

## **SUPPORT SERVICES**

**Policy 5540**  
**(Regulation 5540)**

### **Food Service Program**

#### **Food Safety**

The purpose of the District's food safety program is to ensure the delivery of safe foods to children in the school meals program by controlling hazards that may occur or be introduced into foods anywhere along the flow of food from receiving to service.

Serving safe food is a critical responsibility for school food service and is a key aspect of a healthy school environment. Keeping foods safe is a vital part of healthy eating. When properly implemented, the District's food safety program will help ensure the safety of school meals served to District students.

In order to carry out these goals and comply with federal law, the District's Food Safety Program will include written plans for each school and will be consistent with Hazard Analysis and Critical Control Point (HACCP) principles.

The District's Food Safety Program will focus on three (3) key points.

1. Food preparation areas will be maintained in a clean and sanitary manner. This includes ensuring that workers hands, utensils, and food contact areas are clean and sanitary so as to avoid cross contamination.
2. Temperature controls will be strictly adhered to. Food will be cooked and served at the proper temperature.
3. Standard Operation Procedures should be developed to ensure sanitation; to ensure that food is maintained at the proper temperatures, and to facilitate other safety aspects of the food service program.

## **SUPPORT SERVICES**

## **Regulation 5540**

### **Food Service Program**

#### **Food Safety**

In order to implement the District's Food Safety Program, standard operating procedures should be developed in the following area:

##### General Safety Considerations

- Prohibit bare hand contact with ready to eat foods
- Store chemicals away from food and food related supplies

##### Personnel

- Require hand washing after restroom use, sneezing, coughing, or after performing any cleaning activity.
- Develop a policy for restricting or excluding ill employees from food production or preparation areas.

##### Product Procurement

- Follow recommendations for selecting vendors such as those found in State distributing agency vendor certification procedures.
- Develop buyer product specifications.

##### Receiving

- Reject all cans with swollen sides or ends, flawed seals and seams, rust or dents.
- Put perishable foods into the refrigerator or freezer immediately.

##### Storing

- Store all food and paper supplies 6 to 8 inches off the floor.
- Label all food with name of the school and delivery date.

##### Transporting

- Preheat transfer cart prior to use.
- Limit transport travel time to a maximum of 2 hours.

##### Holding

- Keep hot foods hot (above 135 °F) and cold foods cold (below 41 °F).

## Preparation

- Do not keep food in the “danger zone” (between 41 °F and 135 °F) for more than 4 hours.
- Handle food with utensils, clean, gloved hands, or clean hands. (Bare hand contact with food during preparation should be limited. Bare hand contact with RTE foods should be prohibited.)

## Cleaning / Sanitizing

- Use clean water, free of grease and food particles.
- Keep wiping cloths in sanitizing solution while cleaning.

## Cooking and Documenting Temperatures

- Record all temperatures when they are taken.
- Use only a clean and sanitized thermometer when taking internal temperatures of food.

## Cooling

- Cool rapidly by storing food in small batches in individual containers; cover loosely so that heat can escape quickly.
- Keep cold foods cold by pre-chilling ingredients for salads.

## Reheating

- Transfer reheated food to hot-holding equipment only when the food reaches the proper temperature.
- Use only cooking ranges, ovens, steamers, and microwave ovens to reheat foods. Use hot-holding equipment only to maintain temperature and not for rapidly heating food.