
 - Rigid and sectioned so that foods do not mix
 - Tightly closed to retain the proper food temperature
 - Nonporous to avoid leakage
 - Easy-to-clean or disposable
 - Approved to hold food



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16 - Transporting Food to Remote Sites (Satellite Kitchens), continued (SOP)

INSTRUCTIONS, continued:

6. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
7. Follow Receiving Deliveries SOP when food arrives at remote site.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Continue heating or chilling food carrier if the proper air temperature is not reached.
3. Reheat food to 165 °F for 15 seconds if the internal temperature of hot food is less than 135 °F and the food will be held for more than 2 hours. Refer to the Reheating Potentially Hazardous Foods SOP.
4. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F and the food will be held for more than 2 hours. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.
5. Discard foods held in the danger zone for greater than 4 hours.

VERIFICATION AND RECORD KEEPING:

Before transporting food to remote sites, food service employees will record food temperature, food product name, time, and any corrective action taken on a food transport sheet or temperature log. Upon receipt of food at remote sites, food service employees will record receiving temperatures and corrective action taken on a food transport sheet or temperature log. The supervisory employee at central kitchens will verify that food service employees are following this SOP by visually observing employees and reviewing and initialing the temperature logs. The supervisory or other designated employee at the remote site(s) will verify that food service employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift and reviewing and initialing the temperature log. The supervisory or other designated employee at each site will complete the Food Safety Checklist. The Food Safety Checklists and all logs will be maintained with other records for a minimum of 6 months.



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16 - Transporting Food to Remote Sites (Satellite Kitchens), continued (SOP)

VERIFICATION AND RECORD KEEPING, continued:

DATE IMPLEMENTED: July 1, 2023 By: Stephanie Zimmerman

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____



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HACCP-Based Standard Operating Procedure

17 - Serving Food

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

SCOPE: This procedure applies to food service employees who serve food.

KEY WORDS: Cross-Contamination, Service

INSTRUCTIONS:

1. Train food service employees on the proper procedures used when serving food. Refer to the Using and Calibrating Food Thermometers.
2. Follow the employee health policy. (Employee health policy is not included in this resource.)
3. Wash hands before putting on disposable gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
4. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
5. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
6. Store utensils with the handles up or by other means to prevent contamination.
7. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
8. Serve food with clean and sanitized utensils or by using hands covered with clean, disposable gloves.
9. Store in-use utensils properly.
10. 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 supervisory or other designated employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.



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17 - Serving Food, continued (SOP)

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Replace improperly handled plates, cups, or utensils and wash the improperly handled item(s).
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:

A supervisory or other designated employee will complete the Food Safety Checklist. Completed checklists will be maintained with other records for a minimum of 6 months.

DATE IMPLEMENTED: July 1, 2023 **By:** Stephanie Zimmerman

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____



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HACCP-Based Standard Operating Procedure

18 - Preventing Cross-Contamination at Food Bars

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

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

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

INSTRUCTIONS:

1. Train food service employees on the proper procedures used to prevent cross-contamination at food bars.
2. Follow Employee Health Policy, Personal Hygiene, and Washing Hands SOPs. (Employee health policy is not included in this resource.)
3. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
4. Place all exposed food under sneeze guards.
5. Provide an appropriate clean and sanitized utensil for each container on the food bar. Ensure that handles do not drop into food containers.
6. Replace existing containers of food with new containers when replenishing the food bar.
7. Instruct and assist customers who do not properly use utensils.
8. Ensure that customers use a clean dish or plate when returning to the food bar.
9. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
10. Keep self service bar clean and neat to avoid cross-contamination between food items.
11. Avoid using spray chemicals to clean food bars when in use.

MONITORING:

0. Monitor and record temperatures of food in accordance with the Holding Hot and Cold Potentially Hazardous Foods SOP.
1. 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.
2. Continually monitor customers' use of the food bar to ensure that customers are not:
 - Touching food with their bare hands.
 - Coughing, spitting, or sneezing on the food.
 - Placing foreign objects in the food.
 - Using the same plate for subsequent trips.



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18 - Preventing Cross-Contamination at Food Bars, continued (SOP)

CORRECTIVE ACTION:

1. Retrain any food service 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 food service manager will verify that food service employees are assigned to maintain food bars during all hours of operation. Food service employees will record temperatures of food items and document corrective actions taken on the appropriate temperature log. Food service employees will document any discarded food on the Damaged or Discarded Product Log. The supervisory or other designated employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log. A supervisory or other designated employee will complete the Food Safety Checklist. The Food Safety Checklist and all logs will be maintained with other records for a minimum of 6 months.

DATE IMPLEMENTED: July 1, 2023 **By:** Stephanie Zimmerman

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____



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HACCP-Based Standard Operating Procedure

19- Cooling Potentially Hazardous Foods

Purpose: To prevent foodborne illness caused by improper cooling procedures.

Scope: This procedure applies to food service employees who prepare, store or serve food.

Key Words: Cross-Contamination, Temperatures, Cooling, Holding

Instructions:

1. Train food service employees who prepare or serve food on how to use a food thermometer and how to cool foods using this procedure.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
3. Prepare and cool food in small batches.
4. 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.
 - Stir the food using a chilling paddle designed for cooling foods quickly.
 - 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.
5. If State and local requirements are based on the 2005 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 six hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6-hour cooling process.
6. 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.



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19- Cooling Potentially Hazardous Foods, continued (SOP)

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 thermometer into the center of the food and at various locations in the product.

Corrective Action:

1. 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.
2. 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.
3. 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.
4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

Verification and Record Keeping:

Food service employees will record temperatures and corrective actions taken on the Cooling Temperature Log. The food service manager or other supervisory employee will verify that food service employees are cooling food properly by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log. The Cooling Temperature Logs will be maintained with other records for a minimum of 6 months.

Date Implemented: July 1, 2023 By: Stephanie Zimmerman

Date Reviewed: _____ By: _____

Date Revised: _____ By: _____



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HACCP-Based Standard Operating Procedure

20– Reheating Potentially Hazardous Food

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

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

Key Words: Cross-Contamination, Temperatures, Reheating, Holding, Hot holding

Instructions:

1. Train food service employees who prepare or serve food on how to use a food thermometer and how to reheat foods using this procedure.
2. Reheat all foods to a minimum of 165°F for at least 15 seconds in accordance with 2005 Food Code requirements.
3. 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
4. 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 140°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
5. Reheat all foods rapidly. The total time the temperature of the food is between 41°F and 165°F may not exceed 2 hours.
6. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the reheating process.
2. Take at least two internal temperatures from each pan of food by inserting a thermometer into the center of the food and at various locations in the product.



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20- Reheating Potentially Hazardous Food, continued (SOP)

Corrective Action:

1. Continue reheating/heating food until the internal temperature reaches 165 °F for 15 seconds.
2. If the product fails to reach 165°F within 2 hours, discard the product.

Verification and Record Keeping:

Food service employees will record times and temperatures and any corrective actions taken on the Cooking-Reheating Temperature Log. The food service manager or other supervisory employee will verify that food service employees are reheating food properly by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log. The logs will be maintained with other records for a minimum of 6 months.

Date Implemented: July 1, 2023 **By:** Stephanie Zimmerman

Date Reviewed: _____ **By:** _____

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SECTION 2: Categorizing Menu Items

Explain when and how menu items are categorized as Process 1, Process 2, or Process 3 foods. For example, if a cycle menu is used, the Food Service Director or a management team may determine the appropriate process category for each menu item when writing this plan and should list all menu items in the table on the following list. When new items are added to the cycle menu, specify who is responsible for updating the list. If the menu varies from one period to the next, include one month's menu (any typical menu) and divide the menu items into the three processes. Explain how this will be done each month and who will be responsible for doing it. For example, will the menu planner be responsible, will lists be sent to each site and will menu items in each process be listed on the control measure flow charts in each kitchen?

South Harrison Community Schools implement a four week cycle menu that rotates for the duration of the specified school year. This HACCP Plan is updated annually by the Food Services Coordinator and new/old menu items are removed from the Categorizing Menu Items table.

South Harrison Food Service employees will be updated annually on the HACCP Plan before the start of the specified school year.

The food service manager or other designated employee will ensure that all production staff is aware of the menu items, the process category they belong to and the necessary control measures by posting the Process Charts in the kitchen. (The Process Charts are attached on the following pages.) In addition, the menus, recipes, product directions, and charts are kept in a notebook in the manager's office.

- All food service staff will be given an overview of the Process Approach to HACCP after being hired and before handling food.
- Any substitute food service staff will be given instructions on the Process Approach and a list of necessary procedures relevant to the tasks they will be performing and the corresponding records to be kept.
- Training for employees will be provided on an annual basis.

Categorizing Menu Items continued

Process 1 (No Cook)	Process 2 (Cook and Serve Same Day)	Process 3 (Complex Food Preparation)
Breakfast		
WGR Cereal	Stuffed Hash Brown	
Fruit and Yogurt Parfait	Breakfast Pizza	
Donut	Pancakes	
Breakfast Cookie	Muffin w/ Eggs	
Smoothie	½ Sausage Egg Cheese Burrito	
Milk	Cinnamon Sugar Biscuit	
Juice	Hash Brown Triangle	
Yogurt Cup	Warm Pastry	
	½ Bacon Egg Cheese Croissant	
	Waffles	
	Cinnamon Roll	
	Sausage and Gravy Bites	
	French Toast	
	Apple Nachos	
Process 1 (No Cook)	Process 2 (Cook and Serve Same Day)	Process 3 (Complex Food Preparation)
Lunch		
Side Salad	Hot Vegetables	Cheeseburger
Milk	Breaded Chicken Sandwich	
Sidekick 100% Juice	Hot Dog	
Fresh Fruit	Spaghetti and Meatballs	
Fresh Vegetables	Chicken Strips with Roll	
	½ Breadstick	
	Chicken with Biscuit	
	Chicken Strips with Waffle	
	BBQ Pork Sandwich	
	Breaded Mozzarella Sticks	
	Fish Shapes	
	Bosco Sticks	
	Turkey and Cheese Wrap	
	Mac and Cheese	
	Popcorn Chicken with Roll	
	Biscuit and Gravy w Sausage	
	Meatballs with Breadstick	

	Beef and Cheese Taco	
	Mini Corn Dogs	
	Pizza	
	Chicken Nuggets	
	Lasagna Roll Up	
	Beefy Nacho Grande	
	Sloppy Joe	
	Chicken Alfredo	
	Grilled Cheese	
	Chicken and Rice	
	Waffles and Sausage Patty	
	Choco Chip Cake	
	Fruit Crisp	

SECTION 3:

Identifying Control Measures

Process 1 – No Cook
***** Keep Food Below 41°F *****

Critical Control Point(s):

- Holding Cold Potentially Hazardous Foods – critical limit is 41°F or below

Standard Operating Procedures:

- Washing Hands (1)
- Using Suitable Utensils When Handling Ready-to-Eat Foods (2)
- Personal Hygiene (3)
- Storing and Using Poisonous or Toxic Chemicals (4)
- Using and Calibrating a Food Thermometer (5)
- Preventing Cross-Contamination During Storage and Preparation (6)
- Cleaning and Sanitizing Food Contact Surfaces (7)
- Receiving Deliveries (8)
- Handling a Food Recall (9)
- Washing Fresh Fruits and Vegetables (10)
- Controlling Time and Temperature During Preparation (11)
- Holding (Hot and) Cold Potentially Hazardous Foods (13)
- Using Time Alone As a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods (14)
- Date Marking Ready-to-Eat, Potentially Hazardous Foods (15)
- Transporting Food to Remote Sites (Satellite Kitchens) (if applicable) (16)
- Serving Food (17)
- Preventing Cross-Contamination at Food Bars (if applicable) (18)

Process 2 – Cook and Serve the Same Day

*****Cook to Correct Temperature. Hold and serve at 135 degrees F or above *****

Critical Control Point(s):

- Cooking Potentially Hazardous Food (11)
- Holding Hot Potentially Hazardous Foods (13)
- See KSDE's Temperature Chart for specific critical limits (i.e. minimum internal cooking temperatures required for 15 seconds). This chart is posted in the kitchen. All temperatures meet or exceed the minimum cooking temperatures required by the current Iowa Food Code.

Standard Operating Procedures:

- Washing Hands (1)
- Using Suitable Utensils When Handling Ready-to-Eat Foods (2)
- Personal Hygiene (3)
- Storing and Using Poisonous or Toxic Chemicals (4)
- Using and Calibrating a Food Thermometer (5)
- Preventing Cross-Contamination During Storage and Preparation (6)
- Cleaning and Sanitizing Food Contact Surfaces (7)
- Receiving Deliveries (8)
- Handling a Food Recall (9)
- Controlling Time and Temperature During Preparation (11)
- Holding Hot (and Cold) Potentially Hazardous Foods (13)
- Transporting Food to Remote Sites (Satellite Kitchens) (if applicable) (16)
- Serving Food (17)
- Preventing Cross-Contamination at Food Bars (if applicable) (18)

Process 3 – Cook, Cool, Reheat, Serve (Complex)

*****Limit Time in the Danger Zone (41 – 135 degrees F) *****

Critical Control Point(s):

- Cooking Potentially Hazardous Food (12)
- Cooling Potentially Hazardous Foods (19)
- Reheating Potentially Hazardous Food (20)
- Holding Hot Potentially Hazardous Foods (13)
- See KSDE's Temperature Chart for specific critical limits (i.e. minimum internal cooking temperatures required for 15 seconds). This chart is posted in the kitchen. All temperatures meet or exceed the minimum cooking temperatures required by the current Iowa Food Code.

Standard Operating Procedures:

- Washing Hands (1)
- Using Suitable Utensils When Handling Ready-to-Eat Foods (2)
- Personal Hygiene (3)
- Storing and Using Poisonous or Toxic Chemicals (4)
- Using and Calibrating a Food Thermometer (5)
- Preventing Cross-Contamination During Storage and Preparation (6)
- Cleaning and Sanitizing Food Contact Surfaces (7)
- Receiving Deliveries (8)
- Handling a Food Recall (9)
- Controlling Time and Temperature During Preparation (11)
- Holding Hot and Cold Potentially Hazardous Foods (13)
- Transporting Food to Remote Sites (Satellite Kitchens) (if applicable) (16)
- Serving Food (17)
- Preventing Cross-Contamination at Food Bars (if applicable) (18)

PROCESS 1

No Cook

ALL

Washing Hands, Using Suitable Utensils When Handling Ready-to-Eat Foods, Personal Hygiene, Storing & Using Poisonous or Toxic Chemicals, Using & Calibrating a Food Thermometer

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

Preventing Cross-Contamination During (Storage and) Preparation, Cleaning & Sanitizing Food Contact Surfaces, Washing Fresh Fruits & Vegetables

COLD HOLD

CCP: Hold At or Below 41°F. Check & Record Temperatures.

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

PROCESS 2

Cook & Serve Same Day

ALL

Washing Hands, Using Suitable Utensils When Handling Ready-to-Eat Foods, Personal Hygiene, Storing & Using Poisonous or Toxic Chemicals, Using & Calibrating a Food Thermometer

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

Preventing Cross-Contamination During (Storage and) Preparation, Cleaning & Sanitizing Food Contact Surfaces, Washing Fresh Fruits & Vegetables

COOK

CCP: Cook to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures

HOT HOLD

CCP: Hold At or Above 140°F. Check & Record Temperatures.

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

PROCESS 3

Cook, Cool, Reheat, Serve (Complex)

ALL

Washing Hands, Using Suitable Utensils When Handling Ready-to-Eat Foods, Personal Hygiene, Storing & Using Poisonous or Toxic Chemicals, Using & Calibrating a Food Thermometer

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

Preventing Cross-Contamination During (Storage and) Preparation, Cleaning & Sanitizing Food Contact Surfaces, Washing Fresh Fruits & Vegetables

COOK

CCP: Cook to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures

COOL

CCP: Cool to Internal Temperature of 70°F or Less within 2 Hours & to 41°F or Less within an Additional 4 Hours. Check & Record Temperatures.

REHEAT

CCP: Reheat to Internal Temperature of 165°F or More within 2 Hours. Check & Record Temperatures.

HOT HOLD

CCP: Hold At or Above 140°F. Check & Record Temperatures.

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

Minimum Internal Cooking Temperature Chart

Poultry

•Whole	180 ⁰ F
•Legs, thighs & wings	180 ⁰ F
•Breasts	170 ⁰ F
•Ground	165 ⁰ F

Ground Beef	160 ⁰ F
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Beef Roasts	145 ⁰ F
--------------------	--------------------

Raw Pork, Ham & Sausage	160 ⁰ F
------------------------------------	--------------------

Commercially Pre-cooked Ready-to-eat Meat

(ham, roast beef, turkey, etc.)	140 ⁰ F
---------------------------------	--------------------

Processed Meat Items (chicken nuggets, turkey fritters, cooked beef patties, etc.)	Follow Manufacturer's Instructions
--	---------------------------------------

Egg Dishes	160 ⁰ F
-------------------	--------------------

Fish	145 ⁰ F
-------------	--------------------

Leftovers

165⁰F

All products must reach the minimum temperature specified above for at least **15 seconds**.

These temperatures meet or exceed the requirements of the 2005 Food Code with Supplement of the Food and Drug Administration

SECTION 4: Monitoring

Supervisor Responsibilities:

- The supervisor for each site will be responsible for ensuring assigned food service staff are properly monitoring control measures and Critical Control Points (CCPs) at the required frequency and are documenting required records.
- The supervisor 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 a checklist will be used to formally monitor food service staff at least once per month. (The checklist is included on the following page.)

Food Service Staff Responsibilities:

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

FOOD SAFETY CHECKLIST

Directions: Use this checklist at least monthly to determine strengths and weaknesses in your food safety practices. Record corrective action taken and keep completed records for future reference.

Date _____

Observer _____

Personal Dress and Hygiene

	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees wear proper uniform including proper shoes	☐	☐		Eating, drinking, chewing gum are observed only in designated areas away from work areas.	☐	☐	
Hair net or cap properly worn	☐	☐		Disposable tissues are used and disposed of when coughing/blowing nose	☐	☐	
Fingernails are short, unpolished, and clean	☐	☐		Employees take appropriate action when coughing or sneezing	☐	☐	
Jewelry is limited to a watch, simple earrings, and plain ring	☐	☐		Disposable gloves worn when handling ready to eat foods	☐	☐	
Disposable gloves are changed at critical points	☐	☐		Hand are washed thoroughly using proper hand washing procedures at critical points	☐	☐	
Open sores, cuts, or splints and bandages on hands are completely covered with a disposable glove while handling food	☐	☐		Employees do not smoke inside school buildings	☐	☐	

Food Storage and Dry Storage

	Yes	No	Corrective Action		Yes	No	Corrective Action
Temperature is between 50 and 70 F	☐	☐		There are no bulging or leaking canned goods in storage.	☐	☐	
All food and paper supplies are 6-8 inches off floor	☐	☐		Food is protected from contamination	☐	☐	
All food is labeled with delivery date	☐	☐		All surfaces and floors are clean.	☐	☐	
The FIFO (first in, first out) method of inventory is being practiced	☐	☐		Chemicals are stored away from food and other food related supplies.	☐	☐	
Open bags of food are stored in containers with tight fitting lids and labeled.	☐	☐					

Large Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All pieces of equipment are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers and steam equipment	☐	☐		Loading dock and area around dumpster are clean and odor free	☐	☐	
Food slicer is broken down, cleaned and sanitized before and after use	☐	☐		Exhaust hood and filters are clean	☐	☐	
Boxes, containers and recyclables are removed from site	☐	☐					

Refrigerator, Freezer and Milk Cooler

	Yes	No	Corrective Action		Yes	No	Corrective Action
Thermometers are available and accurate	☐	☐		Proper chilling procedures are used.	☐	☐	
Temperature is appropriate for pieces of equipment	☐	☐		All food is properly wrapped, labeled and dated	☐	☐	
Food is stored 6 inches off floor in walk-ins	☐	☐		The FIFO method of inventory is used.	☐	☐	
Units are clean and neat.	☐	☐		Air temperature of all refrigerators and freezers is monitored and documented daily	☐	☐	
Temperature of cold food being held is at or below 41 degrees F	☐	☐					

Food Handling

	Yes	No	Corrective Action		Yes	No	Corrective Action
Frozen food is thawed properly	☐	☐		Food is tasted using the proper procedure	☐	☐	
All food stored or prepared in facility is from approved sources	☐	☐		Hot holding units are not used to reheat potentially hazardous foods.	☐	☐	
Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible	☐	☐		Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer	☐	☐	
Food is handled with suitable utensils, such as single use gloves or tongs	☐	☐		Clean, reusable towels are used only for sanitizing equipment, surfaces and not for drying hands, utensils, or floor.	☐	☐	
Food is prepared in small batches to limit the time it is in the temperature danger zone	☐	☐					

Utensils and Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All small equipment and utensils, including cutting board are cleaned and sanitized between uses	☐	☐		Thermometers are cleaned and sanitized after each use	☐	☐	
Small equipment and utensils are air-dried	☐	☐		Thermometers are calibrated on a routine basis	☐	☐	
Work surfaces are clean to sight and touch	☐	☐		Can opener is clean to sight and touch	☐	☐	
Work surfaces are cleaned and sanitized between uses	☐	☐		Drawers and racks are clean.	☐	☐	
Small equipment is inverted, covered, or otherwise protected from contamination when stored	☐	☐		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	☐	☐	

Hot Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Hot holding unit is clean	☐	☐		Temperature of hot food being held is at or above 140° F.	☐	☐	
Food is heated to the required safe internal temperature before placing in hot holding.	☐	☐		Food is protected from contamination.	☐	☐	
Hot holding units are not used to reheat potentially hazardous foods.	☐	☐		Hot holding unit is pre-heated before hot food is placed in unit.	☐	☐	

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing	☐	☐		Chemical sanitizer is mixed correctly and sanitizer strip is used to test chemical concentration	☐	☐	
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	☐	☐		Smallware and utensils are allowed to air dry	☐	☐	
If heat sanitizing is used, the utensils are allowed to remain immersed in 180 F water for 30 seconds	☐	☐		Wiping cloths are stored in sanitizing solution while in use	☐	☐	

Garbage Storage and Disposal

	Yes	No	Corrective Action		Yes	No	Corrective Action
Kitchen garbage cans are clean and kept covered	☐	☐		Boxes and containers are removed from site	☐	☐	
Garbage cans are emptied as necessary	☐	☐		Loading dock and area around dumpster are clean	☐	☐	
Dumpsters are closed.	☐	☐					

Pest Control

	Yes	No	Corrective Action		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	☐	☐					

SECTION 5:

Corrective Actions

Determining Corrective Actions:

- The food service director or manager (i.e. the person responsible for food service management and operations for this sponsor), is responsible for developing predetermined corrective actions for the most common deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
- Corrective actions for CCPs are listed on the following pages.
- Corrective actions for all SOPs are outlined in the SOPs provided by the National Food Service Management Institute.
- The food service director or manager will review and update all corrective actions at least annually.

Training:

- In addition to the corrective actions outlined on the following table and in the SOPs, food service staff will be trained on a continuous basis to take corrective actions when necessary.

Documenting Corrective Actions:

- Food service staff will be responsible for documenting any non-routine corrective actions taken while handling and preparing food as well as any actions taken while performing SOPs. In most cases, these will be written directly on the recording form for the temperature in question, either in a separate column or on the back of the form.

Corrective Actions for Critical Control Points

Critical Control Point (CCPs)	General Situation	Appropriate Corrective Actions
COOKING	If food does not reach the minimum internal temperature required by Child Nutrition & Wellness, KSDE within the time specified on the recipe or pre-prepared product instructions...	If no real problem is suspected: - Let the product cook longer. - Train the cook to check internal temperatures of products rather than relying on time. If the thermometer may be incorrect: - Calibrate the thermometer and retest product. - Establish a standard operating procedure for calibrating thermometers. - Train employees to calibrate thermometers. If the oven may not be working properly: - Use an oven thermometer to check the internal temperature of the oven. - Complete a work order for maintenance to check the thermostat.
COOLING	If hot food is above 70°F and it is less than 2 hours into the cooling process...	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
	If hot food is above 41°F and it is less than 6 hours into the cooling process...	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
	If hot food is above 70°F and it is more than 2 hours into the cooling process...	Discard the food.
	If hot food is above 41°F and it is more than 6 hours into the cooling process...	Discard the food.
REHEAT	If hot food is not reheated to 165°F within 2 hours...	Discard the food.
HOT HOLD	If hot food being held is found to be below 135°F...	If time is used as a control: - Have records that show the time and the temperature of the food when it was placed in the holding unit. Ensure that the food is served within four hours. If the thermometer may be incorrect: - Calibrate the thermometer and retest product.

		• Establish a standard operating procedure for calibrating thermometers. • Train employees to calibrate thermometers. If time is not used as a control and the thermometer is calibrated: • Reheat the hot food to 165°F for 15 seconds and then hold above 135°F. • If you suspect that the hot holding equipment is not working properly, complete a work order for maintenance to check it or notify your supervisor.
COLD HOLD	If cold food being held is found to be above 41°F ...	If time is used as a control: • Have records that show the time and the temperature of the food when it was placed in the holding unit. Ensure that the food is served within four hours. If the thermometer may be incorrect: • Calibrate the thermometer and retest product. • Establish a standard operating procedure for calibrating thermometers. • Train employees to calibrate thermometers. If time is not used as a control and the thermometer is calibrated: • Chill the cold food to 41°F or less and then hold below 41°F. • If you suspect that the cold holding equipment is not working properly, complete a work order for maintenance to check it or notify your supervisor.

SECTION 6: Recordkeeping

Staff Responsibility:

- All food service staff will be held responsible for recordkeeping duties as assigned. Overall, the current Kitchen Manager will be responsible for making sure that records are being made and for filing records in the proper place.

Recordkeeping Procedure:

- All logs will be kept in the kitchen for ease of use.
- All forms/logs will be replaced as needed and multiple employees will know where to find blank replacement forms.
- All completed forms will be filed *in Kitchen Manager's Office*.

Training:

- The Food Services Coordinator and Kitchen Manager are responsible for educating all food service personnel on the use and importance of recording critical information.

Maintenance of Records:

- All records will be maintained for at least one year.

Documentation (Records)

Documentation Schedule

Food Production Records

Cooking-Reheating Temperature Log	Daily
Time and Temperature for Holding	Daily
Service Temperature Log	Daily
Damaged or Discarded Product Log	As necessary
Cooling Temperature Log	As necessary

Equipment Temperature Records

Receiving Log	Each Delivery
Food Transport Sheet	Each Delivery to Satellites
Daily Refrigerator / Freezer Temperature Log	Daily
Dry Storage Room Temperature Log	As necessary
Thermometer Calibration Log	Every 2 Weeks
Dish Machine Temperature Log	Daily

Review Records

Food Safety Checklist	Monthly
Checklist for Review of Food Safety System and Plan	Annually

Training Logs

Food Safety Training Plan and Record (KSDE's)	On-going
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Corrective Action Records

As necessary

Cooking-Reheating Temperature

Instructions: Take and record the temperature of potentially hazardous foods at the end of the designated cooking period. Continue cooking if needed until the minimum internal temperature required by KSDE is reached and record the final temperature. You do not need to record a second temperature if the required temperature is reached when first checked.

[illegible]

Supervisory Employee's Initials and Date: _____

Time and Temperature for Holding

Instructions: Take and record the temperature of potentially hazardous foods when placed in holding units and when removed from holding units or after two hours (whichever is less). If pans are moved directly from ovens to holding units, simply record the end cooking temperature on this form.

[illegible]

Supervisory Employee's Initials and Date: _____

<u>Service Temperature Log</u>			
Instructions: Take the temperature of all potentially hazardous foods when placed on the serving line and when removed from the line.			

Date	Menu Item	Start			End			Corrective Action
		Time	Temp	Initials	Time	Temp	Initials	

[illegible]

Please report readings that do not fall in the optimal ranges to the unit supervisor. Corrective action must be noted if temperatures fall outside of appropriate range.

Supervisory Employee's Initials and Date: _____

Damaged or Discarded Product Log

Instructions: Food service employees will record product name, quantity, action taken, reason, initials, and date each time a food product is damaged and/or will be discarded due to improper handling. Supervisory employee will verify that damaged food is being discarded as instructed. Maintain this log for a minimum of two years and until given permission to discard it.

Date	Product Name/ Brand/ Company	Quantity	Action Taken (Hold, Return, Discard)	Reason	Initials

Supervisory Employee's Initials and Date: _____

Cooling Temperature Log

Instructions: Record temperatures every hour during the cooling cycle. Record corrective actions, if applicable. Attach this log to the Standard Operating Procedure (SOP) you write on your cooling procedures. Keep it in your HACCP plan. If used to record the cooling temperatures of other foods after the SOP is established, keep the record for a minimum of two years.

Date	Food Item	Time		Time		Time		Time		Time		Time		Corrective Action Taken	Initials
		Temp		Temp		Temp		Temp		Temp		Temp			

Supervisory Employee's Initials and Date: _____

Receiving Log

Instructions: Use this log for deliveries or receiving foods from a centralized kitchen. Record any temperatures and corrective action taken. A supervisory employee will verify that correct procedures are being followed and will initial and date the bottom of the form.

Date	Time	Vendor or School	Product Name	Temperature	Corrective Action	Initials

Supervisory Employee's Initials and Date: _____

Food Transport Sheet

Serving Site: _____

Date: _____

Menu: _____

Meals Ordered _____

Student Meals _____

Adult Meals _____

Extra Milk _____

Menu Item	Portion Size	Number Portions Sent	Cart loaded √	Temp. at Base Kitchen	Temp. at Serving Site	Temp. at Time of Service

Comments:

Supplies Needed:

Daily Refrigerator / Freezer Temperature Log

Instructions: This log will be maintained for each refrigerator and freezer (both walk-in and reach-in units) in the facility. A designated food service employee will record the time, air temperature and their initials (preferably upon arrival) once in the morning and once (preferably just before leaving the facility) in the afternoon. It is not necessary to check temperatures of food products but touch several products to be sure they are cold and frozen items are solid to the touch. The food service supervisor for each facility will verify that food service employees have taken the required temperatures by visually monitoring food service employees and reviewing, initialing, and dating a sample of logs each month. Maintain this log for a minimum of two years and until given permission to discard it. If corrective action is required on any day, circle the date in the first column and explain the action taken on the back of the chart or on an attached sheet of paper. Refrigerators should be between 36°F and 41°F. Freezers should be between -10°F and 0°F.

Month/Year: _____ **Location/Unit Description:** _____

Date	Time Temp. Taken <AM>	Temperature	Food Service Worker's Initials	Time Temp. Taken <PM>	Temperature	Food Service Worker's Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Supervisory Employee's Initials and Date: _____

Daily Refrigerator / Freezer Temperature Log

Instructions: This log will be maintained for all refrigerators and freezers (both walk-in and reach-in units) in the facility. A designated food service employee will record the time, air temperature and their initials once each day. It is not necessary to check temperatures of food products but touch several products to be sure they are cold and frozen items are solid to the touch. The food service supervisor for each facility will verify that food service employees have taken the required temperatures by visually monitoring food service employees and reviewing, initialing, and dating a sample of logs each month. Maintain this log for a minimum of two years and until given permission to discard it. If corrective action is required on any day, circle the date in the first column and explain the action taken on the back of the chart or on an attached sheet of paper. Refrigerators should be between 36°F and 41°F. Freezers should be between -10°F and 0°F.

Month: _____

Year: _____

Date	Reach-in Refrig.	Snack Freezer	Milk Cooler	Walk-in Freezer	Walk-in Refrig.	Employee's Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

31						
----	--	--	--	--	--	--

Supervisory Employee's Initials and Date: _____

Dry Storage Room Temperature Log

Instructions: Use this log to record the temperature in all dry storage areas used to store food. The ideal temperature is between 50°F and 70°F. A designated food service employee should record the date, temperature (as seen on a hanging thermometer), and their initials on the log. A supervisory employee should verify that food service employees have taken the temperatures by reviewing, initialing, and dating this log. Maintain this log for a minimum of two years and until given permission to discard it. If corrective action is required on any day, describe the action taken in the last column.

Location/Unit Description: _____

[illegible]

Supervisory Employee's Initials and Date: _____

Thermometer Calibration Log

Instructions: Check and calibrate all bi-metallic stemmed (instant-read) thermometers in this facility every two weeks and any time a thermometer is dropped or bumped. If this log shows that thermometers stay calibrated over the two-week period, move to a three-week calibration period. Food service employees should record some common way to identify each thermometer (a cook's name, the location in which each thermometer is kept, a number written on each thermometer case, etc.), the date of calibration, the temperature prior to calibration and their initials. A supervisory employee should verify that food service employees have calibrated all thermometers as scheduled by visually monitoring food service employees, and by reviewing, initialing, and dating a random sample of these logs. Maintain this log for a minimum of two years and until given permission to discard it. If corrective action is required, explain the action taken in the last column.

Number of Stem Thermometers in Facility: _____

[illegible]

Supervisory Employee's Initials and Date: _____

Dish Machine Temperature Log

School/Facility: _____ **Month:** _____ **20** _____

[illegible]

1. Complete this form prior to each meal.
2. Attach thermal strip to a tray or plate and run through machine.
3. Record date, initials, and temperatures for each compartment.

- Wash temperature: °F
- Final rinse temperature: °F

4. If temperatures are outside the acceptable range or the thermal strip does not turn to black, indicate corrective action on form.

- **Final rinse pressure: 15-25 psi**

Food Safety Checklist

Directions: Use this checklist at least monthly to determine strengths and weaknesses in your food safety practices. Record corrective action taken and keep completed records for future reference.

Date _____

Observer _____

Personal Dress and Hygiene

	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees wear proper uniform including proper shoes	☐	☐		Eating, drinking, chewing gum are observed only in designated areas away from work areas.	☐	☐	
Hair net or cap properly worn	☐	☐		Disposable tissues are used and disposed of when coughing/blowing nose	☐	☐	
Fingernails are short, unpolished, and clean	☐	☐		Employees take appropriate action when coughing or sneezing	☐	☐	
Jewelry is limited to a watch, simple earrings, and plain ring	☐	☐		Disposable gloves worn when handling ready to eat foods	☐	☐	
Disposable gloves are changed at critical points	☐	☐		Hand are washed thoroughly using proper hand washing procedures at critical points	☐	☐	
Open sores, cuts, or splints and bandages on hands are completely covered with a disposable glove while handling food	☐	☐		Employees do not smoke inside school buildings	☐	☐	

Food Storage and Dry Storage

	Yes	No	Corrective Action		Yes	No	Corrective Action
Temperature is between 50 and 70 F	☐	☐		There are no bulging or leaking canned goods in storage.	☐	☐	
All food and paper supplies are 6-8 inches off floor	☐	☐		Food is protected from contamination	☐	☐	
All food is labeled with delivery date	☐	☐		All surfaces and floors are clean.	☐	☐	
The FIFO (first in, first out) method of inventory is being practiced	☐	☐		Chemicals are stored away from food and other food related supplies.	☐	☐	
Open bags of food are stored in containers with tight fitting lids and labeled.	☐	☐					

Large Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All pieces of equipment are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers and steam equipment	☐	☐		Loading dock and area around dumpster are clean and odor free	☐	☐	
Food slicer is broken down, cleaned and sanitized before and after use	☐	☐		Exhaust hood and filters are clean	☐	☐	
Boxes, containers and recyclables are removed from site	☐	☐					

Refrigerator, Freezer and Milk Cooler

	Yes	No	Corrective Action		Yes	No	Corrective Action
Thermometers are available and accurate	☐	☐		Proper chilling procedures are used.	☐	☐	
Temperature is appropriate for pieces of equipment	☐	☐		All food is properly wrapped, labeled and dated	☐	☐	
Food is stored 6 inches off floor in walk-ins	☐	☐		The FIFO method of inventory is used.	☐	☐	
Units are clean and neat.	☐	☐		Air temperature of all refrigerators and freezers is monitored and documented daily	☐	☐	
Temperature of cold food being held is at or below 41 degrees F	☐	☐					

Food Handling

	Yes	No	Corrective Action		Yes	No	Corrective Action
Frozen food is thawed properly	☐	☐		Food is tasted using the proper procedure	☐	☐	
All food stored or prepared in facility is from approved sources	☐	☐		Hot holding units are not used to reheat potentially hazardous foods.	☐	☐	
Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible	☐	☐		Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer	☐	☐	
Food is handled with suitable utensils, such as single use gloves or tongs	☐	☐		Clean, reusable towels are used only for sanitizing equipment, surfaces and not for drying hands, utensils, or floor.	☐	☐	
Food is prepared in small batches to limit the time it is in the temperature danger zone	☐	☐					

Utensils and Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All small equipment and utensils, including cutting board are cleaned and sanitized between uses	☐	☐		Thermometers are cleaned and sanitized after each use	☐	☐	
Small equipment and utensils are air-dried	☐	☐		Thermometers are calibrated on a routine basis	☐	☐	
Work surfaces are clean to sight and touch	☐	☐		Can opener is clean to sight and touch	☐	☐	
Work surfaces are cleaned and sanitized between uses	☐	☐		Drawers and racks are clean.	☐	☐	
Small equipment is inverted, covered, or otherwise protected from contamination when stored	☐	☐		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	☐	☐	

Hot Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Hot holding unit is clean	☐	☐		Temperature of hot food being held is at or above 135° F.	☐	☐	
Food is heated to the required safe internal temperature before placing in hot holding.	☐	☐		Food is protected from contamination.	☐	☐	
Hot holding units are not used to reheat potentially hazardous foods.	☐	☐		Hot holding unit is pre-heated before hot food is placed in unit.	☐	☐	

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing	☐	☐		Chemical sanitizer is mixed correctly and sanitizer strip is used to test chemical concentration	☐	☐	
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	☐	☐		Smallware and utensils are allowed to air dry	☐	☐	
If heat sanitizing is used, the utensils are allowed to remain immersed in 180 F water for 30 seconds	☐	☐		Wiping cloths are stored in sanitizing solution while in use	☐	☐	

Garbage Storage and Disposal

	Yes	No	Corrective Action		Yes	No	Corrective Action
Kitchen garbage cans are clean and kept covered	☐	☐		Boxes and containers are removed from site	☐	☐	
Garbage cans are emptied as necessary	☐	☐		Loading dock and area around dumpster are clean	☐	☐	
Dumpsters are closed.	☐	☐					

Pest Control

	Yes	No	Corrective Action		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	☐	☐					

Checklist for Review of Food Safety System and Plan

1. Review and update the following documents:
 - _____ Standard Operating Procedures (including those written specifically on cooling procedures used at each site)
 - _____ Food Preparation Process Charts (or other documents used to show division of menu items into the 3 processes)
 - _____ Control Measures used for each Process (CCPs and SOPs in the flow of food)
 - _____ List of Corrective Actions
2. Monitoring recordkeeping. Choose one log at random for each of the records that should be kept (preferably a different week for each log).

Title of Log	Observations	Suggestions for Improvement
<i>e.g. Thermometer Calibration Log</i>	<i>e.g. Thermometers are calibrated every two weeks as scheduled but several are found to be out of calibration at that time</i>	<i>e.g. Store thermometers in a stationary location rather than in drawer or require calibration of thermometers on a weekly basis</i>

Checklist for Review of Food Safety System and Plan continued

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

Food Safety Training Plan and Record

INSTRUCTIONS:

- List all employees and complete food safety training information for each person.
- "Job Group 1" includes school food service directors, supervisors, coordinators, managers, and head cooks.
- "Job Group 2" includes all other employees.
- For each employee, circle or highlight the abbreviated name of the class completed:
Food Safety Basics = FSB, Food Safety Survival = FSS, Food Service Sanitation = SAN, ServSafe = SRV, Locally developed class = LDC
- Retain this record and a copy of individual class completion certificates on file for review or audit.
- Make additional copies of this form if you have more than 20 employees.

No	Employee Name	Job Group 1 or 2	Date Hired Mo./Yr	Date Terminated Mo./Yr	Date Training Must Be Completed Mo./Yr.	Training Completed					Class Date Mo./Yr.
						Circle or Highlight Class Name Abbreviation					
1.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
2.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
3.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
4.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
5.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
6.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
7.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
8.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
9.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
10.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
11.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
12.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
13.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
14.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
15.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
16.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
17.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
18.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
19.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	
20.						FSB ☐	FSS ☐	SAN ☐	SRV ☐	LDC ☐	

SECTION 7:

Review of Food Safety System and Plan

The *(job title) Food Services Coordinator and/or Kitchen Manager* will review the facility's food safety system and plan at the beginning of each school year and when any significant changes occur in the operation. The 2-page Checklist for Review of Food Safety System and Plan included in section 6 will be used for the review process.