

# Southwest Georgia Stem Charter School

## School Nutrition Handbook

2024-2025

*Adopted 7/25/2024*



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This handbook has been designed for the faculty and staff at Southwest Georgia STEM Charter School. Purposeful planning was the guiding principle behind deciding what was best to include in this document. Suggestions for changes in policy and procedures are welcomed and will be given careful consideration by Administration. All decisions will be made with a primary emphasis on what is best for our school.

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 Food Service Department is to render high quality food service to Southwest Georgia STEM Charter School. The following guidelines, along with cooperative efforts of all employees will help us achieve this goal.

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## Goals of Food Service Program

- Provide palatable, high-quality, nutritious foods that students will enjoy eating at a price affordable to students.
- Provide professional growth for food service personnel by providing appropriate educational programs and incentives.
- Encourage and promote nutrition education and coordinate food service programs with classroom instruction.
- Function under sound principles of good business management.

## Food Service Personnel

### *Food Service Supervisor*

#### Definition

The Food Service Supervisor's position involves system-wide administrative and supervisory functions in the school food service program.

Work is performed under the direct or indirect supervision of the Southwest Georgia STEM Charter School Leader.

The employee is responsible for the organization and development of the school food service program, promotion of educational aspect of the program, provision of leadership for personnel, and supervision of school food service operations.

#### Responsibilities Include:

- Plan, organize, direct and control the school food service program to assure that it is administered in accordance with Federal laws, State Board Regulations, and school system policies.
- Recommend budgets, review financial status of the program, supervise preparation of reports.
- Supervise school food service operations to assure that meals served are nutritionally adequate, standards of safety and sanitation are met, and proper records are maintained.
- Cooperate with superintendents, principals, teachers and others in developing and implementing the system level policy regarding meals for the economically needy pupils.

- Develop specifications for purchasing food products and other supplies; supervise the acquisition using sound procurement practices.
- Provide leadership in defining nutritional and educational objectives.
- Evaluate all phases of the school food service program, identify needs, and implement program improvement. Cooperate with other school personnel and educational agency teams in conducting program evaluation or accreditation studies.
- Confer with and advise school officials on problems that arise under the various aspects of the program.
- Submit recommendations to the superintendent on school food service policies through proper channels.
- Work with teachers and principals for development of the educational aspects of the school food services program.
- Provide leadership and training for personnel, cooperate with school officials in development of personnel policies, plan in-service training.
- Assist managers in menu planning, food storage, preparation, and service.
- Assist in development of equipment specifications and plans for new school food services departments; provide specifications for equipment purchases.
- Work with students, parents, and advisory councils to insure their involvement in the school food services programs.
- Promote public interest in and understanding of the school food services program through informal talks, public addresses, news releases, and other available means.
- Work with principals and school food services managers in developing participation standards and means for implementing and maintaining standards.
- Supervise allocations and utilization of USDA donated commodities

## ***Food Service Manager***

### Definition

The manager is responsible for the efficient operation of food service programs in an individual school within the budget restraints under the direction and guidance of the Food Service Supervisor in coordination with the School Leader.

### Responsibilities Include:

- Coordinate food service with school activities.
- Strive for good public relations with customers, co-workers, supervisors, and community.
- Cooperate with principal, faculty, students, and staff to make the food service program an integral part of the total school program.
- Endeavor to increase participation in school food service.
- Strive to improve the food service program and quality of food served.
- Train, supervise, direct, and evaluate each employee on the staff.
- Provide leadership and direction of goals for the staff.
- Designate and instruct a specific staff employee to function in the absence of the manager.
- Provide orientation and training to new employees and student workers.
- Provide ongoing on-the-job training to staff in efficient operational practices.
- Prepare and review with each employee their job description prior to opening of school in August.
- Prepare and post a master daily work schedule.
- Instruct staff in accepted food service practices.
- Inform staff of policy and procedural changes when received from the Office of Food Services.
- Establish and enforce standards for personal appearance and cleanliness and review periodically with the staff.
- Strive to resolve staff grievances using appropriate board policy procedures.
- Evaluate employee performance and discipline employees.
- Maintain an efficient, well-organized food service program.
- 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.
- Use correct quantity cooking techniques.
- Enforce time and motion economy.
- Demonstrate use and care of all equipment.
- Practice and instruct staff in safety precautions in all phases of food service operation.
- Use recommended sanitation measures.
- Issue, extend, and use only USDA tested recipes or other recommended recipes.
- Supervise proper handling, storing, and use of leftover food.
- Receive and verify deliveries and designate area for proper storage.
- Inspect all areas of the kitchen before dismissing the staff.

- Prepare orders (food, supplies, equipment) according to schedule and submit to Food Service Supervisor.
- Initiate request for equipment repairs or replacement.
- Administer the food services program.
- Operate the food service program within the budget, taking necessary steps to ensure that the program maintains a positive balance.
- Supervise the counting, rolling, and depositing of all monies.
- Read, react, take appropriate action regarding, and inform staff of pertinent information before filing all notices, memorandum, and other official information.
- Prepare accurate records and submit them to the proper authorities at the designated times.
- Notify School Leader and food service supervisor of manager's absences.
- Request approval from food service supervisor when proposing deviation from policy.
- Attend and participate in in-service meetings, managers meeting and other professional food service meetings.
- Perform related work as required by the Food Service Supervisor and School Leader.

## ***Food Service Staff Employee***

### Definition

A staff employee is a staff member who accepts the responsibilities and duties designated by the manager. The staff employee is supervised by the manager.

### Responsibilities Include:

- 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.
- Attend training meetings as required.
- Report to work at designated time, sign the posted time sheet and remain on the job until dismissed by the manager.
- Notify manager at the earliest possible time when unable to work.
- Maintain pleasant working relations with fellow employees by showing consideration for others, patience, respect, self-control, and other desirable character traits.
- Maintain desirable relations between school and community.

- 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.

Perform other duties as assigned such as:

- 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

## ***Food Service Substitute Employee***

### Definition

The substitute employee, under close supervision, performs (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.

### Responsibilities Include:

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

## ***Food Service Staff Meals***

- Food Service Staff Members are provided a pattern lunch and a pattern breakfast without charge. Food service staff are not permitted to cook and consume any separate meal items than the items that are on the menu for the entire School.
- Food Service Staff Members are not permitted to purposely prepare extra servings of meal



items to personally take home.

## ***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 are 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**

The manager is held responsible for the proper use, care, and accountability of all food service equipment. All requests for replacement and/or additional equipment must be made to the Supervisor of Food Service, by March, for the next fiscal year's budget. No kitchen equipment can be traded, loaned, or removed from the school without authorization of the School Leader.

### **Serving Line Procedures**

- 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.
- Menu instruction should be posted and reviewed with staff.
- 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.
- All finger food should be served with plastic gloves or tongs. No food should come in contact with the hands on the serving line.
- Food should be covered with pan lids. Paper or cloth towels are not to be used as covering for food.
- To ensure that each pupil receives a hot lunch, no more than two plates can be served in advance of the line.
- A clean damp towel should be kept handy to wipe up all spills immediately. The towel must be kept in a bleach solution.
- Hot foods must be placed at counter level within easy reach to avoid burns and spills.
- Cold foods, such as juice, should be served cold (41° or colder), hot foods served hot (135° or above) to every student.
- Hair nets and aprons must always be worn for sanitary reasons.
- No unauthorized personnel are allowed behind the serving line.
- 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.

### ***Emergency Purchasing***

- Food Service purchases must be made by using the annual bid awards to determine the best price of goods.
- Every effort should be made to keep emergency purchasing to a minimum in order to use food service funds efficiently. Should the vendor fail to deliver any items necessary to produce the published menu or if other items are needed immediately, the Manager must seek approval by the School Leader for the purchase.

### ***Receiving Food and Supplies***

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

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

### ***Storage of Foods***

#### General Rules:

- Commodities (USDA) and purchased foods may be stored alongside each other in the same section:
- Leave all food in cases until needed, and then remove remaining cans from cases.
- With magic marker or grease pencil, date all cases or boxes as they are received.
- Store items used most frequently, such as spices and staples, nearest the door.
- Store items used less frequently in less accessible places.
- Store light-weight items nearest the top shelves.
- Heaviest items should be stored at waist height or below.
- 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 mark containers.
- Throw away plastic and glass jars unless usable for storage. When re-using, re-label.
- 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.

- Avoid refreezing bakery products. Baked products, such as cakes, cookies, and breads, do not improve with age or refreezing.
- Have a place designated for everything and keep everything in its place.
- Use immediately or destroy foods that are more than two years old. When food is destroyed, foods must be listed and sent to the School Nutrition Supervisor.
- Date all supplies when received--first in, first out. Rotate stock.
- Label appropriately, items not belonging to Food Service--for example "Athletic Boosters," "PTA," etc.--and store in specific area.

#### Freezer and Refrigerator

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

#### Other Responsibilities

- The manager should secure a person to be responsible for temperature check. During school vacation times and summer months, check the temperatures of refrigerated units daily and record. If temperatures reach the danger zone, notify the food service manager and supervisor immediately.

### ***Inventory Procedure***

- 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.
- An Inventory Input form must be completed monthly.
- For accuracy, inventory should be completed on the last day of the month. A completed inventory list must be submitted to the School Nutrition Supervisor by the 5<sup>th</sup> of the month.
- For disposal of Inventory, an inventory disposal form must be completed. The School Nutrition Manager must look at the items and sign off on the form for the items to be discarded.

- 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 where necessary. 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 or case
  4. Packaged condiments -inventory by case or individually
  5. Spices- inventory by ounces

## ***Leftover Food***

- Leftovers should be used within 30 hours 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.
- Glass jars can be used for storage of food, provided they are washed thoroughly and sanitized.
- 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.
- 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 properly discarded. 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.

## ***Summer Closing of School Kitchens***

### **General Instructions Regarding Equipment**

1. Inventory
  - a. Carefully 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 and condenser coils should be vacuumed during the

summer. Disconnect all unused refrigerators and freezers. If possible, leave doors open.

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 should be vacuumed.

5. Pilot Light:

The maintenance personal should turn off all gas appliances (not being used) during the summer. The motors and fans on convection ovens should be vacuumed.

### **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.

### ***Federal Requirements***

In order to qualify for cash reimbursement and donated foods for purchase of specific foods, the Superintendent agrees that all schools will comply with federal requirements. Some of those requirements which govern the food offerings and procedures are listed below.

- Serve meals meeting State and Federal requirements. In the case of lunch, these meal meeting requirements are known as the "School Lunch Patterns."
- Price the federally subsidized lunch as a unit, reimbursement is not allowed on a la carte meals.
- Price adult meals to reflect the cost of preparing and serving the food, ensuring that the federal reimbursement for student meals is not used to subsidize the adult meals.
- Serve lunches without cost or at a reduced price to all students who are determined to be eligible under the federal guidelines to receive free or reduced-price meals.
- Make no discrimination against any student because of inability to pay the full price.
- Operate a nonprofit lunch program and use program income only for program purposes.
- Utilize the donated foods of specific foods supplied by the United States Department of Agriculture.

### **School Lunch Program**

A variety of choices of lunches meeting USDA meal patterns are available in all schools. These lunches provide approximately one-third of the daily nutritional requirements of the National

Research Council for children of all ages.

Elementary, intermediate, secondary, and high school students must be offered all components of the school lunch; however, if as many as three of the components are taken; the lunch qualifies for federal and state reimbursement.

Cycle menus are planned by the supervisory staff based on the more popular food items as reported by the schools. Menus are reviewed monthly to utilize USDA commodities, to determine cost and availability of food, and to introduce new products.

## ***Safety and Sanitation***

### **Safety**

Occupational Safety and Health Act Food service employees are covered under the Mississippi Occupational Safety and Health Act. The United States Congress demonstrated its great concern when it passed the Occupational Safety and Health Act in 1970 "to assure so far as possible every man and woman in the Nation safe and healthful working conditions and to preserve our human resources."

### **Responsibility**

Safety is the responsibility of principals, managers, and staff. An accident often is a symbol of inefficiency, either mechanical or human, which can represent a monetary loss to the program.

## ***General Rules of Safety***

- Avoid overreaching: use a good, safe ladder.
- Wipe up spills at once.
- Pick up any loose objects from floor.
- Destroy cracked or chipped glasses, cups, plates, etc.
- Provide proper lighting in work area.
- Show a new employee the correct and safe way to use equipment.
- Walk; do not run, in the kitchen.
- Report all unsafe conditions such as broken tiles, loose rails, and defective equipment.
- Ask for assistance in lifting heavy objects. When lifting keep back straight, bend knees, and use leg muscles.
- Turn off and unplug electrical equipment before cleaning.
- Keep passageways free of obstacles at all times.
- Store knives in knife holder. Clean knives immediately after using and return to knife holder. Do not leave in pot-washing sink.

- Know the location of and how to use the different types of fire extinguishers placed in the kitchen.
- Note that sweaters are permitted, but tight-fitting sleeves are recommended for safety reasons. Sweaters should be clean and a light color is preferred.
- Use cloth oven mitts to handle frozen lids, etc.
- Store glass containers and heavy items below shoulder height whenever possible.

## **Sanitation**

All food service 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**

- Checks should be made for damaged screens and doors since flies, roaches, rodents and flying insects contaminate food. Call the exterminator immediately when needed.
- 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.
- 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.

### **Sanitizing Procedures for All Eating and Drinking Utensils**

- a. In a three-compartment sink, one of the following methods can be used:
  1. Immersion for at least one-half minute in clean hot water at a temperature at least 170° F.
  2. Immersion for a period of at least one minute in a sanitizing solution of

at least 50 ppm of available chlorine at a temperature not less than 75°F.

- b. In a spray-type dishwashing machine where hot water is relied upon for sanitation, the final or fresh rinse water must be at a temperature of at least 180° F.

Equipment too large to be treated by methods described above may be sanitized by one of the following methods:

- a. By rinsing with boiling water.
- b. By spraying or swabbing with a chemical sanitizing solution of at least 100 ppm. One tablespoon of chlorine bleach per gallon of water will give an adequate sanitizing solution. All cloths or sponges used for swabbing tables and equipment must be kept in a container of sanitizing solution.

### **Personal Hygiene**

- 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.
- Employees should use a deodorant daily
- An employee who has a cold, skin infection, sore on the hand, cough, or contagious disease should not be permitted to work
- Tongs or plastic gloves must be used when serving food
- Eating food and drinking beverages in the kitchen (except tasting) and serving area are allowed if in a covered container with name
- All employees are to wear a hair net that completely covers the hair and apron.
- Chewing of gum is not permitted while on the job.
- Smoking is not permitted on school property. If an employee is caught smoking it is to be reported immediately to the Food Service Director. The employee will be dismissed of his/her duties.
- The manager must report to the Food Service Supervisor 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**

- The uniform for ALL employees (male & female) must be approved by Food Service Supervisor. All employees are to wear a hair net that completely covers the hair and an apron.
- Regulation shoes are fully enclosed with nonskid soles. Sandals or clogs are not permitted. Canvas shoes are permitted only if they have nonskid soles.
- 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. Regulation shoes must be worn everyday including "school spirit days."
- Nail polish, no artificial nails or long nails, excessive makeup, and decorative handkerchiefs are not to be worn while one is on duty.
- Decorative pins should be restricted to the Food Services name tag and professional pins with secure clasps such as the American School Food Service Association pin or food service promotional pin.

## ***Food Sanitation Storage and Receiving***

- To avoid spoilage, keep cooler (refrigerator) temperature between 32° F and 45° F. Freezer temperatures should be at 0° F or below.
- Prepare and serve on the same day all items containing mayonnaise and/or eggs, e.g., chicken salad, potato salad. These are potentially hazardous foods.
- Do not store gravies overnight.
- Do not accept meats that have the appearance of "freeze-thaw-refreeze" upon delivery.
- Keep flour, beans, and cereals in dry storage.
- When food molds, destroy the entire product as mold may diffuse in a product.
- Destroy any product that shows evidence of contamination from rodents or insects.
- All stored food must be in approved plastic containers that have smooth interiors. Cover with pan lids or waxed paper, not toweling, food that is refrigerated prior to serving.
- Report any "questionable food" to the School Nutrition Supervisor before serving and request help in determining if it is safe to serve the food.
- Do not line drawers with paper or foil.
- Immediately notify the School Nutrition Manager of all rusty, dented, or bulged cans. Do not use food if the dent is on the seam of the can or if there is any indication that air has gotten into the food.
- Allow meat to cool only slightly at room temperature to 160° F. before being refrigerated.
- Check products when received for visual defects, such as discoloration or damaged wrap or container. Report immediately.
- Store ice cream at temperature of 6° F to 10° F above zero.

- Spray with cold water and refrigerate immediately unopened milk cartons which have been returned.
- Cover all foods stored in the refrigerator or freezer. Those items in their original wrap need not be covered.
- Store eggs in refrigeration, off the floor, and ensure air circulation around the crates.
- All stock must be dated when placed in storage to ensure rotation of items. FIFO--First-In-First-Out
- Once an item has been opened the contents should be refrigerated. This includes peanut butter, peanut granules, mayonnaise, and jellies.
- In a separate storage area away from all food products, label and store disinfectants or pesticides and all cleaning supplies
- Store all food items in freezers, refrigerators, and storerooms off the floor.

### ***Food Sanitation/Safety-Preparation***

- After handling protein foods such as eggs, poultry, beef, fish and cold cuts, wash hands, wash and sanitize utensils, equipment, and work surfaces.
- Wash fresh vegetables and fruits before beginning food preparation.
- Do not use MSG (monosodium glutamate) in food preparation at school.
- Since poultry is a potentially hazardous food which is highly perishable and capable of supporting rapid and progressive growth of infectious microorganisms, follow these strict procedures when handling all poultry products to avoid contamination:
  - a. Carefully check in all poultry products to ensure perfect products.
  - b. Properly store in freezer immediately if delivered product is in frozen state.
  - c. Defrost under refrigeration (leave wrapped). Allow two to three days to defrost depending on type and size of fowl.
  - d. Wash and clean in cold running water when preparing to cook.
  - e. Never bone fowl prior to cooking.
  - f. Do not stuff poultry with dressing.
  - g. In cooking poultry be sure internal temperature reaches 165° F.
  - h. Cool poultry and stock rapidly and in small batches. After cooking, refrigerate after cooling no more than 20 to 30 minutes. **DO NOT LET COOL AT ROOM TEMPERATURE.**
  - i. Do not allow employees with colds, sore throats, cuts, or broken cuticles to work with poultry.
  - j. After handling poultry, clean and sanitize all sinks, table surfaces, cutting boards, utensils, and hands before going to another job. Take the slicer apart. Use 180° F water with chlorine solution to sterilize, or put through the dishwasher.
  - k. To serve poultry safely:  
Keep meats refrigerated until time to heat. Avoid room temperature. Do not cook too far ahead of serving time. Turkey roll should be used within 48 hours after removing from freezer.

- After cooking, store poultry in refrigerator no more than two days before serving. Freeze if more than two days, keep cooked poultry cold (45° F. or colder) until it is placed in oven or steamer to be heated. Thaw in refrigerator. Heat poultry (165° F.) or hotter in one of the following ways:
  - Heat as needed (heat quantity needed for a lunch period). Go directly from oven to serving line. Do not store in food heating cabinets or hold on serving line more than 30 minutes.
  - Heat gravy to 165° F. or hotter. Bring gravy to a second boil before serving.

Avoid any heated poultry being left over if possible. **THROW OUT LEFTOVERS. NEVER** serve poultry handled by above methods a second day.

### ***Food Sanitation-Service***

- Rinse cutting boards and sandwich boards with chlorine solution of one tablespoon per gallon of water to sanitize after each use.
- Maintain cold food on the serving line at 45° F. or below; hot food at 140° F. or above.
- Use plastic gloves or utensils for serving food. The hand must never touch any food being served on the plate for the customer.
- Destroy all single-service plastic products after use e.g. plastic flatware, Styrofoam plates, Styrofoam cups, plastic bags etc.
- Provide sugar only in closed dispensers or in individual packets.
- Portion salad dressings individually or serve containers which are kept on ice and under sneeze guard protection.

### ***Important Temperatures***

Equipment must maintain the following temperatures:

Freezer	0° F. or below
Refrigerator	32° F. -50° F.
Milk Cooler	32° F. -45° F.
Dishwasher Wash water	140° F. -150° F.
Rinse water	-180° F.

- Temperature logs must be kept daily according to State and Federal Requirements.

### ***Holding temperature:***

Hot food	135° F. and above
Cold food	41° F. or below

## ***Safe Storage of Food Products***

The length of time food may be kept satisfactorily depends on the quality of the product when stored, how well it is stored, and the temperature of the storage area. The manager should be consulted in regard to any food that may be questionable, before beginning food production or service.

If refrigeration breaks down over weekends or at other times and food starts to thaw, contact Food Services Office before destroying food.

## ***Washing Tables-Dining Area***

The food service staff is responsible for washing table tops in the dining room daily. Chlorine bleach solution, 100 ppm (one tablespoon of chlorine bleach per gallon of water) is to be used to sanitize the table tops. To ensure that the tables will be clean when students enter the dining room for lunch, the time recommended for performing this duty is just before lunch time since dust accumulates.

It is the responsibility of all customers, students and school staff --to return all trays, utensils, and trash to the dish-return area.

## ***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 School Leader.

## ***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***

<b>EQUIPMENT &amp; PARTS</b>	<b>CLEANING METHODS</b>	<b>SPECIAL INSTRUCTIONS</b> <b>For summer closing</b>
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DISHWASHER

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 Manuel)
All surfaces (inside and out)	Wipe all surfaces with soft cloth moistened very lightly with mineral oil.	Leave doors open.

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MIXER

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.	

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MILK COOLER

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.	

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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 and openings.	Remove grease.	Leave oven doors <u>open</u> . Leave pilot lights on.
Exterior and 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.	

<b>EQUIPMENT &amp; PARTS</b>	<b>CLEANING METHOD</b>	<b>SPECIAL INSTRUCTIONS for summer closing</b>
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OVEN

Interior	Use approved oven cleaner. Scrape clean with oven scraper or putty knife. (Do not use this method with self-cleaning ovens.)	Leave pilot light <u>on</u> . Leave oven doors <u>open</u> . <u>Do not</u> loosen or remove heat control dials.
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. Store all pots, pans, and small equipment in storage room.
Wash thoroughly and dry. Be sure to clean all corners and edges thoroughly.	

<b>EQUIPMENT &amp; PARTS</b>	<b>CLEANING METHOD</b>	<b>SPECIAL INSTRUCTIONS for summer closing</b>
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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 drain and trough are clean.	Disconnect cord from the cabinet before cleaning. Do not use abrasives or strong chemicals.
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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 values. 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.	

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<b>EQUIPMENT &amp; PARTS</b>	<b>CLEANING METHOD</b>	<b>SPECIAL INSTRUCTIONS for summer closing</b>
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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 daily. (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 items.	Label shelves and prepare for receiving of food & supplies. Check all food to be stored in cake tin, etc. to be sure tin cans are not bulging, jars are tightly sealed, and spices are insect-free before storing in refrigerator.
Shelves	Scrub all shelves with soapy brush.	Sweep the storage room floor.

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 in sink.	
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.

<b>EQUIPMENT &amp; PARTS</b>	<b>CLEANING METHOD</b>	<b>SPECIAL INSTRUCTIONS for summer closing</b>
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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 1 ¼ cups of cleaner to regular-size sink and 2 ¼ cups to large-size pot sinks.)	

KNIVES, FORKS, AND SPOONS

	Wash and dry thoroughly.	Take inventory and store in marked containers in storage room.
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DINING ROOM TABLE AND CHAIRS

Wash tables off with water and disinfectant. Dry. Wash and disinfect chairs, use water hose to rinse. Dry thoroughly.

FLOOR

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

<b>EQUIPMENT &amp; PARTS</b>	<b>CLEANING METHOD</b>	<b>SPECIAL INSTRUCTIONS for summer closing</b>
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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 add enzyme solution to drain.
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20 GALLON TRASH CAN 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 URN

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.	

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HOOD AND FILTER FOR DISHWASHER, OVEN, AND RANGE

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

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

Electric light bulbs	Clean with damp cloth and dry.	
Glass globes	Remove from hood lights. Run through the dishwasher.	

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STORAGE CABINET

All surfaces (interior and exterior)	Wash thoroughly with soapy water. Rinse and dry. Clean sliding door tracks well.	
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ICE MACHINE

Unplug ice machine. Wash thoroughly inside with a chlorine solution. Dry.	Disconnect for the summer. Leave door open.
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OVEN

Clean as needed, using the appropriate chemicals that is made especially for the oven

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