Serving Student Meals

Standard Operating Procedures (SOP)

For

Benton Stearns Voyagers

Hazard Analysis Critical Control Point (HCCP)- Based

Purpose: To prevent foodborne illness due to hand-to–food cross contamination.

Application: These procedures apply to **all** staff who prepare, handle or serve food.

1. Training
	1. Training will be provided to staff via electronic methods such as Infinitec and MDE online training modules.
	2. All staff are expected to view the training and complete any follow up questionnaires or quizzes.
	3. Staff will be provided time for the training during the fall workshop week and as needed throughout the school year.
2. Anticontamination Protocol
	1. Hats or hairnets will be worn while serving or preparing food.
	2. Disposable gloves will be worn while serving or preparing food.
	3. Proper handwashing should be done upon entering the kitchen. Do not use bare hands to handle ready-to-eat foods any time unless washing fruits and vegetables. Wash hands and change gloves:
		1. Before beginning food preparation
		2. Before beginning a new task
		3. After touching equipment such as refrigerator or oven doors, or utensils that have not been cleaned and sanitized.
		4. After touching your face or skin
		5. When an interruption in food handling occurs such as answering the telephone or any other non-sanitized item.
		6. After contacting any chemicals
		7. Anytime a glove is torn, damaged or soiled.
		8. Anytime contamination of a glove may have occurred.
3. Serving utensils for serving food may include:
	1. Single use gloves.
	2. Deli tissue
	3. Foil
	4. Sanitized tongs, spoodles, spoons and spatulas
4. When serving:
	1. Take a new serving utensil or wash and sanitize the utensil at the start of each serving time.
	2. Temp hot foods prior to the first group served.
5. Upon completion of serving:
	1. all utensils should be washed and sanitized. All food containers should be emptied, scraped, rinsed if necessary and returned to the cambros.
	2. Serving utensils should be cleaned by rinsing and placing in the dishwasher and then sanitized.
	3. Utensils should be left to air dry after sanitization.
6. Food storage protocols:
	1. Date all foods once opened (i.e. Canned fruit)
	2. Dispose of any open canned fruit after 3 days,
	3. Once daily, **record** the temperature of the walk-in cooler, the freezer and the refrigerator.
	4. Rotate milk and use the “first in, first out” method
7. Sink usage
	1. The sink next to the stove is for food prep
	2. The sink under the windows is for handwashing
	3. The sink near the dishwasher is for cleaning dishes
8. Corrective actions
	1. If cooling units are above desired safe use temperatures the food in the coolers must be temped and possibly disposed. Call the office for support.
	2. If the hot food is not up to 140 degrees or hotter, food must be brought up to temperature prior to serving. Return food to the oven until up to 165 degrees.
	3. Discard any ready-to-eat food touched by bare hands.
	4. Retrain any staff not following procedures
9. Monitoring
	1. One employee will be assigned to maintain inventory of food and supplies.
	2. One employee (Shift 3 para) will be assigned to clean and sanitize utensils at the end of the last serving period.

Notes:

MSDS safety sheets on chemicals are located in the safety binders in the office.

Do not store chemicals near food.

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Breakfast Duties:

Temp the walk in cooler and the freezer daily.

Record temperatures to document on the clipboard located in hallway to the walk-in cooler.

Calibrate the kitchen thermometers weekly.

Record the results in the log in the front of the S.O.P. manual (on the kitchen counter on the back side of the dish sanitizer).

Set up and serve breakfast:

Check menu for the day’s choices. Inventory # of items sent of each.

Set out ice sheets for milk. Set out food selections.

Check students for the necessary items for a reimbursable meal.

(See section for reimbursable meal for clarification)

Record each student on the breakfast check off sheet.

Record inventory of items served and amounts on the production sheet.

After serving, inventory and record leftovers on production sheet.

Record any extras given to students.

Check inventory for the menu items on the next day’s menu.

Restock napkins, silverware, trays and plates.

Put away previous day’s dishes (if any).

After serving breakfast,

 Return ice to the freezer, and all food items to the cooler.

Turn in the production sheet to the office.

Alert office to any missing items for the next day.

Lunch Duties:

Meet New Horizon at 10:00 to help unload.

Turn on oven to 250 degrees.

Date incoming food that will be stored with the red stickers and black sharpie.

Temp hot foods, and record temperatures on the production sheet.

Place hot foods in the oven.

Refrigerate any foods that were brought but will be used for future meals.

Set up silverware, napkins, and trays. Also, soup bowls if needed.

Check the menu for serving sizes and locate appropriate serving spoons.

Fill out the “Color Your Tray, Fuel your Day” poster and post it on wall.

Turn on dishwasher.

Serving Lunches:

1st shift: Main set up (see above)

 Put on a hat or hairnet. Wash hands and glove up.

 Take the food temperatures for the 2nd time, record the temps.

Set up serving line with cold foods and milk. Use ice sheets.

Change gloves.

Serve food.

Put all hot items back in the oven, milk back in cooler. Cover necessary items.

Check students for the necessary items for a reimbursable meal.

(See section for reimbursable meal for clarification)

Record each student on the lunch check off sheet.

2nd shift: Serve students

 Put on a hat or hairnet. Wash hands and glove up.

Set up serving line with cold foods and milk. Use ice sheets.

Check the menu for serving sizes and locate appropriate *clean* serving spoons.

Take hot items out of oven for serving.

Change gloves.

Serve students.

Check students for the necessary items for a reimbursable meal.

(See section for reimbursable meal for clarification)

Record each student on the lunch check off sheet.

Put all hot items back in the oven, milk back in cooler. Cover necessary items.

3rd shift: Serve students and clean up

 Put on a hat or hairnet. Wash hands and glove up.

Set up serving line with cold foods and milk. Use ice sheets.

Check the menu for serving sizes and locate appropriate *clean* serving spoons.

Take hot items out of oven for serving.

Change gloves.

Serve students.

Check students for the necessary items for a reimbursable meal.

(See section for reimbursable meal for clarification)

Record each student on the lunch check off sheet.

Inventory left over food items, record on the production sheet.

Return all milk, fresh and container fruit to the cooler.

Date and correctly store bulk fruit and vegetables in cooler.

Return ice sheets to the freezer.

Scrape excess food into garbage. Rinse the food containers and return the New Horizon containers to Cambros, leave Cambro doors open. Wash and sanitize all serving utensils. Allow to air dry.

Wash and sanitize the can opener.

Mandatory Training for Food Service Personnel

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Training Links

Please access your emailed copy to activate the live links for the mandatory training. New employees will need to register for an Infinitec account.

Log in to Infinitec, and from your computer, select the tab labeled online classroom.

Located in the center, left of the page is a pull-down menu called “resources”. Select the link for “commonly required presentations”. Scroll through to find the training you wish to view. See the list below for the required trainings. Please complete the quiz and turn your certificate in to the office when your training is complete.

[Infinitec](http://www.myinfinitec.org/home):

Blood Borne Pathogens

Mandated Reporting

Concussion Awareness

Food Allergies

Food Handling 1, 2, and 4

[MDE](http://www.education.state.mn.us/mde/index.html):

Log in to the internet. Click the topic below to connect to the appropriate training.

[Food Production Records](http://education.state.mn.us/MDE/Video/?group=Communications&id=059366)

[Offer vs Serve for Breakfast](http://education.state.mn.us/MDE/Video/?group=Communications&id=059365)

[Offer vs Serve for Lunch](http://education.state.mn.us/MDE/Video/?group=Communications&id=059367)

[Civil Rights](http://www.education.state.mn.us/MDE/VideoNew/?group=Communications&id=MDE059245)