



FOOD SAFETY PROGRAM AND POLICY

2200

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Purpose of the School Food Safety Program

The purpose of the Discovery Charter School Food Safety Program is to ensure the delivery of safe foods to the children in the school meals programs by controlling hazards that may occur or be introduced into foods anywhere along the flow of the food from receiving to service (food flow). An effective food safety program will help control food safety hazards that might arise during all aspects of food service (receiving, storing, preparing, cooking, cooling, reheating, holding, and serving).

Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act by requiring school food authorities (SFAs) to implement a food safety program. The Reauthorization Act requires that, during the preparation and service of meals, the SFA comply with a HACCP system established by the Secretary of Agriculture.

Description of Program Overview

This program was developed in October 2011 and approved by the Board of Trustees of the Discovery Charter School. The program follows the USDA guidance on developing a food safety program based on the Process Approach to HACCP. All standards in this food safety program are based on recommendations in the 2004 Food Code.

Facilities

Discovery Charter School does not prepare the food that is to be served to children. Menus and food are prepared by a food service provider at their location and delivered ready to be served. No preparation is necessary for the Foodservice Staff. Food is delivered in “stack units” and transferred to the hotbox provided by food service provider. This maintains hot food at the appropriate temperature until serving. Cold items are stored in the reach-in refrigerator until serving time. Hot items are transferred in trays to the steamer server before serving.

Average Daily Participation (2014-15 academic year)

Breakfasts	240 meals
Lunches	240 meals

School Foodservice Staff (2014-15 academic year)

4 Staff

Kitchen Equipment (2014-15 academic year)

- 1 Walk-in Refrigerator
- 1 Combination Steamer Server

1 Hotbox (provided by ABVI, current food service provider)

Menu

Menus are on a six week cycle and provided by food service provider one month in advance. Recipes for all items that contain more than one ingredient will be provided by food service provider and available in office manager's office.

MONITORING

Management Responsibilities

The Business Manager or designee will be responsible for ensuring assigned foodservice staff are properly monitoring control measures and critical control points at the required frequency and are documenting required records.

The Business Manager will also be responsible for monitoring the overall performance of standard operating procedures.

Monitoring will be a constant consideration, but at least once per week observation will be completed.

Foodservice Staff Responsibilities

Foodservice staff is responsible for:

- monitoring individual critical control points in the handling and serving of food;
- following all standard operating procedures of the school, guidelines of Federal and State Child Nutrition and Health Department guidelines.
- informing business manager or designee of any issues concerning the food vendor, food served, cafeteria or other issues that would cause the students not to receive food safely.

Documenting Corrective Actions

The Business Manager or designee will be responsible for developing predetermined corrective actions for the most common deviations from control measures including critical control points and standard operating procedures.

The Business Manager will review and update corrective actions at least annually.

Foodservice staff will be responsible for documenting any corrective actions taken while handling and serving food as well as any actions taken while performing all procedures.

Any foodservice employee found not following procedures will be retrained at the time of the incident. Affected food will be discarded.

Verification and Record Keeping

The Business Manager will verify that foodservice employees are following procedures by visually observing the employees during the hours of operation. After the first correction all others will be documented and filed in the employees personnel file.

Training

Foodservice staff will be trained on a continuous basis.

Training provided by the health department or Child Nutrition programs will be attended by foodservice staff and other designated staff.

STANDARD OPERATING PROCEDURES

The purpose of these procedures is to ensure the safety of all food served to the students. These procedures are to be followed by all foodservice staff as well as all employees of the school that assist in the serving of food to the students.

Date Marking Ready-to-Eat, Potentially Hazardous Food

- Prepared food from our food vendor will be marked with the item, day and date that it is to be served and whether it is for breakfast or lunch. If item is to be used for several days the expiration or throw out day and date should be written on the item. Example:
 - Cut Cantaloupe 5/26/11 8:00 AM for breakfast Monday, May 27, 2011
Discard: Wednesday, May 29, 2011
- Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.

Storage and Holding of Food

- Hot food delivered from food vendor should be kept in hot box until serving. Temperature is to be maintained at 135o F or higher before serving.
- Refrigerate all ready-to-eat, potentially hazardous foods at 41o F or below.
- Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
- Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.

- Calculate the 7-day time period by counting only the days that the food is under refrigeration.
- Foodservice staff will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.
- Foods that are not date marked or that exceed the 7-day time period will be discarded.
- Record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log.

Personnel Hygiene

Employees are to follow all guidance developed by the Department of Health implementing the practice of good personal hygiene.

- Report to work in good health, clean, and dressed in clean attire.
- If apron is worn, it is to be changed if it becomes soiled.
- Wash hands properly, frequently, and at the appropriate times.
- Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
- Avoid wearing artificial fingernails and fingernail polish.
- Wear single-use gloves if artificial fingernails or fingernail polish are worn.
- Do not wear any jewelry except for a plain ring such as a wedding band.
- Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
- Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
- Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated. (Use of tobacco is not allowed on Summer Sands Campus)
- Taste food the correct way:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
 - Wash hands immediately.
- Wear suitable and effective hair restraints while in the kitchen.
- Follow State and local public health requirements.

Receiving Deliveries

Foodservice employees who accept deliveries will follow the proper receiving procedures.

Before Delivery:

- Organize freezer and/or refrigeration space, loading docks, and store rooms before deliveries.
- Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
- Keep receiving area clean and well lighted.

During Delivery:

- Do not touch ready-to-eat foods with bare hands.
- Deliveries should be rejected if temperatures are not within standards.
- If packaging is open or damaged in ways that could cause contamination the delivery should be rejected.
- Record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log.
- Foods will be marked with the date of arrival, the “use-by” date and mark accordingly upon receipt.
- Compare delivery invoice against products ordered and products delivered.
- Take temperature of all food upon delivery and mark temperatures on delivery record and initial. Check to make sure that delivery record shows the proper food delivered and the temperature upon leaving vendor. Temperature is to be marked on the production sheet. Hot food should be at 135 degree F or higher. The temperature of milk should be 45 degree F or below.
- Check dates of milk and other perishable goods to ensure safety and quality.
- Transfer foods to their appropriate locations as quickly as possible.
- Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

Additional items:

- Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
- Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.

- For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 degrees F, it may be necessary to take the internal temperature before accepting the product.

Storing and Using Poisonous or Toxic Chemicals

Foodservice employees are to ensure that the proper use, storage, and first aid of chemicals are evident at all times.

- Material Safety Data Sheets are to be completed on all poisonous or toxic chemicals used in the cafeteria. The sheets should contain chemical name, proper use, and first aid treatment.
- Label and date all poisonous or toxic chemicals with the common name of the substance.
- Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
- Limit access to chemicals by use of locks or seals.
- Maintain an inventory of chemicals.
- Store only chemicals that are necessary to the operation and maintenance of the cafeteria.
- Mix, test, and use sanitizing solutions as recommended by the manufacturer, State, or local health department.
- Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
- Do not use chemical containers for storing food or water.
- Use only hand sanitizers that comply with the FDA Food Code. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the FDA Food Code.
- Label and store first aid supplies in a container that is located away from food or food contact surfaces.
- Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
- Store refrigerated medicines in a covered, leak proof container, where they are not accessible to children, and cannot contaminate food.
- Follow State and local public health requirements.
- Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals. Record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log.

Cafeteria Serving

During the serving of food in the cafeteria the foodservice staff should follow all procedures to ensure that food is not contaminated during the serving of children.

Before serving:

- Store all chemicals used in cleaning cafeteria away from food.
- Make sure that all tables, chairs and floor are clean.
- Make sure that all food and paper supplies are stored 6 to 8 inches off the floor and are properly covered.

While serving:

- Prohibit bare hand contact with ready-to-eat foods.
- Keep hot foods at 135 degrees F or above.
- Keep cold foods below 41 degrees F.
- Record temperature at the time of serving - hot and cold food. Always remember to use a clean and sanitized thermometer when taking internal temperatures of foods.
- Handle food with clean utensils and clean, gloved hands.
- Remind individuals that are helping to serve students that they need to wash hands and wear clean gloves.

After serving:

- Use clean water, free of grease and food particles to clean tables and chairs.
- Keep wiping cloths in sanitizing solution while cleaning.
- Floors are to be swept and then mopped each day.
- All garbage shall be in plastic bags and taken to the dumpster outside.
- All cleaning containers should be washed and stored properly in the cafeteria or janitor closet.
- Breakfast baskets should be prepared for tomorrow's serving.

Washing Hands

Any individual who prepares or serves food should be trained on proper hand washing. Training may include viewing a hand washing video and demonstrating proper hand washing procedure.

Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.

Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.

Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.

Keep hand washing sinks accessible anytime employees are present.

When hands should be washed:

- Before starting work
- During food preparation
- When moving from one food preparation area to another
- Before putting on or changing gloves
- After using the toilet
- After sneezing, coughing, or using a handkerchief or tissue
- After touching hair, face, or body
- After smoking, eating, drinking, or chewing gum or tobacco (use of tobacco is not allowed on Kearney property)
- After handling raw meats, poultry, or fish
- After any clean up activity such as sweeping, mopping, or wiping counters
- After touching dirty dishes, equipment, or utensils
- After handling trash
- After handling money
- After any time the hands may become contaminated

Follow proper hand washing procedures as indicated below:

- It is generally recommended to sing a verse of “Happy Birthday” as the required length of time that should be spent on washing hands each time.
- Wet hands and forearms with warm, running water (at least 100 degree F) and apply soap.
- Scrub lathered hands and forearms, under fingernails and between fingers for at least 10 - 15 seconds. Rinse thoroughly under warm running water for 5 - 10 seconds.
- Dry hands and forearms thoroughly with single-use paper towels.
- Dry hands for at least 30 seconds if using a warm air hand dryer.
- Turn off water using paper towels.
- Use paper towel to open door when exiting the restroom.

Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:

- Use hand sanitizers only after hands have been properly washed and dried.
- Use only hand sanitizers that comply with the FDA Food Code.
- Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the manner specified by the manufacturer.

DOCUMENTATION (RECORDS) Food Production Records

Food production records are to be maintained each day to document the safety of food served. The following records will be maintained by the foodservice staff and will be available upon the request of the Business Manager or Federal or State food service official. The responsible party is shown in parenthesis.

- End Point Cooking Temperature (ABVI)
- Delivery Temperature (DCS)
- Receiving Logs (ABVI and DCS)
- Food Safety Checklist (DCS)
- Manager's Checklist (DCS)
- Training Logs (DCS)
- Corrective Action Records (DCS)

All foodservice staff will be held responsible for recordkeeping duties as assigned. Overall, the office manager will be responsible for making sure that records are being taken and for filing records in the proper place.

Recordkeeping Procedure

- All pertinent information on critical control points, time, temperature, and corrective actions will be kept in the kitchen for ease of use.
- All applicable forms for daily records will be replaced on a weekly basis or sooner, if necessary.
- In the case of monthly records, replacement of forms will be on a monthly basis.
- All completed forms will be filed in the filing cabinet in the office manager's office.
- The office manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- The office manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

REVIEW OF THE SCHOOL FOOD SAFETY PROGRAM

The Business Manager will review the school food safety program at the beginning of each school year and when any significant changes occur in the operation.

GUIDELINES FOR WHEN FOODBORNE ILLNESS IS SUSPECTED

Cooperate with state and local officials. The general guidelines that follow will be helpful in handling any emergency.

Keep calm and cooperate with the health department. Keep a level head. Do not panic. There are many reasons that students may not be feeling well other than eating food from the foodservice operation. Remaining calm will help you respond rationally and systematically to the situation and may help keep everyone involved from overreacting.

Make sure that the Business Manager knows immediately and receive additional guidance. To avoid panic and sympathy symptoms, the problem should not be discussed with anyone outside the school. The Business Manager and School Director will answer any questions from outside sources. The Business Manager will contact the food service provider immediately.

Stop serving the suspect food. If you have an idea which food caused a foodborne illness, stop serving it.

Keep samples of suspect foods in the original containers, in clean containers that have been boiled, or in unused plastic bags. Store the samples of suspect foods in the refrigerator until the health agency evaluates the epidemiological evidence and, if necessary, makes further arrangements to get samples. At least a half-pint or whatever food is remaining must be kept. Having samples of food could help determine the cause of a foodborne illness and could also help determine that the illness was not caused by food from your operation. Securely wrap samples of the suspect foods in containers using a heavy plastic bag. Label the bag with contents and date. Mark "DO NOT USE AND DO NOT DISCARD." Store where it will not be mistaken for edible food. If possible, save the container, box or case, wrapping, and metal clips used on the original packaging. Save the food label and invoice to help locate the vendor who supplied the suspect foods.

Be familiar with state and local public health department requirements since some states require that schools routinely keep sample trays of all foods served.

Cooperate with the health department to gather information. Follow directions from the local health department. Health professionals may ask you to gather information about the foods that were served and how they were handled.

Gather information from the food vendor's manager and their kitchen. Determine the foods on the menu and any other foods that were served but were not on the written menu. Have available the daily production record and the temperature forms. Determine how the foods were handled before and during preparation. Have available the storage temperature forms from the freezer and refrigerator to document storage temperatures.

Ask food vendor's manager how long the foods were in the preparation process. Have documentation available. Were the suspected foods prepared and then refrigerated or heated quickly as necessary to keep foods out of the temperature danger zone? How were internal temperatures monitored?

Report the information you were asked to assemble. Report all the information you have gathered to the Business Manager, regardless of whether or not it is a good report.

If you have found a particular area that could have caused a foodborne illness, alert the Business Manager to the potential problem.

If a problem has been identified, the Business Manager will report this to the local health department. If more than two persons (non-related) who ate a common food report being ill at the same time, it should be reported to the health authorities (local health department).

Only health professionals should give medical advice. If a foodborne outbreak is suspected, cooperate with the health department and health professionals. Take every report of possible foodborne illness seriously and follow the appropriate steps. Be careful not to diagnose, interpret symptoms, or suggest treatments.

Direct all media inquiries to the Business Manager or School Director.

For those students who have reported symptoms of foodborne illness, parents should be contacted by the school nurse or person designated by the School Director.

REFERENCES

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles
United States Department of Agriculture - Food and Nutrition Service

School Food Safety Program Based on Hazard Analysis and Critical Control Point Principles
DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
7 CFR Parts 210 and 220
[FNS-2008-0033]
RIN 0584-AD65
AGENCY: Food and Nutrition Service
(FNS), USDA.

Serving It Safe

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Copies will be placed on the Shared Drive as well as a hard-copy placed with the policy.

Approved by the Board of Trustees

November 10, 2011

Revised by the Board of Trustees

October 16, 2014