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Food Safety
And
Standard Operating Procedures

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Certified Food Protection Manager

- Schools must employ or engage a Certified Food Protection Manager (CFPM)
- Within 60 days of a new eating establishment opening or when the CFPM has left, a CFPM must be hired
- ServSafe certification meets this criteria and is good for 5 years

Why is food safety important in schools?

Foodborne Illness

- A disease transmitted to people by food or water
- **Foodborne Disease Outbreak** means two or more people experience the same symptoms after eating the same food
- It is confirmed in a laboratory

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Handling an Outbreak

Potential outbreak?

- Contact Maine DOE Child Nutrition
- Contact your local health inspector
- Communicate with your school nurse
- Have ghost trays ready

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Practices Related to Foodborne Illness

Time-Temperature Abuse

Poor Cleaning and Sanitizing

Poor Personal Hygiene

Cross-Contamination

Other Risk Factors Include:

- Purchasing from unsafe sources
- Improper storage
- Lack of training

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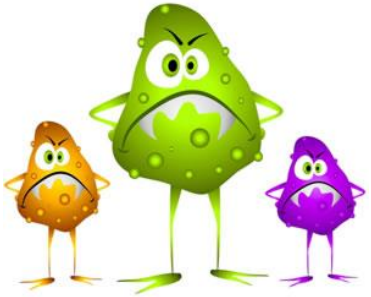
Food Safety Hazards

- Biological



- Chemical

- Physical

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Food Safety is Important in Every Step

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Purchasing and Receiving

- Purchase from a reputable supplier

- **Check deliveries**
  - Take the temperatures of potentially hazardous/TCS foods at time of delivery and reject as necessary
  - Document temperatures
  - Store deliveries as soon as possible

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Safe Storage

Dry Storage

- Keep chemicals separate from edibles and paper goods
- Items must be stored away from the walls and at least 6 inches from the floor
- Single-use items should be stored in original packaging and covered

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First In First Out (FIFO)

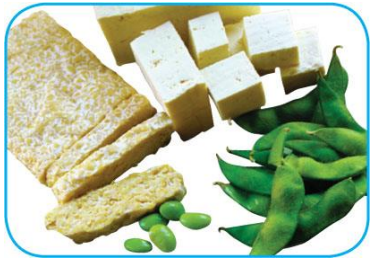
- FIFO
  - Find item's "use-by" or expiration date
  - Store items with the earliest use-by or expiration dates in front of items with later dates
  - Use the items in front first
  - Discard food that is expired or past its use-by date
- Good practice to date upon receipt as well

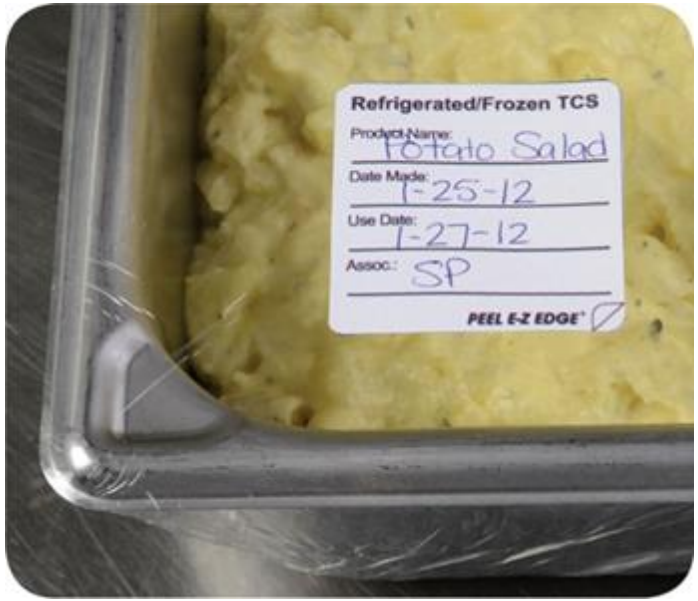
Food Most Likely to Become Unsafe

TCS Foods – Food requiring time and temperature control for safety

Food Most Likely to Become Unsafe

Additional TCS foods





Safe Storage

Labeling

- Items not in their original containers must be labeled
  - Common Name
  - Prepared Date
  - Use-by Date

Exception is non-TCS items

that are easily identified.

TCS foods must be marked if held for longer than 24 hours. Discard date must be written.

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Safe Storage

- TCS foods must be stored for only seven days if held at 41°F or below
- Food must be discarded after seven days
- Count begins the day the food was prepared or a commercial container was opened

Safe Storage

- Ready-to-eat food
- Seafood
- Whole cuts of beef and pork
- Ground meat and ground fish
- Whole and ground poultry

Storage Order, Top to Bottom

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Safe Food Handler

Food handlers can contaminate food when they:

- Have a foodborne illness
- Have wounds that contain a pathogen
- Sneeze or cough
- Have contact with a person who is ill
- Don’t wash hands when needed
- Have diarrhea, vomiting, or jaundice

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Work Attire

- Hair restraints, beard restraints
- Clean clothing
- Aprons
  - Should be removed when taking out garbage or using the bathroom
- Only jewelry allowed is a plain wedding band
- Fingernails
  - Trimmed, filed and clean
  - Fingernail polish or artificial nails should not be worn when working with exposed food

Hand Wash Stations

Must include:

- Dedicated sink for handwashing only
- Hot running water
- Handwashing sign
- Soap
- Single-use paper towels or air dryer
- Waste receptacle

Never use hand sanitizers in place of handwashing

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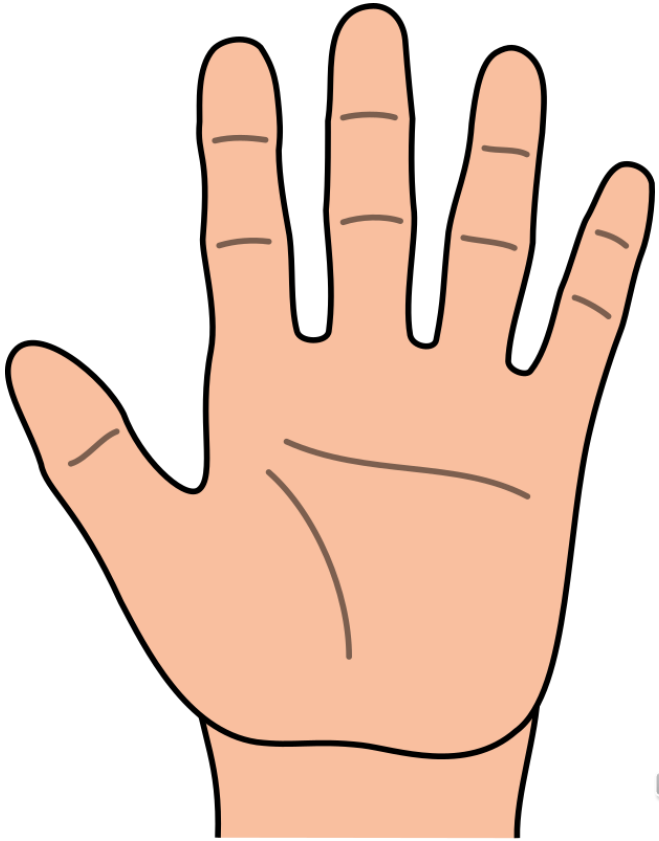
Handwashing

Must be done:

- Before preparing food
- When changing tasks
- Before putting on gloves
- After using the restroom
- After coughing or sneezing
- After smoking, eating, drinking
- After touching any part of the body other than clean hands/forearms

Bare-Hand Contact

Maine food code states that ready to eat foods cannot be handled by bare hands



Single-Use Gloves

- Must be used when handling ready-to-eat food
  - Except while washing produce
  - Except when handling ready-to-eat ingredients for a dish that will be cooked
- Must never be a substitute for handwashing
- Must never be washed and reused
- Must fit correctly

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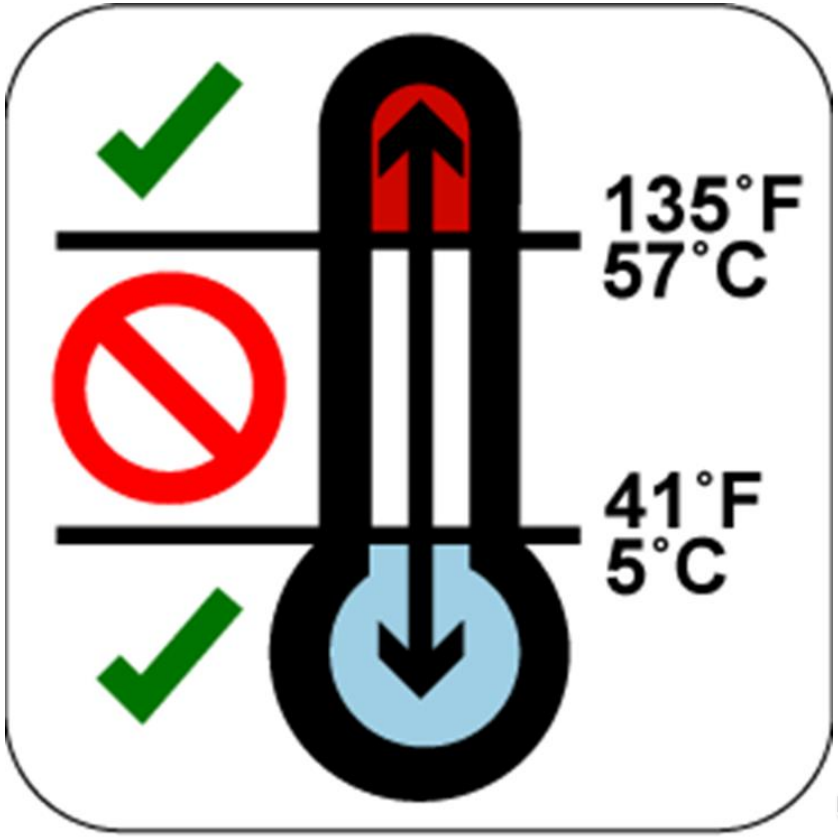
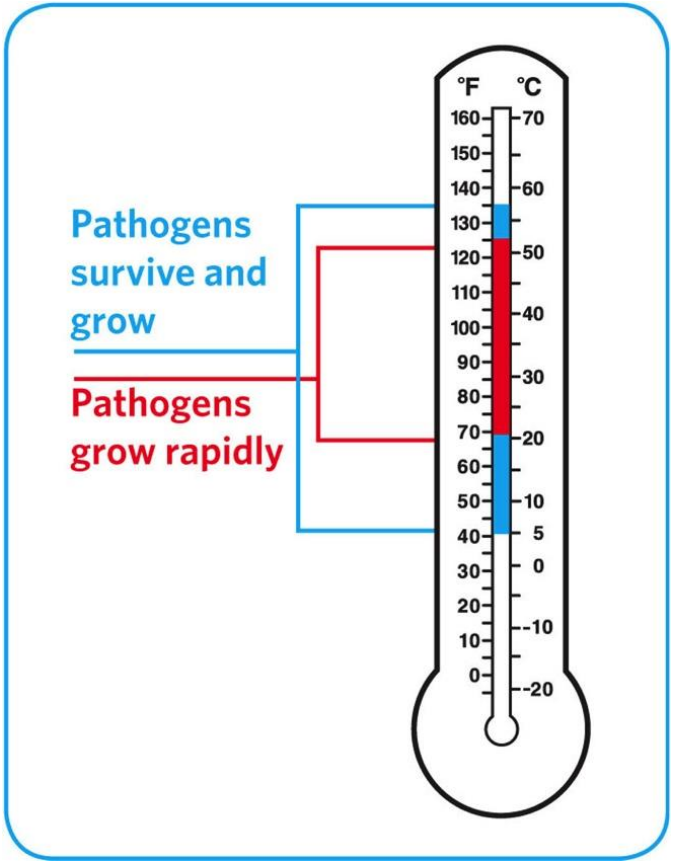
Preventing Cross Contamination

- Use separate equipment for raw and ready-to-eat food
- Clean and sanitize before and after tasks
- Prep raw and ready-to-eat food at different times
- Buy prepared food

Temperature Danger Zone





Time-Temperature Abuse

- Food has been time-temperature abused when:
  - Stored at improper temperatures
  - Cooked to incorrect internal temperature
  - Held at wrong temp
  - Cooled or reheated incorrectly
- If food is held in this range for 4 hours or more, it must be discarded

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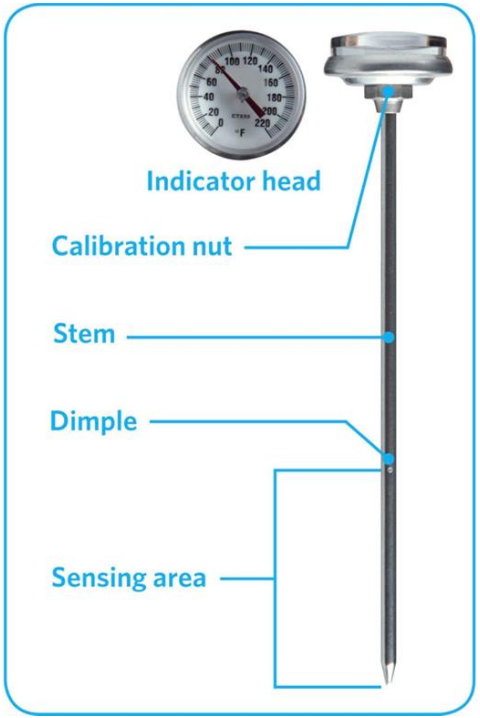
Monitoring Time and Temperature

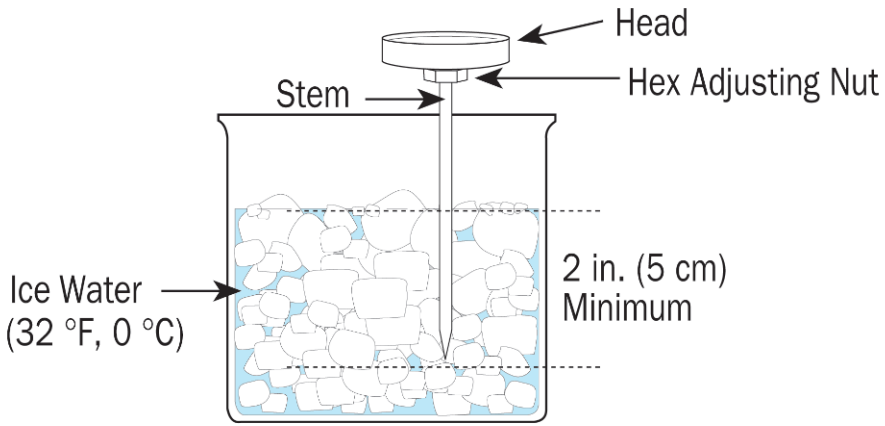


Bimetallic stemmed thermometer

You are required to keep temperature logs for your refrigerators and freezers as well as your food temps.

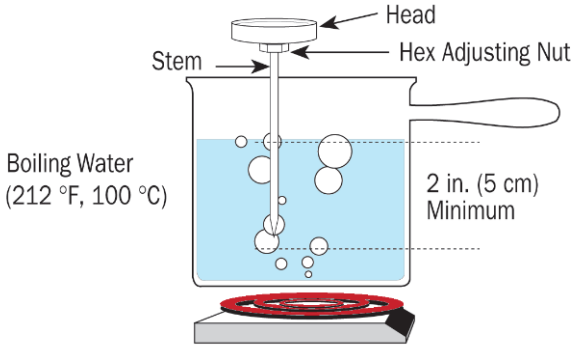
You are also required to keep thermometer calibration logs.

Calibrating Thermometers



Ice-Water Method

Boiling-Water Method



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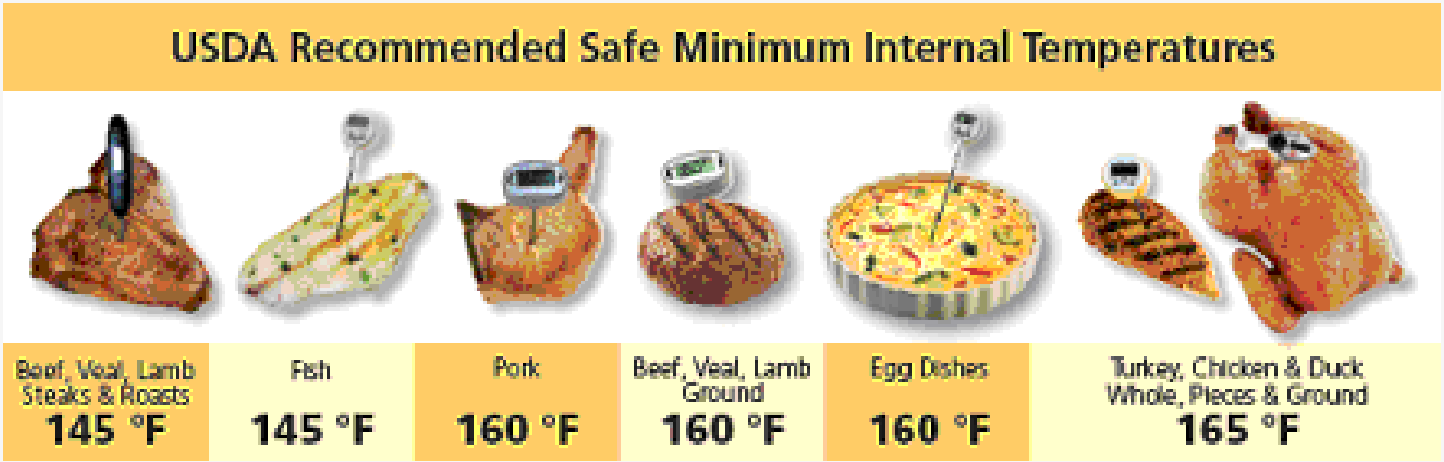

Cooking Requirements

Transporting

- Use insulated, food-grade containers
- Clean containers and inside of transport vehicle regularly
- Check internal temperatures before departure and upon arrival of delivery
- Label food with a use-by date and time, and reheating and service instructions

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Holding Food

- Use food covers and sneeze guards
- Hot hold at 135°F or higher
- Hold cold foods at 41°F or below
- Use ice packs to help keep foods cold
- Monitor and log refrigerator and freezer temperatures. Internal equipment thermometers should be used.

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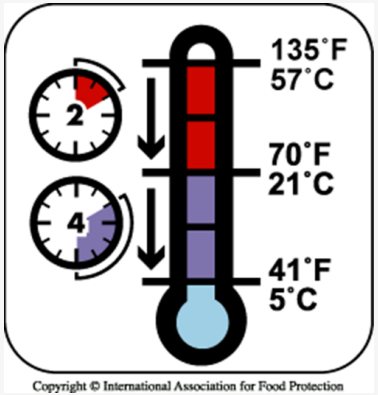

Cooling Foods

Tips for Safely Cooling

- To cool food fastest, divide
- Shallow pans are best
- Use ice-water baths and stir
- Try an ice paddle

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Thawing

Submerged under running potable water, at a temperature of 70°F (21°C) or lower

DO NOT!

- **Leave food on a counter to thaw**
- **Run food under hot water**

BEST: In a refrigerator, at 41°F (5°C) or lower the food out of the Temperature Danger Zone

In a microwave oven, if the food will be cooked immediately after thawing

As part of the cooking process

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Reheating

- Food that is out for service:
  - 165°F for 15 seconds, as long as it has not been in the temperature danger zone for more than two hours.
- If previously chilled, heat until 165°F for 15 seconds

Serving

- Make sure that you are holding foods at the correct temperatures
  - Hot foods above 135°F
  - Cold foods below 41°F
- Self Serve Bars
  - Each item needs its own utensil
  - Sneeze guards need to be in use and in good condition

Cleaning and Sanitizing

1. Scrape or remove food bits from the surface

2. Wash the surface

3. Rinse the surface

4. Sanitize the surface

5. Allow the surface to air-dry

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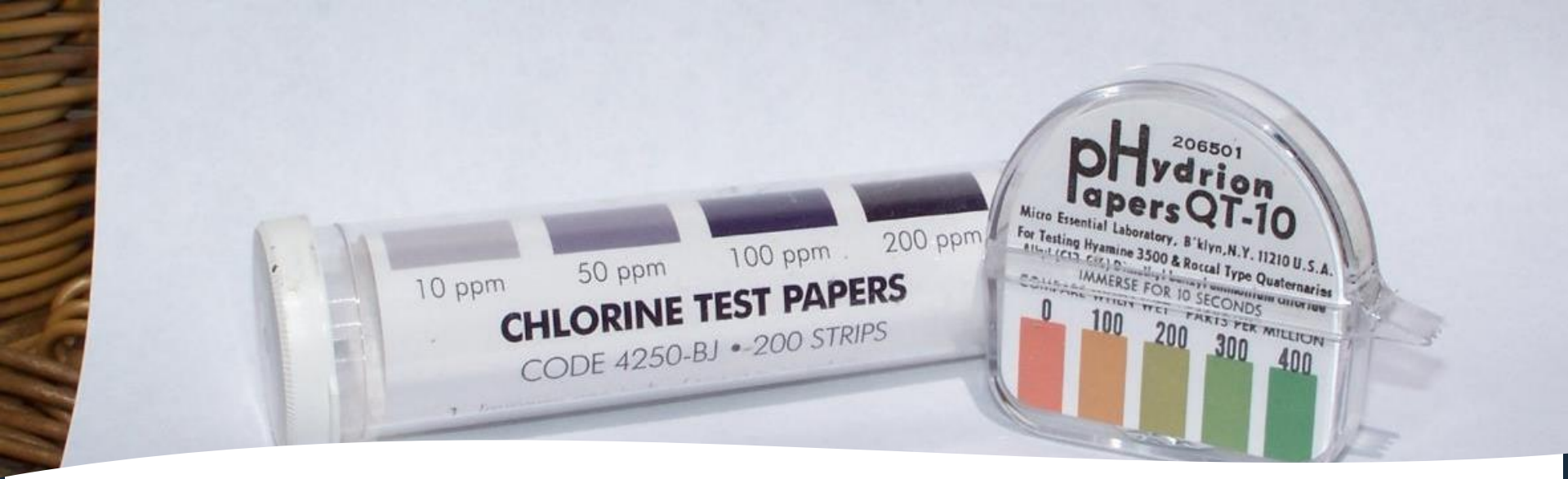

Chemical Concentrations

- Chlorine 50 ppm
- Quats 200 ppm
- Iodine 12.5-25 ppm

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Manual Dishwashing

Three-Compartment Sink

- Clean and sanitize each sink and drain board
- Fill the first sink with detergent and water at least 110°F
- Fill the second sink with clean hot water
- Fill the third sink with water and sanitizer to the correct concentration
- If use hot water for sanitizing, it must be 171°F and items soak for at least 30 seconds
- Provide a clock with a second hand to let food handlers know how long items have been in the sanitizer and a thermometer to measure water temp

Machine Dishwashers

- **High-Temperature Machines** – final sanitizing rinse must be 180°F or higher
- **Chemical-Sanitizing Machines** – follow manufacturer's instructions and be sure to monitor temp and sanitizer
- For all machines
  - Keep machine clean
  - Prepare items for cleaning (scrape, rinse and soak if needed)
  - Never overload
  - Never towel dry
  - Monitor temperatures (maximum registering thermometers or heat sensitive tape)

Pest Control

- Prevent entry and access
- Eliminate access to food, water and shelter
- Work with a licensed pest control operator

Food Defense

1

Consider where your food is being stored and how it is being kept safe

2

Need to protect food from intentional contamination

3

Make sure storage rooms and equipment are locked

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Standard Operating Procedures (SOP's)

- You must have a HACCP-based food safety plan in place, Standard Operating Procedures
- SOPs are written practices and procedures that must be adapted to suit your SFA's needs
- HACCP-based SOPs should be reviewed annually and revised as needed

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SOP's

- Sample SOP's are available online through the Institute of Child Nutrition
  - Schools should only use the ones that apply to their operation.
  - Make sure that even the sample policies are customized to meet your needs

  Website: www.theicn.org

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SOP's

Personal Hygiene
(Sample SOP)

PURPOSE: To prevent contamination of food by school nutrition employees.

SCOPE: This procedure applies to school nutrition employees who handle, prepare, or serve food.

KEY WORDS: Personal Hygiene, Cross Contamination, Contamination

INSTRUCTIONS:
1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Follow the Employee Health Policy. (Employee Health Policy is not included in this resource.)
4. Report to work in good health, clean, and dressed in clean attire. Report any illnesses to your manager.
5. Change apron when it becomes soiled.
6. Wash hands properly, frequently, and at the appropriate times.
7. Keep fingernails trimmed, filed, and maintained.
8. Do not wear artificial fingernails and fingernail polish.
9. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
10. Do not wear any jewelry except for a plain ring such as a wedding band.
11. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
12. 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. Show a supervisor any lesion before working.
13. Eat, drink, or chew gum only in designated break areas where food or food contact

Personal Hygiene, continued
(Sample SOP)

MONITORING:
1. The kitchen supervisor will inspect employees when they report to work to be sure that each employee is following this SOP.
2. The kitchen supervisor will monitor that all school nutrition employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:
1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Discard affected food.

VERIFICATION AND RECORD KEEPING:
The school nutrition manager will verify that school nutrition employees are following this SOP by visually observing the employees during all hours of operation. The school nutrition manager will complete the Food Safety Checklist daily. School nutrition employees will record any discarded food on the Damaged or Discarded Product Log. The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

Maine Food Code states: Unless wearing intact gloves in good repair, a Permit Holder must ensure that a Food Employee may not wear fingernail polish or artificial fingernails when working with exposed Food.

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SOP's

- Reviewing SOP's
  - Review with all staff annually as a part of training
  - This counts towards training hours, have the conversations with staff about sanitation
  - New employee's should be given these upon hire

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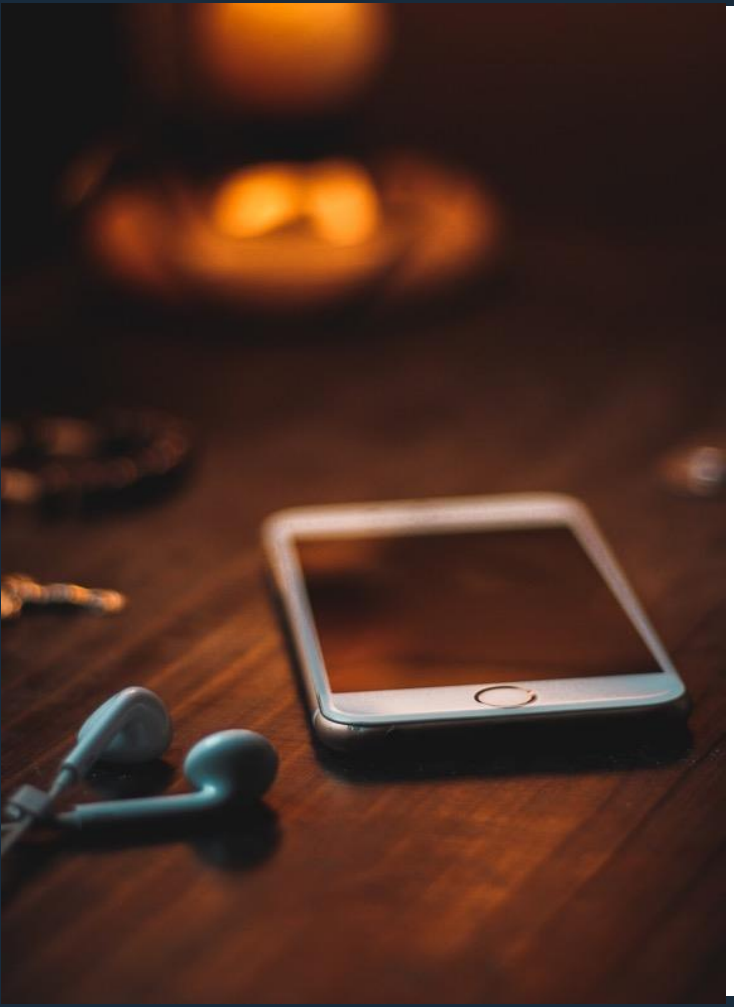
Common Review Observations

- Jewelry
- Hair/Beard restraints
- Food not stored 6 inches from floor
- Not documenting temperatures
  - This includes recording thermometer calibration
- SOPs not reviewed annually or customized
- Health inspection not posted in public view



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