

UNION COUNTY SCHOOL DISTRICT

CAFETERIA HANDBOOK

REVISED
August 2024

FORWARD

This handbook has been prepared for the use of the school board, Superintendent of Education, principals, Director of Child Nutrition, Child Nutrition managers and workers in their daily task of providing nutritious meals for the children of the Union County Schools. The Union County Schools Cafeteria policies are designed to consolidate the practices and procedures in all of the cafeterias.

The regulatory matters embraced within the text of the handbook are not intended to be modifications of existing policy and rules set forth in official School Board policies and regulations. This manual contains specific School Board policy and administrative regulations pertinent to food service operations.

Student's needs are the first consideration. Therefore, the primary function of the Child Nutrition Department is to render high quality food service to the schools of Union County. It is felt that the following of these guidelines, along with the cooperative efforts of all employees, will help us to achieve this goal.

PREFACE

The school nutrition program, as an extension of the educational programs of the schools, is operated under the federally funded Healthy, Hunger-Free Kids Act of 2010. The federal laws regulating the school nutrition programs are administered by the United States Department of Agriculture and implemented by the Mississippi State Department of Education. The program's objective is to improve the health of students by providing palatable and nutritious foods while at the same time enhancing nutrition education for the students. All Union County public schools participate in the National School Lunch Program and National School Breakfast Program. A written agreement is finalized between the Superintendent and the Mississippi State Department of Education for each individual federal lunch program and federal breakfast program. These agreements with the state agency ensure that all programs are in compliance with the regulations and qualify for the federal cash reimbursements as well as donated foods.

GOALS OF CHILD NUTRITION PROGRAM

1. Provide palatable, high-quality, nutritious foods that students will enjoy eating, at a price affordable to students.
2. Provide emergency nutrition support as directed by competent authority.
3. Provide professional growth for child nutrition personnel by providing appropriate educational programs and incentives.
4. Encourage and promote nutrition education and coordinate nutrition programs with classroom instruction.
5. Function under sound principles of good business management.

EQUAL OPPORTUNITY EMPLOYMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

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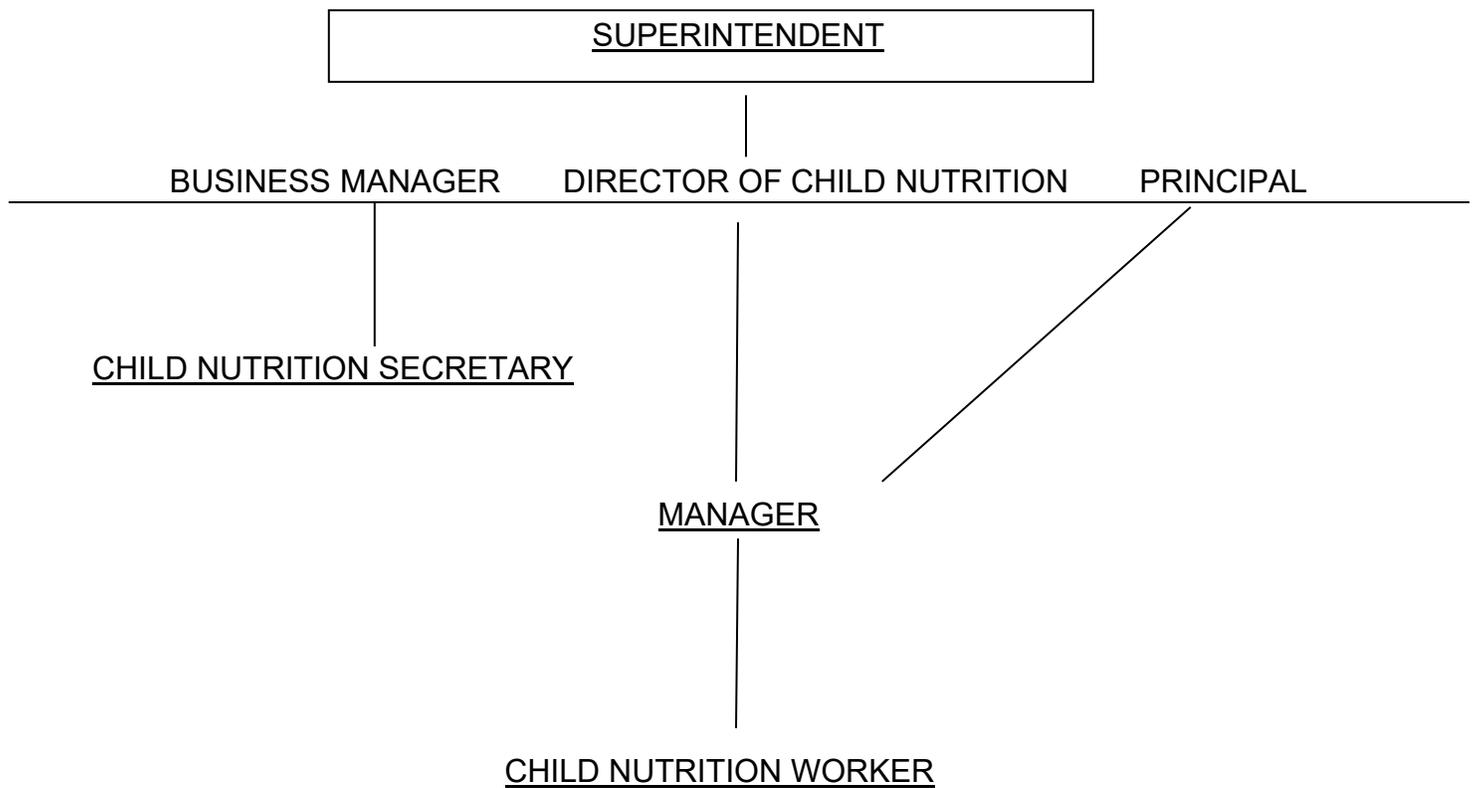
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ORGANIZATION OF OFFICE OF CHILD NUTRITION

For any organization to work well and efficiently there must be lines of authority which are followed. Many times, misunderstandings and disruptions can be easily avoided or settled if the chain of command is followed.

In the Child Nutrition Department the links of the chain run from the CN worker to the manager; from the manager to the director and principal; from the director to the Superintendent of Education. Our cafeterias will run smoothly when all employees are aware of this chain of command and strive to follow it.

ORGANIZATION



CHILD NUTRITION STAFF

JOB DESCRIPTION: DIRECTOR OF CHILD NUTRITION

QUALIFICATIONS: A Bachelor's Degree from an accredited college or university with a major in dietetics, food and nutrition, hotel and restaurant management, institutional management, institutional business, public administration, or a related field is desirable; Status as a Registered Dietitian with the American Dietetic Association and/or current certificate issued by the Mississippi Department of Education, Office of Child Nutrition; Ability to organize, delegate, instruct, train, supervise, evaluate, and discipline people; Have three years recent administrative or supervisory experience or three years experience in school food service, hospital food service, institutional or contract food service programs, or restaurant management; Have a valid driver's license and use of an automobile for travel to various district facilities and state and area meetings

REPORTS TO: Superintendent

JOB GOAL: To provide system-wide administrative and supervisory functions in the school child nutrition program; Responsible for the organization and development of the school child nutrition program, promotion of educational aspect of the program, provision of leadership for personnel, and supervision of school child nutrition operations.

TERM OF EMPLOYMENT: 240 days

PERFORMANCE RESPONSIBILITIES:

- a. Plan, organize, direct and control the school child nutrition program to assure that it is administered in accordance with Federal laws, State Board Regulations, and school system policies
- b. Recommend budgets, review financial status of the program, supervise preparation of reports
- c. Supervise school child nutrition operations to assure that meals served are nutritionally adequate, standards of safety and sanitation are met, and proper records are maintained
- d. Cooperate with superintendent, principals, teachers and others in developing and implementing the system level policy regarding meals for the economically needy pupils
- e. Develop specifications for purchasing food products and other supplies; supervise the acquisition using sound procurement practices
- f. Provide leadership in defining nutritional and educational objectives
- g. Evaluate all phases of the school child nutrition program, identify needs, and implement program improvement
- h. Cooperate with other school personnel and educational agency teams in conducting program evaluation or accreditation studies
- i. Confer with and advise school officials on problems that arise under the various aspects of the program
- j. Submit recommendations to the superintendent on school child nutrition policies through proper channels
- k. Work with teachers and principals for development of the educational aspects of the school child nutrition program

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- l. Provide leadership and training for personnel, cooperate with school officials in development of personnel policies, plan in-service training
- m. Assist managers in menu planning, food storage, preparation, and service
- n. Assist in development of equipment specifications and plans for new school child nutrition departments; provide specifications for equipment purchases
- o. Work with students, parents, and advisory councils to insure their involvement in the school child nutrition programs
- p. Promote public interest in and understanding of the school child nutrition program through informal talks, public addresses, news releases, and other available means
- q. Work with principals and school child nutrition managers in developing participation standards and means for implementing and maintaining standards
- r. Supervise allocations and utilization of USDA donated commodities
- s. Other duties as assigned by Superintendent

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the person in this position.

CHILD NUTRITION STAFF

JOB DESCRIPTION: CHILD NUTRITION SECRETARY

QUALIFICATIONS: Combination of education and experience equal to high school graduation and one year's clerical experience; Computer experience preferred

REPORTS TO: Superintendent

JOB GOAL: To perform secretarial/clerical duties which assist the Director of Child Nutrition in carrying out responsibilities

TERM OF EMPLOYMENT: 240 days

PERFORMANCE RESPONSIBILITIES:

- a. Perform secretarial duties such as answering the telephone, duplicating material, typing, ordering office supplies, and handling general correspondence
- b. Receive, sort, and review all school orders
- c. Receive, sort, and review the free and reduced applications. Enter information in computer for status, verification of applications, list of students, and other reports necessary to the child nutrition operation
- d. Establish and maintain files for free and reduced applications, orders, receiving documents, inventory control, safety and sanitation reports
- e. Maintain the computer-assisted inventory system which includes daily entry of receipts and disbursements, assist in inventory verification, provide current inventory status, and generate reports as needed
- f. Perform other duties as assigned

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CHILD NUTRITION STAFF

JOB DESCRIPTION: CHILD NUTRITION MANAGER

QUALIFICATIONS: A minimum of a high school diploma, or the equivalent and a grade of 60 or above on the math skills test; Complete satisfactorily the "New Manager's Orientation Course;" Physical fitness and emotional stability to carry on the responsibilities of the job; Ability to organize, delegate, instruct, train, supervise, evaluate, and discipline people; Ability to extend a recipe and accurately determine food requirements; Ability to prepare and maintain necessary records; Ability to operate an efficient program within the budget restraints; High personal standards for food service; Interest in merchandising food and in selling the program; Interest in children; Courtesy and tact in dealing with people; Transportation to and from work and/or bank

REPORTS TO: Principal, Director of Child Nutrition, and Superintendent

JOB GOAL: To be responsible for the efficient operation of child nutrition program in an individual school within the budget restraints under the direction and guidance of the Office of Child Nutrition in coordination with the principal or principal's designee(s)

TERM OF EMPLOYMENT: 184 days

PERFORMANCE RESPONSIBILITIES:

- a. Coordinate child nutrition with school activities
- b. Strive for good public relations with customers, co-workers, supervisors, and community
- c. Cooperate with principal, faculty, students, and staff to make the child nutrition program an integral part of the total school program
- d. Endeavor to increase participation in school child nutrition program
- e. Strive to improve the child nutrition program and quality of food served
- f. Train, supervise, direct, and evaluate each employee on the staff
- g. Provide leadership and direction of goals for the staff
- h. Designate and instruct a specific staff employee to function in the absence of the manager
- i. Provide orientation and training to new employees
- j. Provide ongoing on-the-job training to staff in efficient operational practices
- k. Prepare and review with each employee their job description prior to opening of school in August
- l. Prepare and post a master daily work schedule
- m. Instruct staff in accepted child nutrition practices
- n. Inform staff of policy and procedural changes when received from the Office of Child Nutrition
- o. Establish and enforce standards for personal appearance and cleanliness and review periodically with the staff
- p. Strive to resolve staff grievances using appropriate board policy procedures
- q. Evaluate employee performance and discipline employees
- r. Maintain an efficient, well-organized child nutrition program
- s. Supervise and assist in food preparation and serving, ensuring that food is tasty, served attractively and at the correct temperature, prepared economically, and portioned properly
- t. Use correct quantity cooking techniques
- u. Enforce time and motion economy
- v. Demonstrate use and care of all equipment
- w. Practice and instruct staff in safety precautions in all phases of child nutrition operation
- x. Use recommended sanitation measures

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- y. Issue, extend, and use only USDA tested recipes or other recommended recipes
- z. Supervise proper handling, storing, and use of leftover food
- aa. Receive and verify deliveries and designate area for proper storage
- bb. Inspect all areas of the kitchen before dismissing the staff
- cc. Prepare orders (food, supplies, equipment) according to schedule and submit to Office of Child Nutrition
- dd. Initiate request for equipment repairs or replacement
- ee. Administer the child nutrition program
- ff. Operate the child nutrition program within the budget, taking necessary steps to ensure that the program maintains a positive balance
- gg. Supervise the counting, rolling, and depositing of all monies
- hh. Read, react, take appropriate action regarding, and inform staff of pertinent information before filing all notices, memorandum, and other official information
- ii. Prepare accurate records and submit them to the proper authorities at the designated times
- jj. Notify Principal and Director of Child Nutrition of manager's absences
- kk. Request approval from Director of Child Nutrition when proposing deviation from policy
- ll. Attend and participate in in-service meetings, managers meeting and other professional food service meetings
- mm. Maintain daily time and attendance records
- nn. Perform related work as required by the Office of Child Nutrition

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the person in this position.

CHILD NUTRITION STAFF

JOB DESCRIPTION: CHILD NUTRITION WORKER

QUALIFICATIONS: High school education or equivalent; Math skills; Ability to read and write and willingness to follow instructions, either written or oral; Willingness to work in any situation where kitchen is involved; Emotional stability and physical fitness to perform duties assigned at sufficient speed to carry out an efficient operation; Personal standards of appearance and dress as required by child nutrition; Interest in food preparation and service; Courtesy and tact in dealing with people; Interest in children and school programs; Desire to put forth best effort in all assigned duties; Ability to perform moderate physical work efficiently with continuous standing; Some heavy lifting will be required (using safety belt); Ability and willingness to learn prescribed food preparation methods; Ability to furnish own transportation.

REPORTS TO: Child Nutrition Manager

JOB GOAL: To accept the responsibilities and duties designated by the manager; Must have knowledge of safe preparation and handling of food, serving of food, cashiering and record keeping; Other related work as required; Keeping equipment and facilities clean and sanitary

TERM OF EMPLOYMENT: 183 days

PERFORMANCE RESPONSIBILITIES:

- a. Perform efficiently and to the best of his or her ability the duties assigned in relation to preparation of food, serving of food, cleaning all areas of the kitchen or other assigned duties in the time allotted
- b. Attend training meetings as required
- c. Report to work at designated time, sign the posted time sheet and remain on the job until dismissed by the manager
- d. Notify manager at the earliest possible time when unable to work
- e. Maintain pleasant working relations with fellow employees by showing consideration for others, patience, respect, self-control, and other desirable character traits
- f. Maintain desirable relations between school and community
- g. Follow all policies of the School Board and instructions of the manager relating to safety measures, sanitation practices, personal standards, work techniques and methods of performing duties
- h. Perform other duties as assigned

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the person in this position.

CHILD NUTRITION STAFF

JOB DESCRIPTION: CHILD NUTRITION CUSTODIAN

QUALIFICATIONS: High school diploma or equivalent/experience may substitute for education; Ability to follow instructions; Good moral character as evidenced by the absence of any criminal or unethical convictions (background check); Ability to function harmoniously with co-workers, supervisors, administration, staff, students, and parents; Ability to adjust to changes in daily routines; Physically able to complete custodial and maintenance work and operate necessary machinery

REPORTS TO: Principal, Child Nutrition Manager and Director of Child Nutrition

JOB GOAL: to perform routine cleaning procedures and general maintenance required to provide a safe, attractive, comfortable and clean environment for child nutrition programs

TERM OF EMPLOYMENT: 180 days

PERFORMANCE RESPONSIBILITIES:

- a. Promoting cleanliness, safety, and efficiency
- b. Cleaning all areas of the cafeteria
- c. Reporting hazards or needed repairs to the manager or director
- d. Performing minor repairs
- e. Maintaining tools and equipment in good working condition
- f. Obeying and complying with all rules, regulations, and procedures contained in the District's Personnel Handbook
- g. Other duties as assigned by Child Nutrition Manager, Director of Child Nutrition, Principal and Superintendent

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CHILD NUTRITION STAFF

JOB DESCRIPTION: CHILD NUTRITION SUBSTITUTE EMPLOYEE

QUALIFICATIONS: Ability to read and write and follow oral and written directions; Ability to learn and follow prescribed preparation methods of handling food and supplies; Capability of being available on short notification; Ability to furnish own transportation.

REPORTS TO: Child Nutrition Manager

JOB GOAL: Under close supervision, to perform (in the absence of a regular employee) the more routine duties involved in the preparation and serving of food and in cleaning the kitchen equipment and facilities. The work requires continuous standing, moderate physical work, and the ability to work harmoniously with others.

TERM OF EMPLOYMENT: As needed

PERFORMANCE RESPONSIBILITIES:

- a. Assist with food preparation
- b. Operate equipment after receiving instructions
- c. Portion food
- d. Clean kitchen equipment, work area, garbage cans, etc.
- e. Set up serving counter
- f. Serve food on line after receiving instructions as to portion size
- g. Wash dishes, trays, flatware, pots, pans, utensils, etc.
- h. Wash dining room tables
- i. Unpack supplies and assist with stocking dry storage shelves and/or refrigerator shelves
- j. Other related work as required

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the person in this position.

EMPLOYMENT PRACTICES

Employment Procedures for Regular Employees

1. When a vacancy occurs, the manager should notify Child Nutrition Director and principal of the school of specific requirements of the position, the hours of work, date needed, and specific requirements of the position.
2. The office of Child Nutrition will make every effort to assist the manager in finding a suitable applicant. If an applicant is recommended by the manager or the principal for the position, he or she should be referred to the Office of Child Nutrition. The Child Nutrition Director will interview the applicant and upon approval will recommend to the Superintendent of Education who will recommend to the School Board.
3. The Union County School Board must authorize the employment of regular employees. No other person or department has this responsibility.
4. In emergency situations, the applicant may start to work as a substitute prior to being approved.
5. All new employees will be scheduled by the Office of Child Nutrition for an orientation.
6. Adjustment in hours or termination of an employee should be reported to the Office of Child Nutrition.
7. A change of name, address, or telephone number is to be reported on time sheet and sent to the Office of Child Nutrition.
8. As of July 1, 2000, all new employees and substitutes must be finger printed for a background check.

EMPLOYMENT PROCEDURES FOR SUBSTITUTES

1. Managers should obtain their own substitutes after approval of the Child Nutrition Director
2. Employment application, personal data sheet, federal state tax forms must be completed. The criteria applying to regular employees are used when hiring substitutes.

CHILD NUTRITION WORK SCHEDULE

CN workers are typically non-licensed employees, who are scheduled to work 183 days a year. CN managers are typically non-licensed employees who are scheduled to work 184 days a year. Working hours are 6:30 am – 2:30 pm for full time employees, unless other arrangements are made. CN custodians are scheduled to work 180 days per year, with working hours depending on the need of each cafeteria/school.

LUNCH

CN workers are provided a pattern lunch without charge. Time provided for lunch is a continuous, uninterrupted period (except for rare and infrequent emergencies). It is not a part of the employee's paid work time.

BREAKS

Managers are encouraged to give a **ten-minute** break during the morning to employees whenever possible.

ABSENCES

CN workers who expect to be absent should notify their immediate supervisor (manager) as far in advance as possible, and no later than one hour prior to the start of the working day. Notification must be given on each day of absence, unless other specific arrangements have been made. If an employee expects to be absent, he or she must notify the manager; if a manager expects to be absent, he or she must notify the principal and the CN Director. The manager and director will handle excessive absences for each individual.

EMERGENCY CLOSING

CN managers and staff normally do not report for work when schools are closed and shall be paid only for days missed when they are made up or excused. In the event of a closure being announced after reporting to work, each employee is responsible for helping close down the kitchen before being dismissed for the day. Emergency closings are announced by phone or text message and local news. All employees are cautioned to be aware whenever there is threat of inclement weather. The day designated as a make-up day will be the day for which the employee is paid.

REFER TO THE UCSD PERSONNEL HANDBOOK FOR ALL DISTRICT POLICIES AND EMPLOYEE BENEFITS.

WAGE PLAN AND SCALE

CN employees are paid an annual wage which is broken down into hourly rates on the annual wage schedule. Managers are on duty from 7.5 hours a day in accordance with their schedule. Employees working less than four hours a day are considered part-time. The School Board determines the annual wage schedule for all CN employees; all CN employees (except substitutes) are assigned an annual incremental increase on the annual wage schedule provided the employee receives a satisfactory evaluation.

EVALUATIONS

All CN employees are evaluated annually. The persons completing the evaluation--manager for staff, principal and CN Director for manager--are required to review the evaluation with the employee. The manager should advise all new employees of how and on what factors they will be evaluated (refer to job description.) In order to do this, a copy of the employee evaluation form should be posted. All new employees shall serve a probationary period of sixty (60) days. During this period of probation, an employee may be terminated without the right of appeal through the grievance procedure.

UNSATISFACTORY SERVICE SEPARATION

Reasons for unsatisfactory service separation include the following:

1. Just cause, which is interpreted to include, but is not limited to, the following:

a. Incompetency

- (1) Failure to follow instructions or perform duties necessary for efficient operation of the CN program.
- (2) Failure to work well with other people and be a constructive a team member.
- (3) Failure to receive satisfactory evaluation.
- (4) Discourtesy to the public (students, faculty, etc.).

b. Insubordination (willful refusal to comply with the proper order of an authorized supervisor.)

c. Theft or destruction of school property.

d. Falsification of records including falsification of application papers.

e. Habitual tardiness, unauthorized or excessive absences, or abuse of sick leave.

f. Use of intoxicants or drugs

g. Disorderly conduct while on duty.

h. Conviction of a crime.

i. Failure to follow other USDA/State/School District Policies and Procedures.

Discontinuance for ensuing school year

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- a. When a CN employee is not being recommended for reappointment for the following school year, the employee should be given notice of this on or before April 15.
- b. The CN manager should send a letter to the Central Office with a copy to the employee that he or she will not be recommended for reappointment for the ensuing year. If the Central Office concurs with the recommendation, a letter will be given to the employee advising him or her that he or she will not be assigned for the next year.
- c. In any case where the grounds for non-reappointment first come to the attention of the Central Office on or after April 15, the notice of non-reappointment will be given within 15 days of the time such grounds are reported.

3. Dismissal

- a. When it becomes necessary to recommend dismissal of an employee during a school year, the CN manager should notify the Central Office in writing of the reason. If the CN Director concurs with the recommendation, a letter will normally be sent to the employee advising of dismissal with a ten-working-day advance notice, unless immediate dismissal is warranted.
- b. Where the situation requires immediate action, the employee may be put on leave status until the manager can report facts to the CN Director.

LETTER OF INTENT:

The letter of intent usually signed in March is not binding but employees are encouraged to state their intent for the next school year to the best of their knowledge.

RESIGNATION

Notice of resignation should be given at least ten working days prior to the last day of work. This notice should be in writing and sent to the Office of Child Nutrition with a copy to the employee's immediate supervisor. The notice should include date submitted, reason for resignation, and effective date of resignation. An employee who resigns without sufficient notice will have separation designated as "Quit Without Notice" or "Quit With Insufficient Notice" and then may not be eligible for reinstatement in good standing.

TRANSFERS

Employees are given an opportunity to request a transfer. The reason for requesting a transfer must be stated by the employee. Consideration will be given to all requests for transfer. The involved principals and CN managers may be consulted before a transfer is approved.

GRIEVANCE PROCEDURE

Grievance procedures are as follows:

A formal procedure for handling complaints of CN employees has been established. Every effort should be made on the part of CN employees and administrators to utilize the procedure in resolving problems of CN employees on the job.

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A grievance is a difference or a dispute between a non-supervisory employee and the local school board or its supervisory representatives with respect to the application of the provisions of the board's policies, rules, and regulations as they affect the work activity of each employee. The grievance shall not refer to any matter in which the School Board is without authority to act.

Grievances shall be processed as rapidly as possible, the time limits on each level to be considered the maximum. Every effort will be made to resolve the grievance at the lowest possible level.

All proceedings shall be kept confidential. No reprisals shall be taken against any party who participates in the grievance procedure.

PROCEDURE

Level I -The grievance shall be discussed informally with the CN manager or the principal, depending on the nature of the grievance.

The request for such discussion shall be made within ten working days of the alleged act causing grievance. If the matter is not resolved satisfactorily within five working days of such request, the grievant shall present his/her grievance, in writing, setting forth specifically the grounds, on which his/her grievance is based, to the CN manager or principal within five working days after oral response was due.

Level II -If the grievance is not settled at Level I or no decision has been rendered within ten working days of written presentation of the grievance, such grievance shall be presented, in writing, to the CN director. This presentation should be made by the grievant within five working days after decision is rendered at Level I or within 15 working days of written presentation at Level I, whichever is sooner?

Level III-If the grievance is not settled at Level II or no decision has been rendered with in ten days of meeting with the CN director he/she may present his/her grievance, in writing, to the Superintendent within 5 working days of decision at Level II or within 15 working days of written presentation at Level II, whichever is sooner. The Superintendent or his/her designee shall meet with grievant within five days of receipt of the written grievance.

Level IV-Any grievance that has been properly processed through Level III and has not been settled at the conclusion thereof may be appealed to Union County School Board of Education by the employee by his/her serving written notice to the Board of his/her intent to appeal within five working days after the receipt of the Superintendent's Level III decision.

The jurisdiction and authority of the Board and its opinion and award shall be confined exclusively to the application of the provision or provisions of the Board's policies, rules, and regulations at issue between the employee and the Board; however, in the event of a disagreement over whether a grievance is arbitrable, that question itself shall be a matter within the jurisdiction of the Board. The decision of the Board shall be final.

OPERATIONAL ROUTINES

Food Production Schedule

It is mandatory for each manager to post a daily food production schedule for the entire week. This will indicate the food to be prepared, the recipes to be followed, the quantities needed, and the individual

responsible for the assignment. The production schedule should indicate special duties and cleaning which are assigned on a daily basis.

Pre-Preparation

It is considered efficient management procedure when pre-preparation of certain menu items is scheduled in advance. It is recommended that before employees are dismissed at the end of the work day, the food production schedule for the following day be reviewed, recipes issued, products weighted, pre-portioning begun, and some supplies issued.

EQUIPMENT

Child Nutrition Equipment

The manager is held responsible for the proper use, care, and accountability of all Child Nutrition equipment. All requests for replacement and/or additional equipment should be made to the Child Nutrition Director, by July 1, for the following year's budget. No kitchen equipment can be traded, loaned, or removed from the school without authorization of the Child Nutrition Director.

Serving Line Procedures

1. A lunch schedule should be posted near the serving line. All employees should be at the serving line with all necessary foods and utensils ready to serve well in advance of the first student's entering the line.
2. Menu instruction should be posted and reviewed with staff.
3. The heated section of the serving line should be heated prior to serving time so that hot foods may be kept at the correct temperature (135 F).
4. All finger food should be served with plastic gloves or tongs. No food should come in contact with the hands on the serving line.
5. Food should be covered with pan lids. Paper or cloth towels are not to be used as covering for food.
6. To ensure that each pupil receives a hot lunch, no more than two plates can be served in advance of the line.
7. A clean damp towel should be kept handy to wipe up all spills immediately. The towel must be kept in a sanitizer solution.
8. Hot foods must be placed at counter level within easy reach to avoid burns and spills.
9. Cold foods, such as juice, should be served cold (45 F or colder), hot foods served hot (135 F or above) to every student.
10. Hair nets must always be worn for sanitary reasons.
11. No unauthorized personnel are allowed behind the serving line.
12. Employees who serve should present a friendly, helpful attitude toward the students and/or faculty. They have no authority over pupil supervision. This is the responsibility of the teacher or designated school person.

RECIPES

A standardized recipe is defined as one which has been thoroughly tested under controlled conditions, using standard ingredients and procedures, and which yields a product of consistent quantity and quality.

In Union County Schools, only quantity recipes tested and approved, or provided by Mississippi Recipes for Success (MRS) will be used. Recipes are the property of the School Board and must be kept in order and on file while not being used.

PURCHASING

Each school is furnished a copy of the State Purchasing Contract approved order guide from the approved vendor, along with menus, menu breakdown, and access to recipes in Mosaic and MRS. Managers are to use these resources in order to determine quantities to purchase.

Weekly orders for food and supplies needed will be placed in Mosaic, and approved by the Child Nutrition Director. Orders are reviewed before being placed with the vendor. When orders are approved and placed, a copy will be sent to the manager for receiving, and the secretary for payment.

PURCHASING BID ITEMS BY STAFF AND OTHERS

The Union County School Policy Manual specifically states that no employee or member of his or her family shall purchase bid items for private purposes under the county purchasing plan.

RECEIVING FOOD AND SUPPLIES

The approved steps required to efficiently receive all food and supplies delivered are:

1. Check all items delivered against the order placed by the manager.
2. Count all items purchased by number; inspect fresh produce for quality.
3. Have all errors adjusted in the presence of the driver or verified by driver if adjustment is not possible.
4. Before signing the delivery ticket, any shortage should be noted.

RETURNING FOODS TO VENDOR

Food not meeting specifications, such as wrong items delivered or damaged items, are to be returned. Items to be returned should be returned at the time of checking delivery, and the returned item should be noted on delivery ticket. In some cases, damages cannot be determined until cases are opened; however, no vendor should be requested to pick up food after it has been on hand more than 30 days.

STORAGE OF FOODS

General Rules:

1. Commodities (USDA) and purchased foods may be stored alongside each other in the same section: For example, all fruits should be together, but commodities should not be intermixed with purchased food.
2. Leave enough space between items to allow inventory to be taken separately.
3. Open cases, and discard boxes as soon as possible.
4. With magic marker, date all cans or boxes as they are received.
5. Store items used most frequently, such as spices and staples, nearest the door.
6. Store items used less frequently in less accessible places.
7. Store light-weight items nearest the top shelves.
8. Heaviest items should be stored at waist height or below.
9. Detergents and cleaning supplies must be stored separately from food, preferably in another room. Do not use old food containers for detergents and bleach. Clearly label containers.
10. Destroy bills, receipts, and records more than three years old.
11. Throw away plastic and glass jars, unless usable for storage. When re-using, clearly re-label.
12. Assign cleaning of storage areas on a daily and weekly basis. A good general rule is for the individuals in certain preparation areas to be responsible.
13. Follow storage instructions on recipe. Refrigerate or refreeze only if recommended. Discard any item not recommended for storing and re-use.
14. Have a place designated for everything and keep everything in its place.
15. Use immediately or destroy foods that are more than two years old. When food is destroyed, foods must be listed in production book as discarded, and removed from inventory.
16. Date all supplies when received--first in, first out. Rotate stock.
17. Label appropriately, items not belonging to Child Nutrition--for example "Athletic Boosters," "PTA," etc.--and store in specific area.

Freezer and Refrigerator

18. All refrigerated and frozen foods are to be dated when received with a magic marker, the same as items placed in dry storage.
19. Rotate frozen and refrigerated foods first in, first out--this is extremely important.
20. Cover all foods stored in refrigerators or freezers and label any opened foods or leftovers.

Leftover Food:

21. Leftovers should be used within 3 days, or frozen for use at another time. Offering choices enables managers to use leftovers without complaints from students. Freezer space is too limited to tie up with leftovers.
22. Glass jars can be used for storage of food, provided they are washed thoroughly and sanitized.
23. Plastic jars may be used to store only dry items such as dried beans and cornmeal. Refrigerator containers (plastics approved for storage) may be used for storage.

24. Leftover foods must be either refrigerated or frozen in proper (stainless steel, glass jars, or approved plastic) containers and marked with contents and date. Any unused food that cannot be kept by one of these methods is to be destroyed. It is not permissible to give away or sell leftover foods to individuals or organizations or to purchase prepared foods from organizations which have sponsored special meals or events.

PROCEDURES FOR SNOW OR OTHER EMERGENCY CLOSING

Child Nutrition employees normally will not report to work when schools are closed and only will be paid for days missed when they are made up. However, if exceptions are authorized, the following procedures are to be observed and followed:

1. If there is no danger of food spoilage or loss, there will be no need for the manager to report to the school.
2. Managers should contact the director if additional employees are needed to store or cook food to avoid loss.
3. If school is closed for a period of three days or more and there are perishables (e.g. - fresh produce) the manager will contact the Child Nutrition director for permission and instructions for storage or disposal of these items.
4. Should schools have an emergency closing the day scheduled for reports to be submitted prior to the end of the month, for example, winter vacation, the manager will need to make arrangements with the CN director to ensure that the reports are completed/submitted in a timely manner.
5. Special provisions have been outlined in all bids regarding deliveries on days when schools are to be closed.
6. When schools are closed for snow or any other reason, the menu planned for the first day of closing will be used upon returning to school after the closing.

LAUNDRY

Child Nutrition is responsible for laundering towels used in Child Nutrition, using the washing machine, dryer, and designated detergent for food safety.

SECURITY

Any act of vandalism---theft, property loss, and break-in should be reported promptly to the principal and Office of Child Nutrition. The principal has the responsibility for reporting the act, as stated below. Principals or other accountable individuals, upon determination of theft, loss of property, break-in, or damages resulting from vandalism, shall initiate the following actions:

1. Immediately telephone a report to the Sheriff Department (telephone 534-1941) and give as much detailed information as available.
2. Immediately telephone a report to the Child Nutrition director.
3. As soon as possible, submit a Vandalism/Theft Report to the Superintendent, including a description of any missing equipment, serial numbers, color, size, make, etc. Distribute copies as indicated on report.

INVENTORY PROCEDURE

Physical inventory-Capitalized furniture and equipment

Physical inventory is the process whereby each item on inventory is actually counted by food service personnel. It is best to have two food service employees take the inventory one to do the actual counting and the other to do the recording. Inventory will be taken last of the current school year.

An accurate physical inventory taken on the last day of the year is necessary for determining the cost of food used during the period of operation.

What Is To Be Inventoried

All food and supplies stored in refrigerators, freezers, storeroom, and kitchen are to be included in the inventory. Purchased foods and USDA-donated foods are to be inventoried separately. All detergents and paper supplies are to be inventoried under proper categories. All items should be inventoried by units as follows:

1. Canned items -inventory by cans and cases
2. Frozen foods -inventory by pound and box or case
3. Meats -inventory by pound and box and case
4. Packaged condiments -inventory by case or individually
5. Staples- inventory by weight or packaged unit
6. Paper supplies-inventory by tubes, sleeves, box, approximate numbers in case of foils, etc.
7. Spices- inventory by ounces

The completed form is to be forwarded to CN Director as soon as it is finished (the last day before break).

SUMMER CLOSING OF SCHOOL KITCHENS

General Instructions regarding Equipment

1. Inventory
 - a. Inventory all equipment. Request needed repairs and service.
 - b. In any schools where construction is taking place in the kitchen area, the cooking equipment should be stored and locked in some section of the school approved by the principal.
2. Small, Portable Equipment Store all cooking utensils and portable equipment in storeroom during summer.

3. Refrigeration: Refrigeration motors should be vacuumed during the summer. Kitchens floors will need to be cleaned.
4. Drains: Drains should be free of dirt and each drain should have water with added enzyme solution poured into it (see custodians for enzyme solution).
5. Pilot Light: Leave all pilot lights on stoves and ovens on during the summer.
6. Vacuum motors and fans on convection ovens.
7. Recommended Food Storage Procedures:
 - a. Refrigerate the following spices: all seeds, chili, paprika, red pepper, pickling spice.
 - b. Check to be certain flour, cornmeal, rolled wheat, are free of weevils and store in the freezer or refrigerator. Store dried eggs in refrigerator.
 - c. Refrigerate spaghetti, lasagna, rice and egg noodles.
 - d. Refrigerate raisins and prunes.
 - e. Freeze all butter and margarine.
 - f. Coffee may be frozen to maintain flavor.
 - g. Remove and destroy all opened cans or jars of food.

OFFER VS. SERVE REQUIREMENTS

In order to minimize food waste in the National School Lunch Program, Congress has established offer vs. serve requirement. Students are not required to take all five components of the School Lunch. A combination of any three or four components will be considered a reimbursable lunch. It is required that the whole lunch--all five components--be offered to all students. It is important that lunches be prepared and merchandised in such a way as to encourage students to take the complete lunch. To comply with the federal regulations the following must be carried out:

1. The complete school lunch must be planned and offered to students. The complete lunch must consist of at least the following five food components:
 - a. Meat or meat alternate
 - b. Vegetable or fruit #1
 - c. Vegetable or fruit #2
 - d. Bread or bread alternate
 - e. One-half pint milk

Other foods, such as dessert may be added. However, the "offer" requirements apply to the basic five foods components. See the "School Lunch Patterns Chart for details of quantities to be offered (page 34). Managers will need to study their actual use of foods carefully. Adequate amounts of each item must be purchased and prepared. At the same time, over production should be avoided.

2. The student must take at least three of the five food components. If he or she takes only two food components, the lunch is not reimbursable.
3. In counting the number of food items taken, a double serving of an item does not count as two food items. Thus, if you give a student two servings of French fries are only one food component.
4. Substitutes are not provided. For example, you are not required to provide

another drink if the student does not take milk. Free drinking water is available.

5. The student pays the established lunch price determined by his or her eligibility-- full price or reduced price.

- Refer to [OVS Meal Pattern Chart](#) for Meal Components & Patterns

ALLERGIES AMONG STUDENTS

Regulations governing the federal lunch and breakfast programs permit food substitutions for individual children with medical or other special dietary needs. The regulation allows substitutions "only when supported by a statement from a recognized medical authority which includes recommended alternate foods". In the case of milk allergy, juice or water may be substituted, with proper documentation. A recognized medical authority (a.i. school nurse) need not be limited to a doctor. Since most allergies are continuous, it is not necessary for a new statement to be secured each year. Only as allergies develop, or change.

At the time of audit by the State Supervisor or USDA auditors, these verifications of allergies are reviewed. Substitutions for other components of the lunch should be discussed with the Child Nutrition Director, and a "special exception" may need to be obtained by the Office of Child Nutrition from the State Department of Education.

BREAKFAST PROGRAM

The breakfast program is a federally funded program under the Child Nutrition Act in 1966, and was made a permanent program by Public law 94-105 in 1975. A breakfast program is particularly recommended in schools where there are a large number of students eligible for a free and reduced-price lunch, or a large number of students with working mothers. It is not economically possible to operate a breakfast program serving less than 25.

The SBP requires three food components, each with daily and weekly minimums, including:

1. Fruits or vegetables.
2. Grains 2oz, Meats/Meat Alternates may be offered with or in place of Grains
3. Fluid Milk

For a chart detailing SBP meal pattern requirements, please see: <https://www.fns.usda.gov/sbp/meal-pattern-chart>.

Schools must offer all four of the required components of the breakfast. Students may choose three of the four items. The choice of fewer than all four items shall not affect the charge of breakfast. To improve the nutrition of the participating children, breakfast should include, as often as possible, a meat or meat alternate, such as one egg, one-ounce serving of meat or cheese. District wide breakfast menus are provided by the Office of Child Nutrition.

POLICY ON COMPETITION AND EXTRA FOOD SALES

On February 22, 1985 the State Board of Education passed the following policy on the selling of foods in competition with the National School Food Service Programs and on the nutritional quality of foods sold extra:

To ensure that children are not in the position of having to decide between non-nutritious foods immediately before or during the meal service period:

1. No food items will be sold on the school campus for one (1) hour before the start of any meal services period. Any food may be sold after breakfast and until one hour before lunch.
2. The Child Nutrition staff shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirement of the age group being served.
3. With the exception of water and milk products, a student may purchase individual components of the meal only if the full meal unit also is being purchased.
4. Students who bring their lunch from home may purchase water and milk products.
5. After the full meal has been served a student may purchase individual components or milk products as extra food sales. The old rule that a food item must be on the menu to be sold extra no longer applies. The new rule is that a food must be a component of the meal pattern to be sold extra. Examples are as follows:

Pizza is a component - can be sold extra.

Any fruit or vegetable is a component - can be sold extra.

A dessert is not a component - cannot be sold extra.

Ice Cream is a milk product. It is not a component but is exempt - can be sold extra just as milk.

This policy should be viewed as a minimum standard. Local boards of education are encouraged to develop more comprehensive restrictions.

CANCELLATION OF LUNCHES

Lunches are served in each school of the county on the basis of the number of days students are scheduled to attend school. Cancellation of the lunch period must have the approval of the superintendent, except in an emergency.

IN CASE OF FIRES

The telephone number of the fire department is 911. The use of the fire extinguisher should be demonstrated to all employees when the fire marshal visits the school. In the event of a fire, and employee should immediately report it to the principal's office.

ACCIDENTS

1. If necessary, call for the rescue squad to take employee to the hospital emergency room or have the employee visit a doctor from the authorized list.
2. Complete a report of the accident on the "Employer's First Report of Accident" form, signed by the manager and send to superintendent's office the day of the accident.

Do not dispense medicine to an employee or student. For minor injuries, call the nurse to administer first aid. Notify principal and Child Nutrition Director.

General Rules of Safety

1. Avoid overreaching: use a good, safe ladder.
2. Wipe up spills at once.
3. Pick up any loose objects from floor.
4. Destroy cracked or chipped glasses, cups, plates, etc.
5. Provide proper lighting in work area.
6. Show a new employee the correct and safe way to use equipment.
7. Walk; do not run, in the kitchen.
8. Report all unsafe conditions such as broken tiles, loose rails, and defective equipment.
9. Ask for assistance in lifting heavy objects. When lifting keep back straight, bend knees, and use leg muscles.
10. Turn off and unplug electrical equipment before cleaning.
11. Keep passageways free of obstacles at all times.
12. Store knives in knife holder. Clean knives immediately after using and return to knife holder. Do not leave in pot-washing sink.
13. Know the location of and how to use the different types of fire extinguishers placed in the kitchen.
14. Note that sweaters are permitted, but tight-fitting sleeves are recommended for safety reasons. Sweaters should be clean and a light color is preferred.
15. Use cloth oven mitts to handle hot lids, etc.
16. Store glass containers and heavy items below shoulder height whenever possible.

SANITATION

All CN employees are responsible for carrying out good sanitation practices. Good sanitation means applying sanitary measures at every stage of the operation-- purchasing, receiving, storing, preparing, serving, and holding food. The following should be observed:

Physical Plant and Equipment Sanitation

1. Checks should be made for damaged screens and doors since flies, roaches, rodents and flying insects contaminate food. Call the exterminator immediately when needed.
2. Plants are not permitted in the food preparation area due to the possibility of the development of microorganisms that could be transmitted to food. An exception is the Aloe Vera plant used for relief of minor burns.
3. If steel wool soap pads are used to clean kitchen equipment, the equipment should be rinsed thoroughly and sanitized before using.

SANITIZING PROCEDURES

All kitchenware and food-contact surfaces used in the preparation, service or storage of potentially hazardous food must be sanitized prior to use and following any interruption of operations during which contamination of the food-contact surfaces is likely to have occurred (such as overnight). Where equipment and utensils are used for the preparation of potentially hazardous food on a continuous or production-line basis, the food-contact surfaces of such equipment and utensils must be cleaned and sanitized at intervals throughout the day.

Prior to washing, all equipment and utensils must be pre-flushed or pre-scraped and, when necessary, presoaked to remove large food particles and soil. All tableware must be sanitized after each use. A spoon or other utensil, once used for tasting food, is not to be reused until it has been cleaned and sanitized.

PERSONAL HYGIENE

1. All employees must wash hands thoroughly before reporting for duty, before returning from restroom, after using handkerchief, and after touching face. Employees should avoid touching face with hands.
2. Employees should use a deodorant daily.
3. An employee who has a cold, skin infection, sore on the hand, cough, or contagious disease should not be permitted to work.
4. Tongs or plastic gloves must be used when serving food.
5. Eating food and drinking beverages in the kitchen (except tasting) and serving area are prohibited.
6. Female employees are to wear a hair net that completely covers the hair. Male employees are to wear a cap or hat.
7. Chewing of gum is not permitted while on the job.
8. Smoking is not permitted on school property. If an employee is caught smoking it is to be reported immediately to the Child Nutrition Director. The employee will be dismissed of his/her duties.
9. The manager must report to the Child Nutrition Director and school principal all employees or members of families of employees who have communicable diseases such as hepatitis, tuberculosis, and ring worm, etc.

PROPER UNIFORM

1. Uniforms for Child Nutrition workers are purchased in accordance to the UCSD Policy. Employees are also allowed to wear school t-shirts with uniform, or solid color bottoms.
2. All employees are to wear a hair net that completely covers the hair.
3. For the first 30 calendar days of employment or until uniforms can be bought newly hired employees are to wear a plain shirt, free of holes, stains or inappropriate designs, washable skirt or pants furnished by the employee, and proper shoes.
4. Regulation shoes are fully enclosed with nonskid soles. Sandals or clogs are not permitted. Canvas shoes are permitted only if they have nonskid soles.
5. Costumes for special days and "school spirit" days are permitted. All employees are expected to wear the same special-type clothing on these days. Uniformity should be established by the individual school.
6. Nail polish, no artificial nails or long nails, excessive makeup, and decorative handkerchiefs are not to be worn while one is on duty.
7. Jewelry other than plain band or small earrings are not to be worn while on duty. Decorative pins should be restricted to the Child Nutrition name tag and professional pins with secure clasps.

FOOD SANITATION - REFER TO CURRENT NSTITUTE OF CHILD NUTRITION COMPLETE MANUAL OF SCHOOL FOOD SAFETY FOR ALL SANITATION, SAFETY, SERVICE, AND STORAGE OF FOOD PROCEDURES.

2016 EDITION REFERENCED IN THE 2024 CAFETERIA HANDBOOK REVISION.

SANITATION INSPECTIONS AND REPORTS

Periodically a representative from the Sanitation Division of the Health Department visits the food service department and evaluates the facilities. A report is left in the school and must be posted on the bulletin board. The manager should review the sanitarian's findings with the principal. A copy of the report is to be sent to the Office of Food Services.

PROCEDURES RELATED TO SUSPECTED FOOD POISONING

These policies should be followed in case of suspected food poisoning:

1. Notify the principal, director, and superintendent immediately.
2. Contact the local Health Department.
3. Segregate the product. Dummy trays are made and stored daily. If your "dummy tray" contains the suspected source, label it as DANGER and hold for further instructions. Hold and label any other suspected samples/leftovers, as instructed by the Health Department and/or director. May be advised by the Health Department to freeze sample to preserve microorganism.
4. Document any relevant information, regarding children served, times, counts of servings, etc. Record the food preparation and handling methods of any foods involved, particularly any advanced preparation done the day before.
5. Identify names of employees present on the day of the outbreak, and employees involved in preparation of potentially contaminated foods.
6. Notify your State Office Bureau of Child Nutrition.

SCHEDULE OF EQUIPMENT CLEANING

Cleaning of equipment should be assigned on the work schedule and be routinely done on a daily, or weekly, or monthly basis as needs demand. The cleaning of equipment properly is very important and requires training. The same procedures used at home are usually not adequate since equipment should be sanitized.

CLEANING EQUIPMENT

EQUIPMENT & PARTS	CLEANING METHODS	SPECIAL INSTRUCTIONS For summer closing
<u>DISHWASHER</u>		
Separation panels	Remove panel and wash thoroughly. Wash arms and ends with brush and store in one bundle in storage room.	
Water tank	Drain all dishwasher tanks. De-lime and wash thoroughly. Rinse.	If dishwasher is a TA 27 model, leave several inches of water in bottom of tank. (consult manual)
All surfaces (inside and out)	Wipe all surfaces with soft cloth moistened very lightly with mineral oil.	Leave doors open.
<u>MIXER</u>		
All surfaces, attachments, etc.	Wash thoroughly, rinse, sanitize, and air dry.	Be sure mixer shaft is clean. Place bowl and attachments in storage room.
Mixer bowl	Wash, rinse, sanitize, and air dry thoroughly to prevent rust.	
<u>MILK COOLER</u>		
Racks	Soak in hot sudsy water in sink. Rinse with soda water solution. Dry.	Turn off. Leave open to air.
Interior	Wash with warm sudsy water. Rinse with soda solution. Dry.	Milk coolers on wheels may be stored in store-room if space is available.
Drain Pipe	Clean with small round brush.	

Exterior Wash with warm sudsy water or ammonia water. Rinse. Dry.

Motor Clean.

EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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SERVING LINE

Tops or domes and frames on wells	Wash thoroughly in hot sudsy water. Rinse, dry, and polish with soft cloth.	Turn all pilot lights <u>off</u> . Store all removable parts such as domes and frames in storage room.
Walls of wells	Scrub with cleaning pads.	
Glass	Wash thoroughly and polish.	Store removable glass in the storeroom if painting or construction work will be in progress during summer.
All surfaces, (rails, front cabinets, sliding door tracks)	Wash thoroughly and polish.	

STOVE

Cracks & openings.	Remove grease.	Leave oven doors <u>open</u> . Leave pilot lights on.
Exterior & interior	Wash with hot soapy water, rinse, and dry. Use cleanser to remove burned-on food, etc.	Do not use Easy Off or equivalent.
Burners	Soak removable burner several hours in soda solution in sink. Then boil in same solution. Before replacing rub very lightly with mineral oil. Replace, light, and burn dry.	
Trays	Remove and wash in hot sudsy water. Wipe trays and range top with an oiled cloth.	

EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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OVEN

Interior	Use approved oven cleaner. Scrape clean with oven scraper or putty knife. (Do not use this method	Leave pilot light <u>on</u> . Leave oven doors <u>open</u> . <u>Do not</u> loosen or remove heat control dials.
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	with self-cleaning ovens.)
All surfaces inside or outside (including beneath Oven doors)	Wash with detergent, rinse, and dry using soft cloth coated with mineral oil.
Thermometers	When cool, clean with soft brush and scouring powder.

POTS, PANS, AND OTHER COOKING EQUIPMENT

Scrub with cleaning powder and detergents to remove grease.	Only stainless steel (not aluminum) pans may be soaked in ammonia solutions. Use liquid detergent on aluminum pans.
Wash thoroughly and dry. Be sure to clean all corners and edges thoroughly.	Store all pots, pans, and small equipment in storage room

WOODEN TOP WORK TABLE

Wood top	Scrub with cleansing powder and bleach. Rinse and dry thoroughly.	Do not use linseed oil. If table has big cracks and has been written up by Health Services Department, notify Office of Child Nutrition to replace.
Drawers, shelves, legs, etc.	Remove utensils and wash thoroughly with scrub pads.	Request that painting of Table legs, shelves, and drawers be done by Maintenance, if needed.

EQUIPMENT & PARTS CLEANING METHOD

SPECIAL INSTRUCTIONS for summer closing

BAKER'S TABLE

All surfaces	Wash with hot sudsy water Rinse with clear water and dry.	Request that painting of legs be done by Maintenance, if needed.
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SLICER

All parts	Wash thoroughly with hot sudsy water. Rinse and dry.	Completely dismantle. Wipe blade with soft cloth moistened with mineral oil. Clean grease from electric cord and wash thoroughly. Rinse and dry. Cover with plastic to protect. Store in storage room
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ROOF OVEN

All surfaces interior and exterior	Remove and empty water reservoir. Wash thoroughly with detergent. Be sure	Disconnect cord from the cabinet before cleaning. Do not use abrasives or strong chemicals.
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drain and trough or clean.

BUN RACK

All surfaces	Use brush or scrub pad to remove dried-on food.	Request painting if needed. Rinse and dry.
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STEAMER

Shelves and racks	Remove all shelves and racks, clean thoroughly Rinse.	Turn off gas. Close water valves. Blow down boiler and wait 30 min. Open water valves and fill boiler with water. Leave water valve open. Leave gas <u>off</u> . Leave all compartments open approximately one inch. Store all pans and inserts of steamer in storage room.
Interior	Wash each compartment thoroughly and dry.	
Door	Remove lining and gasket on the door. Use brush and warm soapy water. Clean thoroughly . Dry.	
Exterior	Wash with soapy water.	

EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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FREEZER

Interior	Wash with warm water and soda.	Disconnect all freezers not containing food including ice cream freezers. Put ½ cup of soda in the box and leave the door ajar. Lock all refrigerators and freezers containing food, <u>leave key with principal</u> . Post checking chart so custodian may check temperature dally. (Or other designated)
Shelves	Soak in sink in hot sudsy water.	
Motors	vacuum motor during summer months.	
Exterior	Wash with warm water, rinse, and dry.	

ICE CREAM FREEZER

All surfaces	Defrost and clean with warm soapy water. Rinse with water solution.	Turn off for summer. Leave open to air.
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STORAGE ROOM

All areas	Clear out all odds and ends that are never used such as an organization's unclaimed to items	Label shelves and prepare for receiving of food & supplies. Check all food to be stored in storage bin, etc. Be sure cans are not bulging, jars are tightly sealed, and spices are insect-free before storing in refrigerator.
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Shelves	Scrub all shelves with soapy brush.	Sweep the storage room floor.
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EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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REACH-IN REFRIGERATOR (Remove all open containers and defrost)

Interior surfaces	Wash with warm water and detergent. Rinse and dry.	Disconnect all refrigerators that do not contain food. Leave ½ cup of baking soda in each refrigerator and leave the door ajar.
Shelves	Soak in hot sudsy water.	
Exterior surface	Wash with warm water surface and detergent. Rinse and dry.	
Motor	Vacuum all motor during summer months.	Ensure that all motors are cleaned.
Drains	Clean with small round brush.	

WALK-IN REFRIGERATOR

Drains		Scald with hot water to avoid musty odor.
Floors		Wash and dry thoroughly.

STEAM KETTLE

All surfaces	Wash all food and grease from interior and exterior of the kettle. Scour discoloration on exterior with cleansing powder. Remove drain faucet from kettle and clean thoroughly. Use brush to clear line to interior of kettle.	Replace faucet loosely. Leave valve in <u>open</u> position. Turn off all water and gas.
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EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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CHINA AND PLASTIC DISHES

China	Remove all stains with scrub pad.	Take inventory of dishes and store in storage room.
Plastic	Soak In solution of plastic cleaner and water. (Fill sink half full of water and add regular-size sink and 2 ¼ cups to large-size pot sinks.)	1 ¼ cups of cleaner to

UCSD Child Nutrition Handbook
KNIVES, FORKS, AND SPOONS

Wash and dry thoroughly.

Take inventory and store in marked containers in storage room.

DINING ROOM TABLE AND CHAIRS

Wash tables off with water and disinfectant.
 Wash and disinfect chairs.

Allow to air dry.
 Allow to air dry.

FLOOR

Sweep floors thoroughly.
 Be sure to sweep under and behind all equipment.

EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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DRAIN -FLOOR AND WALK- IN

	Pour one gallon of water mixed with enzyme solution into each drain to prevent sewer gas from escaping.	Custodians may need to remove floor plates from the floor drains. Clean well and add enzyme solution to drain.
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STORAGE CONTAINERS/BIN USED FOR FOOD STORAGE

All surfaces	Empty of all food. Wash thoroughly with detergent. Rinse with clear water.	Leave open to air for the summer.
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CART

All surfaces	Wash thoroughly with warm, soapy water, including the wheels and rubber protector. Rinse and dry.	Oil the wheels.
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COFFEE/TEA URN (if applicable)

All surfaces	Wash with solution of baking soda.	Leave open. Store in storage room.
Gauge, glass and faucet	Wash with solution of baking soda using a round brush. Rinse and dry thoroughly.	

HOOD AND FILTER FOR DISHWASHER, OVEN, AND RANGE

Filters	Run through dishwasher. Drain, dry, and replace.	
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Hoods Wash with detergent and water. Remove stains with cleansing powder. Rinse with clear water.

EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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HOOD AND FILTER FOR OVEN AND RANGE

Electric Lightbulbs	Clean with damp cloth and dry.	
Glass Globes	Remove from hood lights. Run through the dishwasher.	

STORAGE CABINET

All surfaces	Wash thoroughly with soapy Water, rinse & dry. Clean sliding door tracks well.	
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ICE MACHINE

Unplug ice machine. Wash thoroughly inside with a chlorine solution.	Disconnect for the summer. Leave door open.
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DEEP FAT FRYER (if applicable)

Fill kettle with warm water and 2 ounces of detergent. Boil solution for 15 minutes, drain, and wipe clean.	
Rinse with a solution of clear warm water and vinegar (1 cup vinegar per gallon water).	
Rinse again with clean water and, wipe dry.	
Clean heating coil thoroughly but do not scrub with harsh abrasive.	Leave uncovered. Store basket separately in storeroom.

USE OF SCHOOL CAFETERIA

School Board Policy must be followed. Permits may be issued from the Office of the Superintendent, upon approval of the School Board. {See Descriptor code KG}

1. Pot Luck or Covered Dish Dinner {Not Permitted During School Day}

When an organization or persons bring prepared foods in serving dishes ready for the guests to serve themselves, Food Services assumes no responsibility for quality sanitation, and/or wholesomeness of items provided by outside sources. Serving utensils and containers is the total responsibility of the individual (s) providing the food?

If Child Nutrition equipment, such as ovens, serving counter, dishwasher, etc., is needed by the organization, a member from the CN staff certified in Serv-Safe must be on duty and will be paid at the established rate. No employee will be asked or required to work without compensation. Anyone desiring to donate time may donate pay received back to the sponsoring organization.

2. Fund-Raising Meal

A meal is often served by a school organization to raise money after school hours. The organization should purchase all of the food and supplies from outside sources. If the county vendors are used, arrangements must be made for payments to the CN manager upon receipt of merchandise. (Note: Union County bids cannot be used.) The contacting person should be sure to state the name of the organization and its tax status for billing purposes. Close coordination is necessary between the manager and contacting individuals to ensure that all items needed for production have been purchased. Food or supplies belonging to CN must not be used.

Requests may be received from the person(s) planning the fundraising meal, for all or parts of the meal to be prepared by food service (for example, Spaghetti sauce). Costs for these items will be cost of food and supplies plus labor.

Members on the CN staff from the school in which the function is being held must be hired at the established minimum pay rate. The organization's check will be deposited by the manager into the school lunch account.

CONFLICT OF INTEREST

No employee of the Union County School Board or in the County of Union, shall solicit, accept, or receive any gift, loan, gratuity, favor, or service of economic value that might reasonably be expected to influence one in his or her position in the discharge of his or her official duties, from any person. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, or to prohibit the acceptance of social courtesies which promote good public relations.

No Union County School Board employee shall use, or permit the use of, county-owned vehicles, equipment, material, or property for personal convenience or profit.

FIELD TRIPS

Frequently the CN department is called upon to supply meals for classes going on field trips. The Sack lunch is very popular on such occasions. As an example, the teacher or school may wish to send the following letter home to parents with the permission slip:

Dear Parent,

Our class is planning a field trip to _____ on _____. Our cafeteria has consented to provide a sack lunch on that day for those who wish to purchase one. The cost is at the regular lunch price and the student may use his or her' prepaid lunch for that day.

Sincerely,

(Teacher's signature)

The class or teacher is asked to provide a cooler to ensure that such items as milk remain at 45 F or below. Those students qualifying for free and reduced-price meals will receive their lunch either free or at a reduced price. Teachers must provide names of students who will receive a lunch. Breakfast can also be provided if needed.

PRICING MEALS AND SERVICES

Price Structure of Meals

The School Board establishes the prices charged students and adults for the complete lunch and breakfast meals and kindergarten snacks after reviewing the financial status and recommendations from the staff. The meal prices are established to cover the costs of food, labor, employee benefits, repairs, replacement of equipment, cleaning and paper supplies, and travel. In addition, the price must cover the costs of administrative, supervisory, and clerical salaries. Meal prices for adults must cover the costs including preparation and service. No financial assistance is received from the government or state for adult meals. The student meals are subsidized by federal and state funds.

Schools are notified annually of meal prices and no variation in prices is permitted. There is no reduction given for meals served without a food component or item. Schools offer all components of the lunch. However, if as many as three of the components are taken; the lunch qualifies for federal and state reimbursement and is priced as a meal.

Extra food prices are established annually by the Office of Child Nutrition and are submitted to the Superintendent for approval.

CHARGING

FREE MEALS –ADULTS

Child Nutrition employees are the only adults receiving a meal free. All other adults including instructional personnel, custodial personnel, and guest must pay for meals or food received through the CN program. No charging of meals will be permitted.

FREE AND REDUCED-PRICE MEALS

The Union County Public Schools has entered into agreement to participate in the National School Lunch Program and Child Nutrition Program and accepts the responsibility for providing free and reduced-price meals to eligible children in the schools under its jurisdiction. The Superintendent's letter each school year to parents explains the programs and includes an application for free and reduced-price meals and a current income scale. This packet is provided at the opening of the school year in sufficient quantities for distribution to all students.

The State Department of Education requires that the Policy Statement for Free and Reduced-Price Meals be filed in the office of each school principal and held for audit purposes.

Procedures for Handling Free and Reduced-Price Meal Applications

1. Sufficient quantities of blank form applications will be distributed directly to each school.
2. The principal will give an application to each student to take home.
3. All completed applications are to be returned directly to the manager.
4. All applications will be reviewed by the Food Services staff to determine eligibility.
5. Incomplete application will be returned to the family for additional information.
6. Action taken section of the application will be completed by the Office of Food Services.
7. Lists of students who are eligible for free or reduced price meals or whose applications have been denied will be sent to the food service manager. Two copies of these lists will be sent to the principal--one copy to stay on file and the second copy to be corrected and returned to the office of Food Services. The Office of Food Services will update the list of names when deemed necessary.
8. If during the school year a student withdraws or transfers to another school, the school must notify the Supervisor or Food Services of the (a) receiving school and (b) date of transfer or withdrawal.
9. Temporary approval will be issued when circumstances indicate that the household's financial situation is temporary, at the end of the temporary period (90 days) the school will send an

application to the parents to enable them to reapply. No form will be accepted until section 5 is appropriately filled out, example; name, income or check box for no income.

COUNTING MONEY

Two or more people should count and roll money and prepare deposit slips prior to checking the deposit with the manager. This aids in accuracy, decreases time spent in performing this task, and eliminates adverse criticism of the handling of funds. The cashier should complete and sign the Consolidation Totals Record Form with the manager or a designated person verifying the accuracy of the money collected.

Money should be counted in a protected area and every precaution should be taken when transferring the cash fund to the principal's office or bank.

DEPOSIT SLIPS

The deposit slip must be prepared in duplicate. Erasures or strike over are not permitted. If an error is made, a new deposit slip must be prepared. Record on the deposit slip the amount of cash, and list each check either by name or number of the bank. The deposit slip must be initialed by person preparing the deposit.

BANKING

All money must be deposited daily. The principal, manager, or other food service employee may have the responsibility of transporting funds to the bank.

Any food service employee designated for banking responsibilities should take every precaution for personal protection. Food service employees who make bank deposits are encouraged to use night depository or drive-in windows to avoid attracting attention.

CHANGE FUND

At the beginning of each school year \$20.00 will be issued to each school for the purpose of making change in the serving line(s). This amount shall be retained for the making of change for the entire school year. At the close of the school term, this amount will be redeposited, using a separate deposit slip. Be sure to indicate "change fund" on the deposit slip.

The amount in the change fund is verified and remitted (at the close of the daily food service operation) to the manager to be secured nightly. Under no circumstances can the "change fund" or any revenue collected by Child Nutrition be kept in the kitchen, storage area, or in the possession of any employee.

LOSS OF CASH

Any loss of cash, including checks, will be reported to the school principal and the Supervisor of Food Services by the most expedient means. If theft is involved or suspected, a report will be made to appropriate law enforcement authorities. The initial report will be followed up within 48 hours by a written report. The written report will include a recitation of the facts and circumstances, steps taken to

prevent recurrence, and steps taken to fix responsibility, if any. If it is necessary to establish the amount of the loss, assistance should be requested from the Food Service Supervisor.

In case of robbery, the individual involved is to offer' no resistance and is to release the funds immediately. Procedures indicated above for theft should then be followed.

BAD CHECKS

Periodically a check is returned for insufficient funds or other reasons. When Child Nutrition receives notification of a returned check, a memo with instructions will be attached and sent to the manager. The manager should make every effort to collect the money due. Assistance from the principal may be necessary. After a collection has been made, the deposit slip is to be sent directly to the Child Nutrition Office.

If a parent writes a second check that is returned by the bank, the manager should refuse future checks from that family. If the manager receives notification of a check returned and the child is still eating a meal purchased with the returned check, the manager should notify the parent immediately.

CASHING PERSONAL CHECKS

No personal checks can be cashed.

HANDLING INVOICES

Each delivered order will be accompanied by an invoice or delivery ticket. These must be signed, dated, and sent to Food Service Office in order that the vendor may be paid. Managers are responsible for checking in all deliveries to see that the delivery ticket agrees with the merchandise ordered and/or received and that all items are received in acceptable condition. If an employee has affixed his or her name to a delivery ticket and later discovers that there is a shortage, there is no recourse except to accept the loss-thus it is essential to be thorough in checking all deliveries. Managers should cross-check invoice prices with current bid prices.

The vendor will be required to leave two copies of all delivery/sales tickets at each individual school service operation. Such delivery/sales tickets should contain the following information:

1. Name and code number of school
2. Name of each item
3. Quantity of each item
4. Unit price (with some exceptions)
5. Extension of each item (with some exceptions)
6. Total for all items
7. Notation of shortages
8. Date and signature of receiving personnel

Delivery tickets for merchandise must be signed and dated by the manager before payment can be made by food service. For items shorted or received in unacceptable condition obtain a credit memo, a notation of the discussion should be made in red on the invoice and signed by the driver and the manager.

USDA COMMODITIES

Congress annually appropriates funds from the U.S. Department of Agriculture to assist schools by providing cash assistance and agricultural commodities to assist localities with the food budget. These foods are excellent in quality, offer greater variety to the menu, and assist in maintaining a balanced budget. The manager is responsible for seeing that the commodities are stored properly and utilized.

CLASSIFICATION OF USDA FOODS

Section 6 (National School Lunch Act). These foods are restricted to schools participating in the National School Lunch Program and are to be used only in preparing pattern lunches. They cannot be used in a la carte programs or for special function or by any other department or the school.

Section 32 (Public Law 320 as amended in 1936). If a school receives Section 32 commodities with the letter in front of the 32 (R32), this indicates that the commodity is restricted and is to be used in the same manner as Section 6 commodities.

Section 416 (Agricultural Act of 1949). May be used in all phases of school feeding program

Basis for Allocating LJSIJA Commodities

1. Percentage of participation in the breakfast and lunch programs
2. Number of free and reduced-price meals
3. Facilities in the school for handling and storing the commodity
4. Past experience shown by a school in using the commodities offered.
5. Inventory of commodities on hand

Requirements

Schools receiving commodities are required to maintain records of the amounts received and used for a period of three years. USDA foods cannot be sold or traded. When it is in the best interest of the total program, the director, however, has the authority to transfer commodities. It is the duty of the school receiving the commodity to inspect the delivery noting the amount received before signing the receipt. The school is held responsible for properly storing and using the commodity. USDA foods can be transferred or distributed only in official county cars or trucks and must be accompanied with an official transfer form.

LOST OR DAMAGED USDA FOODS

If food is stolen, damaged, misused, spoiled or infested, it must be reported the office of Food Services. The office of food Services will notify the state agency, which will determine the presence of fault or negligence.

COMMODITY INVENTORY

Each school must maintain a by-yearly physical inventory of USDA commodities and report the balance on hand.

PRINCIPAL'S RESPONSIBILITIES

The principal shares responsibility with the Director of Child Nutrition in ensuring that all federal, state and local regulations applicable to the school's food services are implemented and administered daily. Those responsibilities are addressed throughout this manual; however, some of the areas of particular interest to principals are addressed in this section.

CHILD NUTRITION/SALES OF FOOD IN COMPETITION

In accordance with Regulations 5130 and 5131 implementing the Federal National School Lunch and Breakfast Programs, no food or beverages are to be offered for sale to students one hour before serving time other than the school food service. No school or organization will contract for or offer on its own at other times any sale of food or beverages to students in competition with the school food service. No student fund-raising activities involving food sales are permitted during the schedule breakfast or lunch hour. Teachers who are taking students on field trips and not returning for lunch are urged to have students buy box or bag lunches from the cafeteria.

Vending products, such as cokes and candy, are considered competition as well as non-nutrition, and thus machines may be OPERATED ONLY one hour before lunch and after serving time.

CANNED DRINKS

Canned drinks cannot be brought into the school lunchroom in the original container by either students or teacher. Parents who send lunches should either pack fruit juice or allow the child to purchase milk at school. Additionally, safety of a pop top can when used by young children might present a problem.

SCHEDULING NUMBER AND LENGTH OF BREAKFAST AND LUNCH PERIODS

In most instances, dining rooms seat approximately one-third of the student body of a school body of a school. A rule of thumb in scheduling is to permit a minimum five-minute break after one complete dining room seating. These breaks are necessary to replenish the serving counter and clean up the area. (Approximately six students can be served in one minute on one serving line). A twenty-minute lunch period is recommended. Approved breakfast programs will be posted for a period no longer than thirty minutes before opening school.

School personnel will take appropriate action to maintain an attractive, orderly appearance in the dining room for each lunch shift. Teachers are responsible for students conduct and discipline in the cafeteria. Meals will not be withheld as a disciplinary action.

CUSTODIAL ASSISTANCE

When scheduling school custodial duties, consideration will be given to provide general kitchen and dining room daily assistance. It is important that the manager and custodian work in harmony. Duties may include lifting heavy cases and equipment, removing trash, removing and replacing filters after cleaning, and moping floors.

EQUIPMENT-PURCHASES AND MAINTENANCE

The School Board provides a new school or a renovated food service area with essential equipment for the operation of an efficient program. The individual Child Nutrition location may not begin operation until such time as (1) all new equipment is in proper operating condition; (2) all the facilities are completed and acceptable, (3) released to the School Board and (4) given Health Service Department inspection and approval.

Supplies and food cannot be delivered until facilities have been released to the School Board. No CN employee is permitted to operate equipment until the equipment has been cleaned and properly demonstrated to the food service staff by the equipment contractor. If the equipment does malfunction while still under warranty, the instruction manual supplied by the manufacturer will be consulted. Should any piece of new equipment be unsatisfactory, the Office of Child Nutrition will be notified of the trouble and/or defects.

In the event other sections of the building are available for student's occupancy before food service facilities are ready for operation, sack lunches, milk, and ice cream may be served, provided the necessary equipment is operational for this service.

KITCHEN REPLACEMENT EQUIPMENT AND ADDITIONAL EQUIPMENT

The Office of Child Nutrition replaces and purchases additional equipment funded from its budget. Request for replacement equipment and additional equipment will be made by the principal or food service manger to the Office of Child Nutrition. Equipment purchases must be placed in the School Lunch and Budget and approval obtained prior to being purchased.

Dining room furniture and physical structural changes, such as upgrading of the kitchen lighting, etc., are the responsibility of the Principal or School Board and funded by the school's budget. Federal regulations prohibit school lunch funds from being used on most physical structural changes.

Date: _____ Employee's Name: _____

School: _____ Manager's Signature _____

UNION COUNTY SCHOOL CHILD NUTRITION PERFORMANCE STANDARDS

	Excel	Good	Fair	Needs Attention	Not Observed
1. At work on time and stays the entire day.					
2. At work every day (except when sick).					
3. Personally notifies manager the day before, or as soon as possible, that the person is notable to work.					
4. Accepts oral instructions or requests from manager cooperatively.					
5. Reports injuries on the job to manager.					
6. Takes no food or supplies from the school.					
7. Accepts responsibility of job assigned.					
8. Conducts personal business before/after work hours.					
9. Follows work schedules.					
10. Refrains from using alcohol, illegal drugs, or narcotics, or smoking during the work day or at any time that would affect performance on the job.					
11. Does not use profanity in the school atmosphere.					
12. Works cooperatively with all school employees.					
13. Wears clean, appropriate uniforms and aprons daily.					
14. Wears clean, comfortable/appropriate shoes.					
15. Wears no jewelry, except wedding band when preparing and serving food.					
16. Wears hair nets as required by local health department.					
17. Keeps fingernails clean and short, free polish and no false nails.					
18. Washes pots and pans.					
19. Washes hands with soap after using the toilet.					
20. Keeps work area clean.					
21. Follows recipes and procedures.					
22. Does not have to be told repeatedly about correct procedures.					
23. Cooperates in keeping total program running smoothly by accepting unassigned work tasks, assisting in unexpected situations, and initiating action to correct schedule problems when necessary.					

The following posters are sources obtained from the Institute of Child Nutrition at <https://theicn.org/icn-resources-a-z/food-safety/> and USDA Offer Verses Serve Materials at <https://www.fns.usda.gov/tn/nslp/offer-versus-serve-posters>

The School Lunch Pattern for Various Age/Grade Groups

The United States Department of Agriculture, National School Lunch Program requires that portions of meal components be adjusted by age/grade group to better meet the food and nutritional needs of children according to their ages.

Quantities Required to Offer						
Food Components	Ages 1-2	Ages 3-4	Grades K-5	Grades 6-8	Grades 9-12	Specific Requirements
Meat or Meat Alternate (M/MA)			8 oz. eq./wk	9 oz. eq./wk	10 oz. eq./wk	Must be served in the main dish or as the main dish and only one other menu item. Vegetable protein products, cheese, alternate cheese products, and enriched macaroni with fortified protein may be used to meet part of the meat/meat alternate requirement. Food and Nutrition Service Fact Sheets on each of these alternate foods give detailed instructions for use. Nuts and seeds may be used to satisfy 100% of the meat/meat alternate requirement. <u>Sugar limits to be implemented by 2025/2026:</u> Yogurt may have no more than 12 grams of added sugar per 8 fluid ounces.
When combining K-5 & 6-8 to establish a K-8 group.			9 oz. eq./wk			
Lean meat, poultry, fish	1 oz.	1 ½ oz.	1 oz. eq. ^x per day minimum	1 oz. eq. ^x per day minimum	2 oz. eq. ^x per day minimum	
Cheese	1 oz.	1 ½ oz.				
Large egg(s)	½	¾				
Cooked, dry beans or peas	¼ cup	3/8 cup				
Peanut butter (or any nut or seed butter)	2 Tbsp	3 Tbsp				
Peanuts, soy nuts, tree nuts or seeds	½ oz.	¾ oz.				
Yogurt, plain or flavored, unsweetened or sweetened	4 oz. or ½ cup	6 oz. or ¾ cup				
Grains						8 oz. eq/wk
When combining K-5 & 6-8 to establish a K-8 group.			8 oz. eq*/wk			
Servings of grains or breads must be whole-grain rich	5 per week at least ½ svg/ day	8 per week at least 1 svg/day	1 oz. eq. per day minimum	1 oz. eq. per day minimum	2 oz. eq. per day minimum	
Vegetable			¾ cup every day		1 cup every day	No more than ½ of the total requirement may be met with full-strength vegetable juice. In grades K-12 the vegetable subgroups need to be offered throughout the week. The amounts listed here are the minimum amount that must be offered during the week. Beans, peas, and lentils offered towards the meat/meat alternate component can also count toward the weekly vegetable subgroup requirement.
Dark Green	1/2 cup either or	1/2 cup either or	½ cup every week		½ cup every week	
Red/Orange			¾ cup every week		1 ¼ cups every week	
Beans/Peas/Lentils			½ cup every week		½ cup every week	
Starchy			½ cup every week		½ cup every week	
Other			½ cup every week		¾ cup every week	
Fruit			½ cup every day	½ cup every day	1 cup every day	No more than ½ of the total weekly requirement may be met with 100% full-strength fruit juice.
Milk (fluid offered as a beverage)	¾ cup (6 fl. oz)		½ pint (8 fl. oz)			Milk may be 1% or fat free. Flavored or unflavored milk may be offered. <u>Sugar limits to be implemented by school year 2025/2026:</u> Flavored milk must contain no more than 10 grams of added sugar per 8 fluid ounces.
Min. and Max. Calorie Ranges in an average 5-day week menu	517*		550-650	600-700	750-850	Menus for students ages 1-2 and ages 3-4 have a minimum calorie requirement of 517 calories averaged over the school week.
When combining K-5 & 6-8 to establish a K-8 group.			600-650			
Sodium			< 1110	< 1225	< 1280	K-8 group sodium max = 1110 mg.

^Schools serving lunch 7 days per week should increase the weekly quantity by approximately 20% for each additional day. Food Buying Guide FNS Instruction 783-1, Rev. 2 Grains and Bread Instruction provides the information for the minimum weight of serving.

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When combining K-5 & 6-8 to establish a K-8 group.			9 oz. eq.*/wk			
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Cheese	1 oz.	1 ½ oz.				
Large egg(s)	½	¾				
Cooked, dry beans or peas	¼ cup	3/8 cup				
Peanut butter (or any nut or seed butter)	2 Tbsp	3 Tbsp				
Peanuts, soy nuts, tree nuts or seeds	½ oz.	¾ oz.				
Yogurt, plain or flavored, unsweetened or sweetened	4 oz. or ½ cup	6 oz. or ¾ cup				
Grains						8 oz. eq/wk
When combining K-5 & 6-8 to establish a K-8 group.			8 oz. eq.*/wk			
Servings of grains or breads must be whole-grain rich	5 per week at least ½ svg/ day	8 per week at least 1 svg/day	1 oz. eq. per day minimum	1 oz. eq. per day minimum	2 oz. eq. per day minimum	
Vegetable			¾ cup every day		1 cup every day	No more than ½ of the total requirement may be met with full-strength vegetable juice. In grades K-12 the vegetable subgroups need to be offered throughout the week. The amounts listed here are the minimum amount that must be offered during the week. Beans, peas, and lentils offered towards the meat/meat alternate component can also count toward the weekly vegetable subgroup requirement.
Dark Green	1/2 cup either or	1/2 cup either or	½ cup every week		½ cup every week	
Red/Orange			¾ cup every week		1 ¼ cups every week	
Beans/Peas/Lentils			½ cup every week		½ cup every week	
Starchy			½ cup every week		½ cup every week	
Other			½ cup every week		¾ cup every week	
Fruit			½ cup every day	½ cup every day	1 cup every day	No more than ½ of the total weekly requirement may be met with 100% full-strength fruit juice.
Milk (fluid offered as a beverage)	¾ cup (6 fl. oz)		½ pint (8 fl. oz)			Milk may be 1% or fat free. Flavored or unflavored milk may be offered. <u>Sugar limits to be implemented by school year 2025/2026:</u> Flavored milk must contain no more than 10 grams of added sugar per 8 fluid ounces.
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OFFER VERSUS SERVE (OVS) Tip Sheet for School Food Service Managers



School Breakfast Program

What is OVS?

The goal of OVS is to reduce food waste while allowing students to choose the foods they want to eat. Everyone plays a role. When students and cafeteria staff understand OVS, breakfast lines move smoothly, allowing students to make the most of meal time and enjoy the wholesome and appealing foods they are served. It also helps reduce overall food costs.

Under OVS at breakfast, schools must offer at least four food items from the three required food components (fruit, grains, and fluid milk*).

- A **food component** is one of three required food groups in a reimbursable breakfast. These are fruits, grains, and fluid milk*.
- A **food item** is a specific food offered within the three food components, for example, 2 slices of whole grain-rich bread, 1 cup of grapes, and 1 cup of milk. This meal meets OVS breakfast requirements because three food components and four food items are offered.

Students must select at least three of the four offered food items under OVS at breakfast, including at least ½ cup of fruit and/or vegetable. Please note, OVS is optional at breakfast for all grade levels.

Required Components at Breakfast



Fruit
1 cup



Grains
1 ounce equivalent
(oz eq)



Fluid Milk*
1 cup

Sample OVS breakfast menu:

Variety of milk*: fat free or low-fat (1 cup milk)
Slice of whole grain-rich toast (1 oz eq grain)
Whole grain-rich cereal (1 oz eq grain)
Orange slices (1 cup fruit)

Optional Components at Breakfast

Vegetables

- Vegetables may be offered as a substitute for fruits.

Meats/Meat Alternates

- A meat/meat alternate may be served to meet the weekly grain requirement, as long as a 1 oz eq minimum of grains is offered daily.
- A meat/meat alternate may also be offered as an "extra" food (not credited toward meal pattern requirements) if a reimbursable meal is selected.

*Water does not count as one of the three required food components and cannot be served as a substitute for milk.

Is it Reimbursable?

For a breakfast to be reimbursable, at least four food items must be offered. Students must select three food items including $\frac{1}{2}$ cup of fruit and/or vegetable for the meal to be reimbursable under OVS.

Use this simple checklist to determine if breakfasts are reimbursable under OVS:

- Does the meal offered consist of at least four food items?
- Does the meal offered include the minimum required amounts of fruits, grains, and milk*?
- Does the meal selected by the student contain at least three food items, including at least $\frac{1}{2}$ cup fruit and/or vegetable?



If the answer to each of these questions is yes, the breakfast meal is reimbursable under OVS.

*Water does not count as one of the three required food components and cannot be served as a substitute for milk.

Additional Tips for OVS Success

- Post signage (with pictures or graphics) near the beginning of each serving line to help students identify how to build a reimbursable meal and wherever student choices are made.
- Ask cashiers to review the reimbursable meal signage before each meal service.
- Keep fruit near the cashier stand so students can easily complete their reimbursable meal.
- Encourage teachers to review the day's menu with students and explain how students can select a reimbursable meal.
- Post menus that highlight required meal components on your school's website and/or on flyers that children can take home to discuss with their parents and caregivers.

For more information on OVS requirements, visit:

<https://www.fns.usda.gov/updated-offer-vs-serve-guidance-nslp-and-sbp-beginning-sy2015-16>



United States Department of Agriculture

THE NATIONAL SCHOOL LUNCH PROGRAM



1. What is the National School Lunch Program?

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or no-cost lunches to children each school day. The program was established under the Richard B. Russell National School Lunch Act, signed into law by President Harry Truman in 1946.

About 7.1 million children participated in the NSLP in its first year. Since then, the Program has reached millions of children nationwide: 1970: 22.4 million children; 1980: 26.6 million children; 1990: 21.1 million children; 2000: 27.3 million children; 2010: 31.8 million children; and 2016: 30.4 million children.

2. Who administers the NSLP?

The Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) administers the Program at the Federal level. At the State level, the NSLP is administered by State agencies, which operate the Program through agreements with school food authorities. State agency contact information is available at: <https://www.fns.usda.gov/school-meals/school-meals-contacts>.

3. How does the Program work?

The NSLP is generally operated by public or non-profit private schools of high school grade or below. Public or non-profit private residential child care institutions may also participate in the NSLP, and charter schools may

participate in the NSLP as public schools. Participating school districts and independent schools receive cash subsidies and USDA Foods for each reimbursable meal they serve. In exchange, NSLP institutions must serve lunches that meet Federal meal pattern requirements and offer the lunches at a free or reduced price to eligible children. School food authorities can also be reimbursed for snacks served to children who participate in an approved afterschool program including an educational or enrichment activity.”

4. What are the nutrition requirements for NSLP lunches?

All NSLP lunches must meet Federal requirements, though decisions about the specific foods to serve and the methods of preparation are made by local school food authorities. Information about the NSLP nutrition standards, along with technical assistance and guidance materials, may be found on the School Meals website: <https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>.

5. How can children qualify for free or reduced price school lunch?

Children may be determined “categorically eligible” for free meals through participation in certain Federal Assistance Programs, such as the Supplemental Nutrition Assistance Program, or based on their status as a homeless, migrant, runaway, or foster child.

NATIONAL
SCHOOL LUNCH
PROGRAM



United States Department of Agriculture

Children enrolled in a federally-funded Head Start Program, or a comparable State-funded pre-kindergarten program, are also categorically eligible for free meals.

Children can also qualify for free or reduced price school meals based on household income and family size. Children from families with incomes at or below 130 percent of the Federal poverty level are eligible for free meals. Those with incomes between 130 and 185 percent of the Federal poverty level are eligible for reduced price meals. Schools may not charge children more than 40 cents for a reduced price lunch. To see the current Income Eligibility Guidelines, please visit: <https://www.fns.usda.gov/school-meals/income-eligibility-guidelines>.

6. What are the current reimbursement rates for participating schools?

School food authorities are reimbursed for meals based on children’s free, reduced price, or paid eligibility status. For current reimbursement rates, please visit: <http://www.fns.usda.gov/school-meals/rates-reimbursement>. School food authorities that are certified to be in compliance with the Program meal pattern receive an extra 6 cents for each lunch served. Additionally, schools in Alaska, Hawaii, and Puerto Rico are eligible for a higher reimbursement rate, due to the higher cost of food in those areas.

7. What types of foods do participating schools receive from USDA?

In addition to cash reimbursements, schools receive USDA Foods. States select USDA Foods for their schools from a list of foods purchased by USDA and provided through the NSLP. Schools can also receive bonus USDA Foods as they are available from surplus agricultural stocks. The variety of USDA Foods schools receive depends on available quantities and market prices. For more information about USDA Foods, please see: <https://www.fns.usda.gov/fdd/food-distribution-programs>.

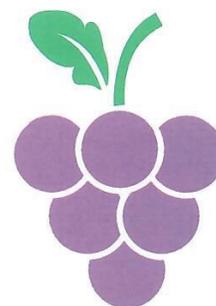
8. What additional support do schools receive from FNS?

Through its Team Nutrition initiative, FNS provides training and technical assistance to school nutrition professionals to enable them to prepare and serve nutritious meals that meet the Program meal pattern requirements and appeal to children. The Team Nutrition Resource Library has web-based resources available to help children and school nutrition professionals understand the link between diet and health. State and local Program operators may request free printed copies of certain Team Nutrition materials. To learn more, visit: <http://www.fns.usda.gov/tn/team-nutrition>.

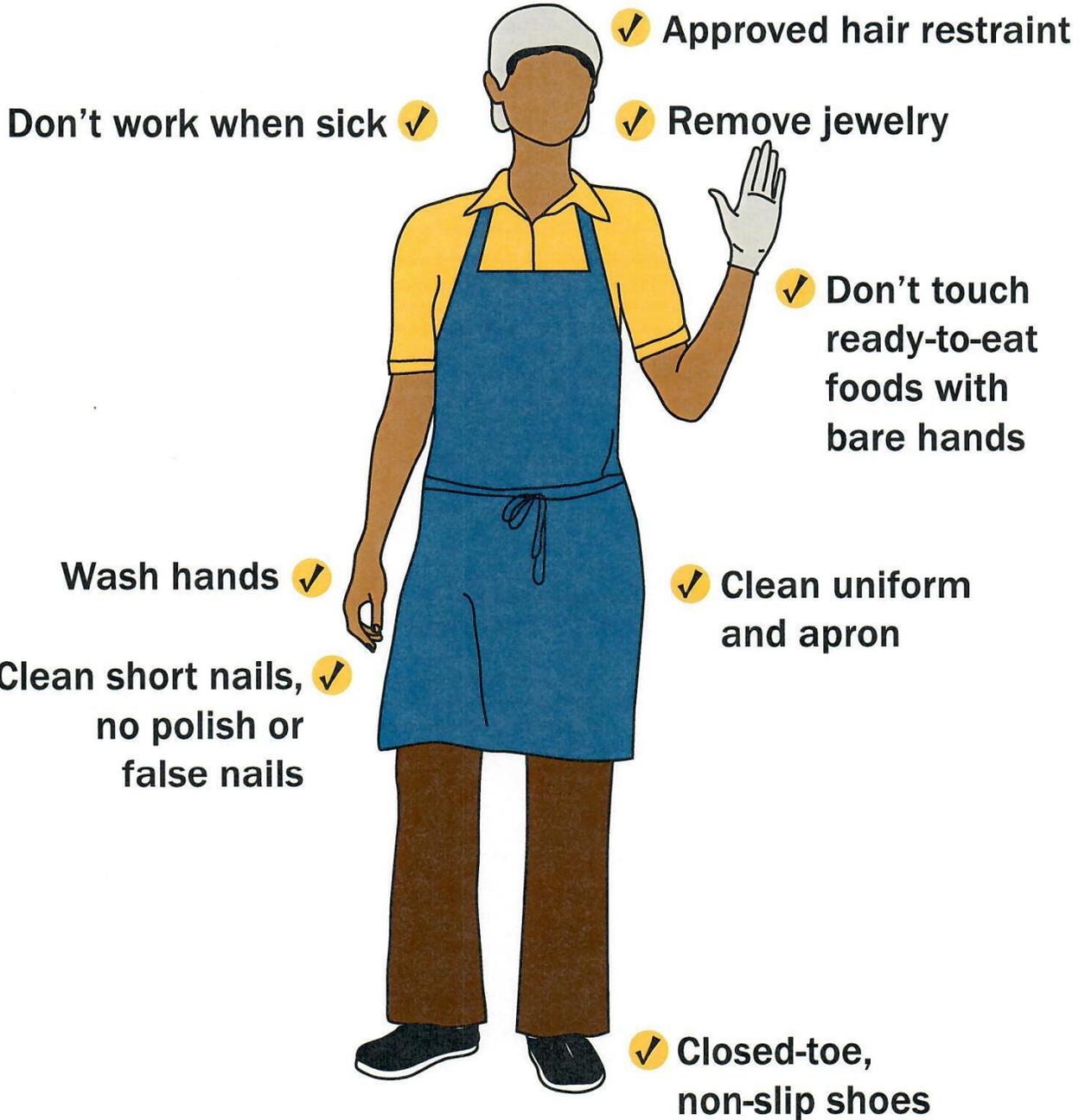
FNS is also working to increase the availability of fresh produce in schools. The Fresh Fruit and Vegetable Program introduces children at participating low-income elementary schools to a variety of produce they otherwise might not have the opportunity to taste. In addition, through the Farm to School initiative, FNS helps school food authorities incorporate fresh, local produce into school lunch menus.

9. Where can I go to learn more about the NSLP?

For more information about the NSLP, please contact the State agency responsible for the administration of the Program in your State: <https://www.fns.usda.gov/school-meals/school-meals-contacts>.



Personal Hygiene



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FOOD SAFETY TIPS

Wash your hands.



Don't sneeze or cough on food.



Wear clean gloves or use utensils to handle food.



Don't touch other things while wearing gloves.



Don't work when sick.



Don't touch your cell phone when working with food.



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For more information, please contact helpdesk@theicn.org
11/2017



HOW TO PROPERLY USE DISPOSABLE GLOVES

Wash hands before putting on gloves



Wear gloves when preparing and serving ready-to-eat foods.



Change gloves frequently and between tasks.



Remove gloves before handling money, and wash hands before putting on new gloves.



Never re-use or wash gloves.



Remove gloves and wash hands after sneezing, wiping nose, touching hair, or other contact with germs.



Dispose of soiled gloves after use.



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12/2016



KEEP IT CLEAN

Keep your kitchen clean with these daily food safety practices:



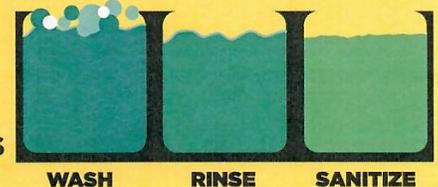
Sweep and mop floors. Take out trash and boxes.

Wash hands properly and at appropriate times.



Wash, rinse, sanitize, and air dry before and after use:

- Food contact surfaces
- Equipment
- Utensils
- Sinks
- Tables
- Thermometers
- Carts



Clean spills on the serving line.



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USING A THREE COMPARTMENT SINK



WASH



110° F
Water
with
Soap

RINSE



**Hot,
Clean
Water**

SANITIZE



171°F water for 30
seconds or follow
manufacturer's
instruction
for sanitizer

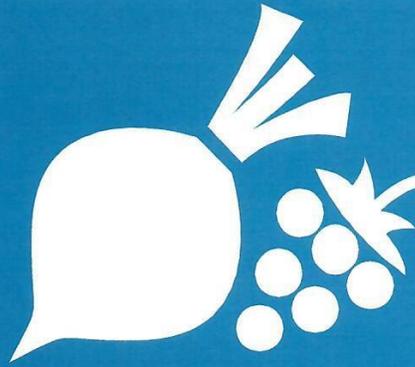
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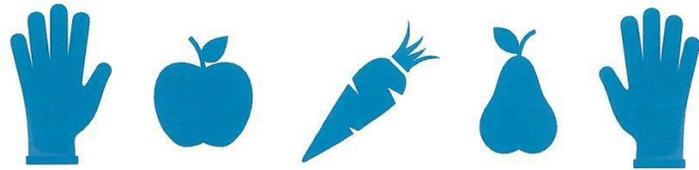
HANDLING PRODUCE SAFELY



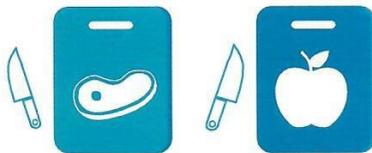
WASH HANDS BEFORE HANDLING



WEAR DISPOSABLE GLOVES



USE SEPARATE EQUIPMENT AND UTENSILS FOR RAW MEAT AND FRESH PRODUCE



STORE CUT, FRESH PRODUCE AT 41°F OR BELOW



LABEL, DATE AND REFRIGERATE FRESH-CUT ITEMS

SQUASH : 10/31/19 :

KEEP AT 41°



BEFORE AND AFTER EACH USE, WASH, RINSE, SANITIZE, AND AIR DRY ALL FOOD CONTACT SURFACES, EQUIPMENT, AND UTENSILS

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STOREROOM BASICS



**MAINTAIN TEMPERATURE
BETWEEN 50°F - 70°F**



**USE FIFO
FIRST IN, FIRST OUT**



LABEL AND DATE FOOD



**KEEP STORAGE
AREA CLEAN**

**STORE
CHEMICALS
SEPARATE
FROM
FOODS**



**STORE ITEMS AT LEAST 6
INCHES OFF THE FLOOR**

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INTERNAL COOKING TEMPERATURES



135° F

- Fresh, frozen, or canned fruits and vegetables cooked for hot holding
- Commercially processed ready-to-eat food

145° F

- Whole beef, pork, and seafood

155° F

- Ground beef and pork
- Fish sticks
- Cubed and Salisbury steak
- Eggs cooked for hot holding

165° F

- Poultry
- Stuffed beef, pork, and seafood
- Stuffed pasta such as lasagna or manicotti
- Reheating leftovers

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Temperature Mini-Poster

Use A Thermometer!

Keep Hot Foods Hot!

212 °F

200 °

180 °

165 °

Reheat — 165 °F for 15 seconds

135 °

120 °

100 °

80 °

60 °

Store dry food (50 - 70 °F)

41 °

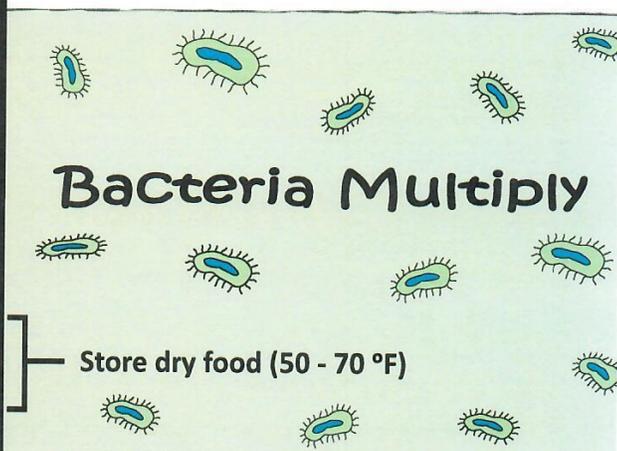
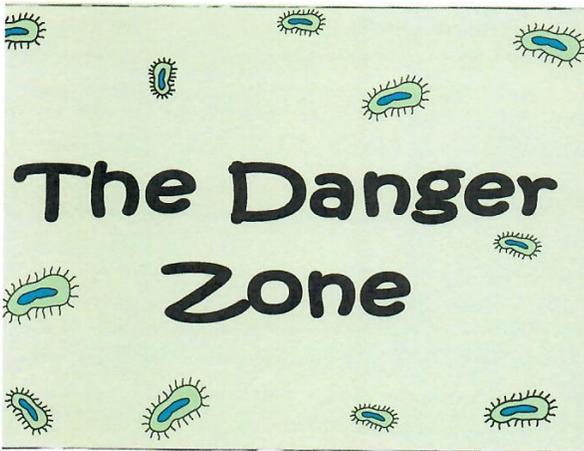
Quick chill storage (26 - 32 °F)

20 °

0 °F

Store frozen food

Keep Cold Foods Cold!



Always follow local & state requirements.



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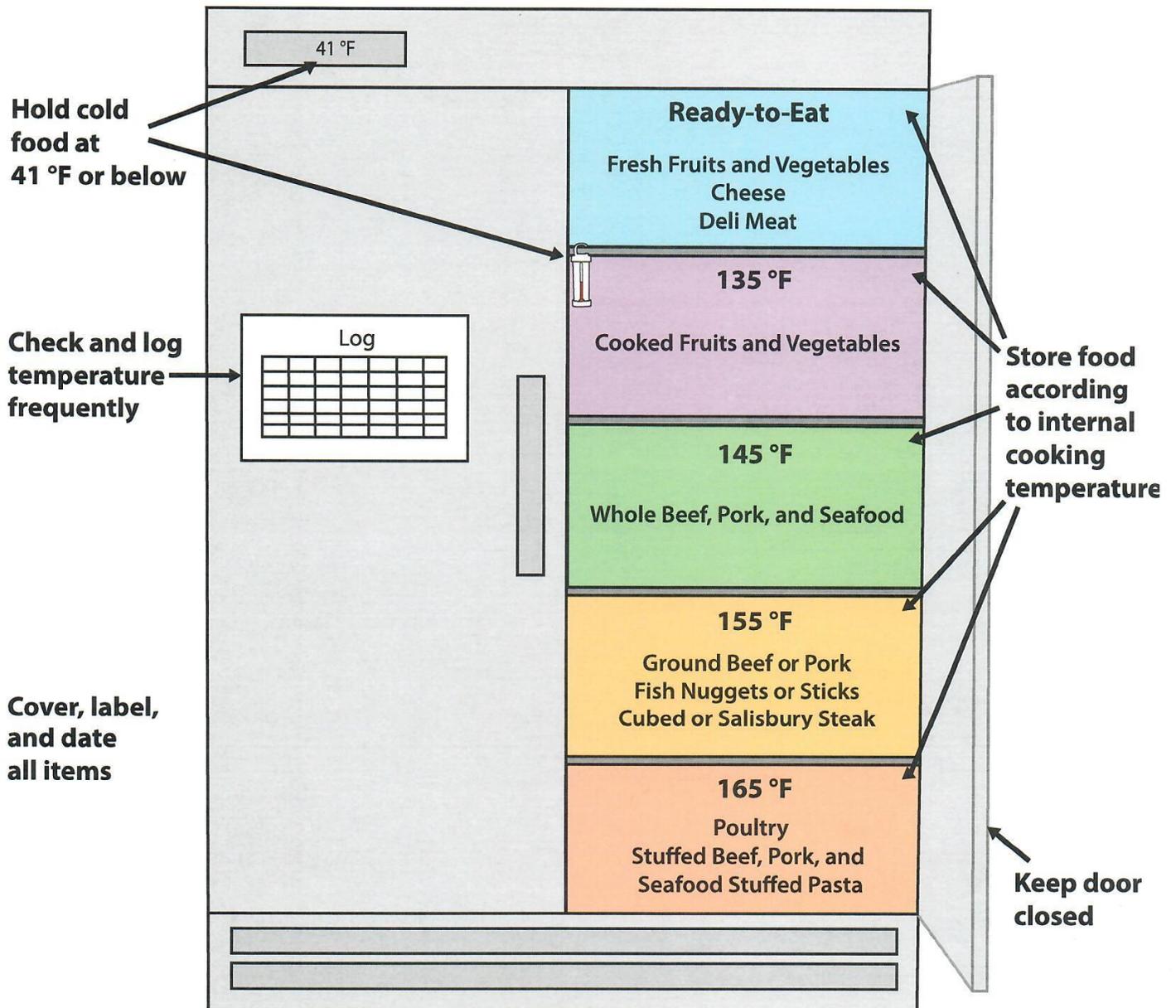
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Refrigerate for Safety



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