YOUTH SERVICES
POLICY

Title: Food Services	**Type:** C. Field Operations **Sub Type:** 6. Culinary **Number:** C.6.1
	Page 1 **of** 12
References: State of Louisiana Sanitary Code-Chapter XXIII; National School Breakfast Program, National School Lunch Program; Part XLIX Louisiana Food and Nutrition Programs, Policies of Operations; State of Louisiana Food Distribution Program, Department of Agriculture and Forestry Procedure Handbook; ACA Standards 2-CO-4C-01 (Standards for Administration of Correctional Agencies); 4-JCF-1B-05, 4-JCF-1C-09, 4-JCF-2A-25, 4-JCF-4A-01, 4-JCF-4A-02, 4-JCF-4A-03, 4-JCF-4A-04, 4-JCF-4A-05, 4-JCF-4A-06, 4-JCF-4A-07, 4-JCF-4A-08, 4-JCF-4A-09, 4-JCF-4A-10, 4-JCF-4A-10-1, 4-JCF-4A-11, 4-JCF-4A-12, 4-JCF-4C-18, 4-JCF-6C-06 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policy Nos. A.1.14 “Unusual Occurrence Reports”, A.2.1 “Employee Manual”, A.2.15 "Dress Code for Secure Care Facilities and Community Based Services", A.2.18 “Criminal Record Check”, A.2.23 “Position Descriptions”, A.2.61 "Health Screening for Direct Care Positions", A.2.62 “Staff/Youth Relationships”, A.3.7 “Procurement of Supplies and Equipment”, A.6.3 "Facility Meals", A.7.1 “Safety Plan”, B.2.3 “Secure Care Intake”, B.6.2 "Communicable and Contagious Diseases and Infection Control Program", B.7.2 “Programs for Post-Secondary Education– Secure Care”, B.7.3 “Work Details and Skills Building Incentives – Secure Care”, C.2.14 "Tool Control Program", C.2.15 "Control and Use of Flammable, Toxic and Caustic Substances (FTCs)"	
STATUS: Approved	
Approved By: *E. Dustin Bickham, JD, Interim Deputy Secretary*	**Date of Approval:** 05/26/2020

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish policy, procedures, and instructions pertaining to the Food Services program for secure care facilities.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Executive Management Advisor, Regional Directors, Food Services Director, Facility Directors, Food Service Managers, Food Service Supervisors, Food Production Workers, Dietetic Managers, and the Contracted Health Care Provider (CHP).

IV. DEFINITIONS:

Advanced Government Purchasing System (AGPS) - An automated purchasing system on the mainframe used for transmitting, transacting and data storage of purchasing documents/processes.

Hazard Analysis & Critical Control Points (HACCP) – A management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the finished product.

National School Breakfast Program - A federally assisted meal program operating in public and nonprofit private schools and residential child care institutions, established in 1975.

National School Lunch Program - A federally assisted meal program operating in public and nonprofit private schools and residential child care institutions, which provide nutritionally balanced, low-cost or free lunches to children each school day, established in 1946.

Occupational Health Clinic (OHC) - Any general hospital, or any other medical facility which operates a corporate medicine program or an employee wellness program which includes any of the following: (1) Routine commercial activities, such as pre-employment examinations, (2) mandated examinations, such as Federal Occupational Safety and Health Administration examinations, (3) routine workers' compensation cases, (4) routine medical evaluations involving establishment of product liability, (5) evaluations consigned to independent medical examiners, (6) employee physical programs, (7) employee wellness programs, or (8) employee drug testing programs.

Staff Development Training Specialist - A full time secure care trainer position at the unit level responsible for the development, documentation and delivery of the agency's approved training.

Unusual Occurrence Report (UOR) – A document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees, working all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day the incident was observed or comes to the employee's attention in any way. If a UOR form is not available, the employee must use any paper available to report the pertinent information. UORs may also be submitted by email. (Refer to YS Policy No. A.1.14)

V. POLICY:

It is the Deputy Secretary's policy to provide meals that are nutritionally balanced, well-prepared and served in a manner that meets established governmental health and safety codes.

Facility Directors shall ensure that the "OJJ HACCP Food Service Manual [see Attachment C.6.1 (a)] is adhered to regarding all health/sanitation issues.

VI. PROCEDURES:

A. Food Service Management

1. Food Service operations shall be supervised by a full-time Food Service Manager who is experienced in food management.

2. Food Service Managers shall have the resources to provide three (3) meals a day based on the standardized menu cycle, and in compliance with the State of Louisiana Sanitary Code-Chapter XXIII, relative to eating and drinking establishments.

B. Meal Service

1. When possible, cafeteria style dining areas which minimize regimentation and provide adequate space for group dining for both staff and youth shall be provided. Youth shall be afforded a minimum of 20 minutes of dining time for each meal.

2. Juvenile Justice Specialists, Case Managers, Group Leaders and Food Service staff shall supervise the serving of all meals in their respective dining areas. A Certified Dietetic Supervisor or other Food Service staff must be present during the preparation and serving of meals at all times.

C. Menus

1. The Food Services Director, in conjunction with Food Service Managers, shall develop a standardized cycle menu plan. Cycle menus shall be developed during annual Food Service Workshops. The plan shall be reviewed annually at a minimum by a qualified nutritionist or dietician to ensure that nationally recommended allowances for basic nutrition are met, and that the determination of and responsiveness to youth eating preferences are taken into account.

2. At a minimum, quarterly evaluations shall be conducted by the facility food service supervisory staff to verify adherence to established basic daily nutritional and quantity and/or caloric requirements.

3. Facility food service staff shall plan menus in advance in accordance with the standard cycle menu and shall substantially follow the planned menus. Menu planning and meal preparation should take into account food flavor, texture, quality, appearance, palatability, temperature and availability. A file of tested recipes appropriate for the size of the facility shall be maintained.

4. Any substitution in the meals actually served shall be noted on the original menu and should be of equal nutritional value. Food should be served as soon as possible after preparation at appropriate temperatures.

5. A copy of the printed menu shall be posted at the head of the serving line(s), and shall note any substitution in the meals actually served.

6. All staff, visitors, guests and youth shall be served the same menu and portions, with the exception of officially approved religious diets and/or therapeutic diets for youth, planned special functions or other special events or occasions reviewed by the appropriate Regional Director prior to approval by the Facility Director, pursuant to YS Policy No. A.6.3.

D. Special Dietary Restrictions

1. Religious diets and/or therapeutic diets should be as simple as possible, and conform as closely as possible to the regular menu.

2. Menus, including special and/or therapeutic diets should be planned, dated, and available for review at least one (1) week in advance.

3. Food items of pork or shellfish origin, and dishes containing a mixture of milk and meat products, shall be noted on the menu with asterisks for those with dietary restrictions.

4. Religious diets shall be approved by the Chaplain or a religious services staff member during the direct admission process using the "Religious / Food Preference Form", pursuant to YS Policy No. B.2.3. Upon completion, the form shall be forwarded to the Food Service Manager who shall maintain the form on file. Youth shall not be required to take foods that are forbidden by their religious benefits or faith, and every effort shall be made to provide a nutritionally acceptable alternative as a replacement when the objectionable food is the main entree.

5. Therapeutic diets shall be prescribed via written orders by the CHP and forwarded to the Food Service Manager, where they shall be maintained in a “Special Medical Diet File”. Therapeutic diets must be rewritten quarterly by the CHP.

   Preparation of such meals shall be supervised by a Registered Dietitian or staff designated by the Food Service Manager. A therapeutic diet manual shall be available in the health and food service areas for reference and information. The Food Service Manager/designee shall verify that youth received therapeutic/medical diets.

6. Therapeutic diets shall also be forwarded by the CHP on a quarterly basis to the Canteen, and to the youth's assigned housing unit to ensure the diet is followed outside of the dining hall at all times.

E. Meals

1. The standard menu shall not be varied for disciplinary reasons.

2. Two (2) of the three (3) daily meals shall be hot and provided at regular intervals not to exceed 14 hours between the evening meal and breakfast. Variations are allowed based on weekend and holiday food service demands provided all nutritional requirements are met.

3. A sample tray of each meal (breakfast/lunch/dinner) shall be maintained for 72 hours and kept refrigerated at 34° to 40° Fahrenheit or below and shall not be frozen. Meals and/or snacks prepared on-site and/or provided from outside sources shall be held for 72 hours and kept refrigerated at 34° to 40° Fahrenheit or below and shall not be frozen. [Refer to attachment C.6.1 (a) “OJJ HACCP Food Service Manual”.]

4. Food Service Managers are responsible for providing nutritious meals within budget guidelines.

5. Each facility shall complete the attached claim reimbursement forms “SFS-7”, “SFS-8A”, and “SFS-8C” (see attachments) by the 10th of each month, and submit the forms to Public Safety Services, Office of Management and Finance (PSS/OMF), and to the Food Services Director.

F. Health/Sanitation

1. In addition to Federal and State laws, each facility shall abide by the surrounding area's applicable laws and/or regulations relative to employees handling and preparing food. Therefore, staff involved in any handling of food shall receive a pre-employment health screening / physical examination pursuant to YS Policy No. A.2.61.

2. Annual re-examinations shall also be required for employees handling and preparing food to ensure freedom from skin infections, skin lesions, gastric issues, Hepatitis and other illnesses transmissible by food handling and utensils (refer to YS Policy No.B.6.2).

   Annual examinations shall be conducted by an Occupational Health Clinic (OHC) in the local area, and shall occur on or during the month of the employee's anniversary date in conjunction with the annual associated paperwork pursuant to YS Policy Nos. A.2.18, A.2.23, and A.2.62.

   The unit's HR Liaison shall present the employee with the completed "OHC Employee Health Referral Form" (see attachment) to present to the OHC for the annual physical examination. The results of the exam will be faxed or mailed back to the Facility Director, who shall provide a copy to the HR Liaison to be maintained on file.

   Food Service Workers who do not adhere to completing the requested annual physical examination on or during the month of their anniversary hire date may be disciplined pursuant to YS Policy No. A.2.1 (b).

3. Medical clearance for youth assigned to work in the dining hall shall be conducted by the CHP prior to the youth beginning work pursuant to YS Policy No. B.7.2.

4. It is the responsibility of the Food Service Manager/designee to ensure that a Daily Dining Hall Inspection using Attachment C.6.1 (g) "HACCP Food Safety Checklist" [see Attachment C.6.1 (a) "OJJ HACCP Food Service Manual" for the Daily Dining Hall Inspection Procedures] of all food service areas, food preparation areas, the dining hall and all equipment is conducted to ensure cleanliness and sanitation (including rodent control and spoilage control) of the kitchen areas.

5. It is the responsibility of the Food Service Manager/designee to ensure a Weekly Dining Hall Inspection using Attachment C.6.1 (g) "HACCP Food Safety Checklist" [see Attachment C.6.1 (a) "OJJ HACCP Food Service Manual" for the Weekly Dining Hall Inspection procedures] of all food service equipment and areas, including the dining hall, is performed by designated staff who shall submit a written report to the Facility Director documenting deficiencies prior to the end of their tour of duty.

6. Daily inspections of the facility Food Service Workers and youth workers (if applicable) shall be performed prior to the beginning of their tour of duty pursuant to the Daily Dining Hall Inspection. Appropriate dress, cleanliness, medical problems and grooming shall be noted. Refer to Section VI. J. of this policy for the requirements of State issued uniforms for Food Service Workers.

7. Food Service Workers are also expected to comply with the following:

   a. Fingernails – Staff shall maintain clean, neatly trimmed fingernails at all times so as not to interfere with the performance of their assigned duties or distract from the professional image of the organization. Fingernail length shall not exceed the length of the fingertip. Nail polish color shall not be extreme and multicolored. Fingernail polish with designs or ornamentation is prohibited.

   b. Jewelry - Staff may not wear jewelry on arms or hands when preparing food, with the exception of an appropriate medical identification necklace and a wedding band.

   c. Mustaches - Permitted provided that they are neat, trimmed and tapered at all times. No portion of the mustache shall cover the upper lip line or extend vertically beyond the corners of the mouth. Any other type mustache or beard is prohibited.

   d. Hands, underneath the fingernails, and forearms shall be washed before going to work, before resuming work following breaks, coughing, sneezing, handling raw food or after going to the restroom. Hands shall be washed in designated sinks for a minimum of 20 seconds with liquid or powder soap and a sanitary nailbrush. Single use towels shall be used to dry hands and turn of faucets in order to prevent recontamination of clean hands.

   e. Gloves shall be worn at all times when handling food.

8. A written "Housekeeping Plan" for the kitchen, dining area, and surrounding (in and outside of) food prep area to ensure daily, weekly, and monthly cleaning of equipment and physical building shall be available at all times.

9. Contracts for waste disposal services in the Food Service area shall be maintained to ensure continuous services and shall be monitored quarterly for compliance by the Food Service Manager.

10. Periodic inspections of facilities and equipment shall be provided by the Louisiana Department of Health and Hospitals, State Fire Marshal, USDA Federal Inspectors, Department of Education, and other interested parties to ensure that established health, fire and safety codes are met and adhered to. The two (2) most recent health inspection reports and corrective action plans shall be posted in an area accessible to the public at all times.

G. Food Service Facilities and Equipment

1. Food Preparation Areas – Food preparation areas include a space for food preparation based on population size, type of food preparation and the method of meal service.

2. Storage Facilities – Sanitary storage facilities for foods requiring temperature controls and/or refrigeration shall be provided. Storage periods for refrigerated foods shall be determined by the Food Service Manager. All foods stored in coolers, freezers, pantries and warehouses shall be dated with the date foods were received, and shall be rotated with the oldest inventory being used first [first in-first out (FIFO) method]. All stored foods shall be kept a minimum of six inches (6") off the floor and eighteen inches (18") from the ceiling. [Refer to attachment C.6.1 (a) "OJJ HACCP Food Service Manual".]

3. Temperatures

   a. <u>Shelf</u> goods, including commodities, shall be maintained at 50° to 70° Fahrenheit;
   b. <u>Refrigerated</u> foods shall be stored at 34° to 40° Fahrenheit;
   c. <u>Frozen</u> foods shall be stored at 0° Fahrenheit or below;
   d. <u>Water</u> temperatures shall be determined by the local health officer.

4. Temperature Logs

   a. Temperatures in all refrigeration/freezer units and dry storage areas shall be monitored once per shift. Temperature logs shall be maintained showing the date and time temperatures are checked, as well as the signature of the person logging the information.

   b. Dishwashing water temperatures shall be monitored once per shift. Temperature logs shall be maintained showing the date and time temperatures are checked, as well as the initials of the person logging the information. [Refer to attachment C.6.1 (a) "OJJ HACCP Food Service Manual".]

   c. Any temperature deemed to be out of acceptable ranges shall be reported for repairs/maintenance via the facility work order system ("Facility Wizard"). An "Unusual Occurrence Report" (UOR) (refer to YS Policy No. A.1.14) shall be completed and forwarded to the facility's Safety Officer and maintenance staff. A notation of steps taken to correct the problem shall also be noted in the temperature log.

      If it is determined by maintenance that an estimate for repairs will be needed, a request for quotes will be obtained from vendors, followed by a request for services through the "Advanced Government Purchasing System" (AGPS), completed by designated facility staff pursuant to YS Policy No. A.3.7.

   d. Food temperatures shall be recorded during the cooking process (starting temperature), holding process (warmer temperature), and line process (line temperature). Pre-storage temperatures shall be recorded for all foods stored as leftovers and/or precooked for another meal. [Refer to attachment C.6.1 (a) "OJJ HACCP Food Service Manual".]

5. Proper hand wash basins and toilet facilities shall be available for staff and youth assigned to kitchen areas.

H. Tool Control

Facility Directors, in collaboration with Food Service Managers, shall establish culinary tool safety and management pursuant to YS Policy No. C.2.14.

I. Flammables, Toxic, and Caustic Substances (FTCs)

Facility Directors shall ensure that the guidelines established in YS Policy No. C.2.15 are being adhered to at all times.

J. Pursuant to YS Policy No. A.2.15, state issued work clothing shall not be altered in appearance without the approval of the Facility Director. [Refer to attachment C.6.1 (a) "OJJ HACCP Food Service Manual".] Uniforms are expected to be worn at all times while performing services for OJJ and shall consist of the following:

1. Shirts – Short Sleeve polo shirt (same color as the JJS facility staff) shall be comfortable and shall not be tight fitting. Shirt tails shall be tucked inside the pants (at all times) at the waistline. Shirts shall be worn with the collar open and top button unbuttoned.

   Tee shirts that are worn and are visible under the uniform shirt shall be white or navy blue in color.

2. Pants – Navy blue uniform issue that shall not be tight fitting, but firmly fitted at the waist (no gathers), and neatly fitted at the heel. Pants shall not be tucked into shoes/socks at any time.

3. Female staff may wear appropriate maternity clothing in khaki or navy color as authorized by the Facility Director.

4. Belts – A black or brown leather belt shall be worn with uniform pants.

5. Socks/Pantyhose – Plain black or navy blue socks; plain black or navy blue pantyhose.

6. Shoes/Boots – Black, closed toe, skid resistant shoes/boots/sneakers.

7. Hair – Shall be clean, no longer than collar length, and a hairnet or baseball style cap shall be worn at all times. Hairstyles and hair color shall not be extreme.

8. ID card – Agency issued identification cards shall be worn at all times on the right side of the uniform short or jacket. No pins or stickers shall be attached to the ID card. ID cards shall only be used in the performance of official duties pursuant to YS Policy No. A.2.1 (b), Rule 4d.

   Employees are expected to take proper precautions to prevent the loss or theft of the agency issued ID card.

K. Budgets, Purchase of Foods, Supplies and Cost Accounting

1. Food budget requirements shall be established within each facility prior to the beginning of the new fiscal year.

2. Cost accounting shall be designed and used to determine the cost per meal per youth and the estimation of Food Service budget requirements. The facility budget request shall include these needs.

3. Purchase of foods, supplies, and equipment shall be in compliance with all established YS policies and State and/or Federal rules and guidelines.

4. The Food Services Manager shall utilize the current physical inventory as well as any outstanding purchase order requests for the current Fiscal Year in order to determine food purchases needed on a quarterly basis.

5. The Food Services Manager shall consider special events and holidays when placing quarterly food purchase order requests, taking into account what is currently in the inventory or yet to be received.

L. Records/Documentation

1. Food Service Workers shall implement and maintain an accurate count of the number of meals served during each meal period on the "Food Production Record Form". [Refer to attachment C.6.1 (a) "OJJ HACCP Food Service Manual".]

2. For reporting purposes, the facility's operational youth capacity shall be used to determine food cost.

3. Physical inventories of purchased food, as well as U.S.D.A. commodities, shall be conducted on the last day of each month by the Food Service Manager of the kitchen, pantry, freezers and coolers.

4. A separate warehouse inventory shall be conducted of the freezers, coolers, dry storage and any other applicable areas by the Warehouse Manager and forwarded to the Food Services Manager by the last day of each month.

5. The Food Services Manager shall forward the physical inventory reports to the Food Services Director by the 10th of the following month.

VII. STAFF DEVELOPMENT:

A. The Food Services Director shall coordinate with the Facility Director and the facility Staff Development Training Specialist to ensure that a minimum of 20 hours per year of training programs, as well as an "Annual Food Services Workshop" are provided and utilized by the Food Service Workers.

B. All Food Service Workers and youth assigned to work in the dining hall shall be trained in the use of food service equipment and safety procedures to be followed in the dining hall. [Refer to attachment C.6.1 (a) "OJJ HACCP Food Service Manual".]

C. All training / workshops shall be documented and entered in the "Training Records Entry Completed" (TREC) database by the facility's Staff Development Training Specialist.

VIII. QUALITY ASSURANCE:

A. The Food Service Manager shall conduct and document monthly reviews of Food Service equipment and operations to ensure that the requirements of this policy are being met, and that all required documentation, forms and records are completed and filed.

B. The Food Services Director shall conduct quarterly reviews using the "Food Services Inspection" tool to ensure the efficiency and effectiveness of Food Service operations at the secure care facilities. [Refer to attachment C.6.1 (a) "OJJ HACCP Food Service Manual" for issues relating to quality assurance.]

A report of findings by the Food Services Director shall be submitted to the Facility Director, appropriate Regional Director, Assistant Secretary, Program Manager 4, YS Safety Officer and the Chief of Operations by the 20th of the month following the quarterly review (October/January/April/July).

Previous Regulation/Policy Number: C.6.1
Previous Effective Date: 04/19/2018
Attachments/References:

C.6.1 (a) OJJ Food Service Manual 9-25-18
Record of Dish Machine Temperatures – A.xlsx
Temp & Sanitizer Monitoring Form - B.xlsx
Rec Temp Log - C.xlsx
HACCP Refrigerator Temperature Log – D April 2018.doc
Thermometer Calibration Log - E.docx
FOOD PRODUCTION RECORD - F.docx
HACCP Food Safety Checklist – G August 2017.doc
HACCP Freezer Log Monthly – H April 2018.doc
Food Services QA Review - I February 2019.xls
OHC Employee Health Referral Form - J May 2020.doc
HACCP Dry Food Storage Log Monthly – K April 2018.doc

Office of Juvenile Justice

Managing Food Safety

Hazard Analysis & Critical Control Points (HACCP) Principles

Food Service Manual

2018-2019

A Procedure Manual is a document dictating a set of explicit instructions to successfully accomplish a specific goal. Procedures should be followed without deviation, and provide all the required details and decision branches required to perform a given procedure.

Procedures provide for the uniform execution of a task, ensuring that every person who performs the task does it the same every time.

Procedures ensure performance consistency and may be followed with a minimal amount of expertise, knowledge or training.

FOOD SERVICE PROCEDURE MANUAL

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C - Receiving Temperature Log
D - HACCP Refrigerator Temperature Log
E - Thermometer Calibration Log
F - Food Production Record
G - HACCP Food Safety Checklist
H - HACCP Freezer Log Monthly
I - QA Review
J - OHC Employee Health Referral Form
K- HACCP Dry Food Storage Log Monthly

Employee Health and Personal Hygiene

Policy: All food service employees will maintain good personal hygiene practices to ensure food safety.

Procedures: All employees in food service must:

Grooming:

1. Arrive at work clean – clean hair, teeth brushed, bathed and use deodorant daily.

2. Maintain short, clean, and polish-free fingernails.

3. Wash hands (including under fingernails) and up to forearms vigorously and thoroughly with soap and warm water (a temperature of at least 110°F is required) for a minimum of 20 seconds:

   - When entering the facility before work begins.
   - Immediately before preparing food or handling equipment.
   - As often as necessary during food preparation when contamination occurs.
   - In the restroom after toilet use, and when you return to your workstation.
   - When switching between working with raw foods and working with ready-to-eat or cooked foods.
   - After touching face, nose, hair, or any other body part, and after sneezing or coughing.
   - After cleaning duties.
   - Between each task performed and after changing disposable gloves.
   - After smoking, eating, or drinking.
   - Any time an unsanitary task has been performed, i.e. taking out garbage, handling cleaning chemicals, wiping tables, picking up a dropped food item, etc.

4. Wash hands only in hand sinks designed for that purpose.

5. Dry hands with single use towels. Turn off faucets in a sanitary fashion using a paper towel, in order to prevent recontamination of clean hands.

Proper Attire:

1. Wear approved OJJ state issued work clothing – clean uniform and black skid resistant closed-toe work shoes (or leather tennis shoes) that are comfortable for standing and working on floors that can be slippery.

2. Wear OJJ-issued apron on site.
   - ❖ Do not wear apron to and from work.
   - ❖ Take off apron before using the restroom.
   - ❖ Change apron if it becomes soiled or stained.

3. ID card – Agency issued identification cards shall be worn at all times on the right side of the uniform short or jacket. No pins or stickers shall be attached to the ID card. ID cards shall only be used in the performance of official duties, pursuant to YS Policy No. A.2.1 (b), Rule 4d.

4. Wear disposable gloves with any cuts, sores, rashes or lesions. Wear gloves when handling read-to-eat foods that will not be heat-treated again. Gloves shall be worn when serving food.

5. Change disposable gloves as often as hand washing is required. Wash hands before donning and after discarding gloves.

Hair Restraints and Jewelry:

1. Hair is clean, no longer than collar length and a hairnet or baseball style cap must be worn at all times in all food production areas so that all hair is completely covered.

2. Mustaches are permitted provided they are neat, trimmed and tapered at all times. No portion of the mustache shall cover the upper lip line or extend vertically beyond the corners of the mouth. Any other type mustache is prohibited. Beards are prohibited.

3. Refrain from wearing jewelry in the food production area.

   - ❖ A plain wedding band is permitted.
   - ❖ Necklaces, bracelets and/or dangling jewelry are not permitted, except for medical identification.

Illness:

1. Pre-employment health screenings, physical examinations, and annual re-examinations are required for employees handling and preparing food to ensure freedom from skin infections, skin lesions, gastric issues, Hepatitis and other illnesses transmissible by food handling and utensils (refer to YS Policy No.B.6.2).

2. Food service workers must complete the “OHC Employee Health Referral Form” (see Attachment J) on or during the month of their anniversary hire date to avoid discipline action, pursuant to YS Policy No. A.2.1 (b).

3. Medical clearance for youth assigned to work in the dining hall shall be conducted by the CHP prior to the youth beginning work, pursuant to YS Policy No. B.7.2.

4. Report any flu-like symptoms, diarrhea and/or vomiting to the Food Service Manager. Employees with these symptoms will be sent home or re-assigned non-food related duties or sick leave, whichever is most appropriate.

5. Instances of Hepatitis A, Salmonella Typhi, Shigella, or E. Coli 0157:H7 must be reported to the Food Service Manager.

Cuts, Abrasions, and Burns:

1. Bandage any cut, abrasion or burn that has broken the skin.

2. Cover bandages on hands with gloves or finger cots as appropriate.

3. Inform Food Service Manager of all wounds.

Smoking, eating, and gum chewing:

1. No smoking or chewing of tobacco shall occur inside the secure care facilities. A designated smoking area is located outside of the “secure area” of the facility, pursuant to YS Policy No. A.2.16.

2. Eat and drink in designated areas only. A closed beverage container may be used in the production area.

The Food Service Manager will:

1. Inspect employees when they report to work to be sure they are following proper hygiene requirements.

2. Follow up as necessary.

Glove and Utensil Use

Policy: Gloves or utensils shall be used for handling all read-to-eat foods and when there are cuts, sores, burns or lesions on the hands of food handlers.

Procedures: All employees in food service must:

1. Wash hands thoroughly prior to putting on and changing gloves.

2. Change gloves when:

   - Beginning each new task.
   - They become soiled or torn.
   - They are in continual use for four hours.
   - Finished handling raw meat and before handling cooked or ready-to-eat foods.

3. Use utensils, such as deli-tissue, spatulas or tongs as an alternative to gloves.

4. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) shall be worn at all times to protect the bandage and to prevent it from falling into food.

The Food Service Manager will:

1. Purchase appropriate utensils and powder-free, non-latex gloves in appropriate sizes, pursuant to YS Policy No. A.3.7.

2. Observe all employees daily to ensure that they are following procedures.

3. Follow up as necessary.

Contact with Blood and Bodily Fluids

Policy: Control blood and other bodily fluids to minimize the possibility of cross contamination.

Procedures: All employees in food service must:

1. Contain any source of the blood.
2. Wear disposable gloves when exposed to blood or bodily fluids to minimize the risk of contamination.
3. Contaminated gloves shall be disposed to eliminate contact with other people, food or equipment. Dispose of any contaminated foods.
4. Clean and sanitize any affected food contact surfaces.
5. Follow procedures outlined in YS Policy No. B.6.2.
6. Seek assistance from someone trained to handle blood or bodily fluids, such as a school nurse, as needed.

NOTE: A Blood-Borne Pathogens Kit should be located in the kitchen and used when handling blood is necessary.

The Food Service Manager will:

1. Review practices with all employees as part of new employee orientation.
2. Follow up as necessary.

Hand Washing

Policy: All food production personnel shall follow proper hand washing practices to ensure the safety of food served to youth.

Procedures: All employees in food service should wash hands using the following steps:

1. Wash hands (including under the fingernails) and forearms vigorously and thoroughly with soap and warm water (a temperature of at least 110°F is required) for a minimum of 20 seconds.
2. Wash with either liquid or powder soap.
3. Use a sanitary nailbrush to get under fingernails.
4. Wash between fingers thoroughly.
5. Use only hand sinks designed for that purpose. Do not wash hands in sinks in the production area.
6. Dry hands with single use towels. Turn off faucets in a sanitary fashion using a paper towel in order to prevent recontamination of clean hands.

The Food Service Manager will:

1. Monitor all employees to ensure that they are following proper procedures.
2. Ensure adequate supplies are available for proper hand washing.
3. Follow up as necessary.

Tasting Method

Policy: All food service employees shall use the correct and sanitary tasting method to prevent contamination and ensure food safety.

Procedures: All employees in food service must:

Use a Two Spoon Tasting Method:

1. Remove a sample of a product from the container with one spoon.
2. Transfer the product sample onto a second spoon, away from the original food container or preparation area.
3. Sample the product by tasting.
4. Never re-use a used spoon. **Note:** Always use two spoons to ensure sanitary practices are followed and the product is not contaminated.

The Food Service Manager will:

1. Observe the food tasting practices of employees.
2. Follow up as necessary.

Employees Eating & Drinking in the Workplace

Policy: Food service employees shall eat and drink in designated areas outside of the kitchen.

Procedures: All employees in food service must:

1. Eat and drink in designated areas only, never in the work area. Eating (with the exception of cooks tasting foods to ensure quality) is NOT allowed in the production and service areas. Drinking from a closed beverage container is permitted in the production area.

2. No smoking or chewing of tobacco shall occur inside the secure care facility. A designated smoking area is located outside of the “secure area” of the facility, pursuant to YS Policy No. A.2.16.

The Food Service Manager will:

1. Observe employees to make sure that they are eating and drinking only in designated areas and that no tobacco products are located in the dining hall.

2. Follow up as necessary.

Breaks and Meals

Policy: Food service employees will take breaks and eat meals in a specified area(s) away from production and service.

Procedures: All employees in food service must:

1. Take breaks and meals in a designated area or areas away from production and service.
2. Wash hands before returning to any food service area.

The Food Service Manager will:

1. Inform all food service staff of locations of breaks and meals.
2. Establish length of breaks and meals.
3. Observe all employees daily to ensure that they are following procedures.
4. Follow up as necessary.

Equipment Cleaning & Sanitizing

Policy: Wash, rinse, and sanitize equipment after each use to ensure the safety of food served to youth.

Procedures: Employees who use equipment will be responsible for washing and sanitizing removable parts after each use. Steps include:

1. Disassemble removable parts from equipment.

2. Use the three-sink method to wash, rinse and sanitize all parts. Verify sanitizer concentration for each meal period, and as necessary as per policy.

   - Quaternary ammonium – 200 ppm and immerse for at least 30 seconds.
   - Iodine – 12.5-25.0 ppm and immerse for at least 30 seconds.
   - Chlorine – 50 ppm and immerse for at least 7 seconds.

   An alternative method is to run all removable parts through the warewashing machine.

3. Wash, rinse and sanitize all food contact surfaces of the equipment that are stationary.

4. Allow all parts of the equipment to air dry.

5. Re-assemble the equipment.

The Food Service Manager will:

1. Conduct a visual inspection of all equipment to be certain that it is being cleaned properly.

2. Provide the supplies needed to monitor temperature and chemical concentrations.

3. Follow up as necessary.

Machine Warewashing – High Temperature

Policy: Wash, rinse and sanitize all silverware, serving dishes and utensils after each use. The machine for warewashing shall be checked prior to each meal period to ensure that it is functioning properly.

Procedures: Employees who use the warewashing machine will be responsible for knowing how to use the machine, document its use, and properly maintain it after use. Steps include:

1. Fill dish machine tanks prior to use, utilizing the automatic filler.

2. Run dish machine for 10 minutes after being filled, but prior to being used, to heat water.

3. Check that soap and rinse additive dispensers have enough products for the day's use.

4. Scrape and rinse all items before placing them in the machine.

5. Load the dishwasher racks. Avoid overloading or improper loading.

6. Place rack in machine and close door.

7. Check temperatures for wash, rinse and final rinse cycles, and the water pressure. Temperatures and pressure should be at least:

   - Wash - 150°F and run for a minimum of 2 minutes
   - Rinse - 170°F.
   - Final rinse - 180° F. For stationary-rack, single-temperature machines, the rinse must be at least 165°F.
   - Minimum water pressure to final rinse should be at 20 psi.

8. Record the date and temperature, and initial the entry on the "**Record of Dish Machine Temperatures" (see Attachment A)**. Date and temperature documentation should be completed once per shift. If final rinse temperature does not meet the standard, do not run anything through the machine and report the problem to a supervisor immediately.

9. Run racks of trays and flatware through the dish machine.

10. Remove trays and flatware from machine and allow to air dry.

The Food Service Manager will:

1. Verify that the warewashing machine is functioning properly.

2. Check temperature-monitoring forms to ensure that temperatures meet standards and are recorded daily.

3. Follow up as necessary.

Machine Warehousing – Chemical Sanitizing (Low Temp)

Policy: All silverware, serving dishes and utensils are washed, rinsed and sanitized after each use. The machine for warewashing shall be checked prior to each meal period to ensure that it is functioning properly.

Procedures: Employees who use the warewashing machine will be responsible for knowing how to use the machine, document its use, and properly maintain it after use. Steps include:

1. Fill dish machine tanks prior to use, utilizing the automatic filler.

2. Run dish machine for 10 minutes after being filled, but prior to being used, to heat water.

3. Check that soap and rinse additive dispensers have enough products for the day's use.

4. Scrape and rinse all items before placing them in the machine.

5. Load the dishwasher racks. Avoid overloading or improper loading.

6. Place rack in machine and close door. Check that the wash cycle is maintaining at least 120°F and runs for a minimum of 2 minutes.

7. Record temperatures for wash and rinse cycles, and the water pressure. Temperatures and pressure should be at least:

   - Wash - 120°F and run for a minimum of 2 minutes
   - Rinse - 75-120°F.
   - Minimum water pressure to final rinse should be at 15-25 psi.

8. Check sanitizer concentration using appropriate test strips.

9. Record the date and temperatures, and initial the entry on the **"Record of Dish Machine Temperatures" (see Attachment A).**

10. Run racks of trays, dishes and flatware through the dish machine.

11. Remove dishes from machine and allow to air dry.

The Food Service Manager will:

1. Verify that the warewashing machine is functioning properly.
2. Check the temperature monitoring form to ensure temperatures meet standards and are recorded daily.
3. Follow up as necessary.

Manual Warewashing

Policy: All small wares are washed, rinsed and sanitized after each use. The warewashing sinks shall be checked prior to use to ensure chemical concentrations or sanitizing temperatures are adequate.

Procedures: Employees who use warewashing sinks will be responsible for knowing how to use them properly and document concentrations and/or temperatures. Steps include:

1. Rinse, scrape, or soak all items before washing.

2. Record the date, meal, sanitizer water temperature or test strip results, and initial entry on the "**Temperature & Sanitizer Monitoring Form" (see Attachment B).**

3. Wash items in the first sink in the detergent solution. Water temperature should be at least 110°F. Use a brush, cloth, or scrubber to loosen soil. Replace detergent solution when suds are gone or water is dirty.

4. Immerse or spray-rinse items in second sink. Water temperature should be at least 110°F. Remove all traces of food and detergent. If using immersion method, replace water when it becomes cloudy, dirty or suds appear.

5. Immerse items in third sink filled with hot water or a chemical-sanitizing solution. If hot water immersion is used, the water temperature must be at least 171°F. Items must be immersed for a minimum of 30 seconds. If chemical sanitizing is used, the sanitizer must be mixed at the proper concentration. (Check at regular intervals with a test kit.) Water must be correct temperature for the sanitizer used. Air-dry all items on a drain board. Do not use towels to dry items.

Proper Warewashing Sink Setup

1. **WASH** 110°F Soapy Water	2. **RINSE** 110°F Clear Water	3. **Sanitize** 171°F Chemical Sanitizer **SEE BELOW↓**

Chemical Solution	Concentration Level	Minimum Temperature	Minimum Immersion Time
Chlorine solution	25 mg/l minimum 50 mg/l minimum 100 mg/l minimum	120°F 100°F 55°F	10 seconds 10 seconds 10 seconds
Iodine solution	12.5-25.0 mg/l	75°F	30 seconds
Quaternary ammonium solution	200 ppm maximum	75°F	30 seconds

The Food Service Manager will:

1. Monitor employees using warewashing sinks to ensure they are being used properly.

2. Check "**Temperature & Sanitizer Monitoring Form" (see Attachment B)** to ensure that temperatures or chemical concentrations meet standards and are recorded daily.

3. Follow up as necessary.

Pest Control

Policy: Efforts will be made to ensure that pests are controlled in the food service operation area, including the use of a contracted licensed pest control operator (PCO).

Procedures: Employees will use an integrated pest management (IPM) program using the following steps:

Deny access to pests

1. Use reputable suppliers for all deliveries.
2. Check all deliveries before they enter the food service operation.
3. Refuse shipments that have signs of pest infestation.
4. Keep all exterior openings closed tightly. Check doors for proper fit as part of the regular cleaning schedule.
5. Report any signs of pests to the Food Service Manager.
6. Report any openings, cracks, broken seals or other opportunities for pest infestation to the Food Service Manager.

Deny pests food, water and a hiding or nesting place

1. Dispose of garbage quickly and correctly. Keep garbage containers clean, in good condition, and tightly covered in all areas (indoor and outdoor). Clean up spills around garbage containers immediately. Wash, rinse and sanitize containers regularly.
2. Store all food and supplies as quickly as possible.
   - Keep all food and supplies at least six inches off the floor, six inches away from walls, and eighteen (18”) inches from the ceiling.
   - Refrigerate foods such as powdered milk, cocoa and nuts after opening. These foods attract insects, but most insects become inactive at temperatures below 41ºF.
3. Use FIFO (First In/First Out) inventory rotation, so pests do not have time to settle into these products and breed.
4. Transport wet towels and mop heads to the laundry area at the end of each shift to minimize the risk of infestation by pests.
5. Clean and sanitize the facility thoroughly and regularly. Careful cleaning eliminates the food supply, destroys insect eggs, and reduces the number of places pests can take shelter.

Using and Storing Pesticides

1. The contracted PCO should decide if or when pesticides are utlized in the facility. PCOs are trained to determine the best pesticide for each pest, and how and where to apply it. The PCO is responsible for all pesticides used in the facility. The contractor must remove any materials brought on site. Safety Data Sheets (SDS) shall be obtained from contractors for all hazardous materials brought on site prior to entry or use.

The Food Service Manager will:

1. Supervise daily cleaning routines.
2. Monitor completion of all cleaning tasks daily against the master cleaning schedule.
3. Review and change the master cleaning schedule every time there is a change in menu, procedures or equipment.
4. Request employee input in the IPM program during staff meetings.
5. Conduct routine inspections of the facility.
6. Review infestation and control issues with the PCO. Take necessary steps to control and/or eliminate pests.
7. Follow up with staff's observations and PCO as necessary.
8. File PCO / IPM records with HACCP records.

Receiving Fresh, Refrigerated, Frozen Foods

Policy: Check all food for proper conditions when received at the facility.

Procedures: Employees receiving food should:

General Principles:

1. Receive only one delivery at a time.
2. Remove potentially hazardous foods from the temperature danger zone (41°F to 140°F) and place in storage as quickly as possible.
3. Check to make sure frozen food is solid, and does not show evidence of thawing and re-freezing. Common signs of thawing and refreezing are large ice crystals on the surface and frozen juices or liquids in the package.
4. Check to ensure that refrigerated foods received are at 41ºF or below.
5. Accept only pasteurized dairy products.
6. Record the date of receipt on the outside of each package, and a use-by date if applicable.
7. Check delivery invoice against all items delivered.
8. Reject potentially hazardous foods that are not at acceptable temperature and cans with swelled tops or bottoms, leakage, incomplete labels, flawed seals, rust or dents.
9. Evaluate quality of products by odor, sight and touch. Unacceptable products should be rejected. Products must meet order specifications and quality requirements. If any foods are deemed unacceptable, they should be rejected and put in a designated area for credit. Make note on invoice of any items rejected.

Receiving Frozen and Refrigerated Foods:

1. Check temperature with a calibrated thermometer to assure that cold foods are below 41°F.
2. Return all foods that should be stored below 41°F that are delivered above 41°F.
3. Check at random and immediately record the temperature of three different types of potentially hazardous food (PHF) items immediately for each delivery (e.g., dairy products, frozen meats, fresh deli-sliced meats). Record date, employee initials, vendor, product name, and temperature of these products in the "**Receiving Temperature Log" (see Attachment C).**

4. Place foods in the proper storage area (cooler or freezer) quickly to avoid potential bacterial growth.

Receiving Dry Goods:

1. Check dry goods for leaks, flaws, or broken packages. Dry goods should be dry, free of mold, and free of insects. Reject flawed packages and put in a designated area for credit.
2. Inspect cans for leaks, incomplete labels, dents, bulges, and other visible signs of damage. Notify the Food Service Manager if a damaged can is found.
3. Notify the Food Service Manager to call the vendor when damaged items are found so the product can be picked up and returned and a credit issued.
4. Date boxes and cans with receiving date.
5. Separate chemicals from foods.
6. Submit the "**Receiving Temperature Log" (see Attachment C)** to Food Service Manager each Friday.
7. Reject and remove damaged packages or cases. Return for credit.

The Food Service Manager will:

1. Assure that all foods come from approved vendors and sources.
2. Schedule deliveries for off-peak hours and make sure enough trained staff are available to receive, inspect and store food promptly.
3. Assure that no home-prepared foods are accepted or used.
4. Check "**Receiving Temperature Log" (see Attachment C)** (for delivery days) to ensure proper procedures are being followed.
5. Follow up with staff as necessary.
6. File HACCP records.
7. Make note of rejected items to receive credit from vendor.
8. Contact vendors to arrange for pick up and credit of rejected products.

Receiving Chemicals

Policy: All chemicals should be checked for proper conditions and handled with caution when received in the facility.

Procedures: Employees receiving chemicals should:

General Principles:

1. Check delivery invoice against all items delivered.
2. Reject items that are leaking, incomplete labels, dents, bulges and other visible signs of damage. Notify the Food Service Manager if damaged items are found.
3. Separate chemicals from food.
4. Notify the Food Service Manager to call the vendor when damaged items are found so the chemical can be picked up and returned for credit.

The Food Service Manager will:

1. Assure that all chemicals come from approved vendors and sources.
2. Monitor that all Safety Data Sheets (SDS) are available and current for chemicals used.
3. Schedule deliveries for off-peak hours and make sure enough trained staff are available to receive, inspect, and store food promptly.
4. Follow up with staff as necessary.
5. Make note of rejected items to receive credit from vendor.
6. Contact vendors to arrange for pick up and credit of rejected products.

Storage of Dry, Refrigerated and Frozen Foods

Policy: All food, chemicals and supplies should be stored in a manner that ensures quality and maximizes safety of the food served to youth.

Procedure: Employees who will be receiving and storing food maintain the storage areas, including dry, refrigerated and freezer storage, by following these steps:

Storage upon Receiving:

1. Place foods in the proper storage area (refrigerator or freezer) quickly to avoid bacterial growth.

   - 34°F to 40° or lower – refrigerator temperatures
   - 0°F or below – freezer temperatures
   - 50°F to 70°F at 50 to 60% humidity – dry storage temperatures

2. Place foods into appropriate storage areas immediately upon receipt in the following order:

   - Refrigerated foods
     Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order:

Prepared or ready-to-eat foods	Top shelf
Fish and seafood items	↓
Whole cuts of raw beef	
Whole cuts of raw pork	
Ground or processed meats	
Raw poultry	Bottom shelf

   - Frozen foods
   - Dry foods

3. Keep all food items on shelves that are at least 6” above the floor to facilitate air circulation and proper cleaning.

4. Store food out of direct sunlight.

5. Place chemicals and supplies in appropriate storage areas, away from food.

6. Use First In/First Out (FIFO) rotation of products in all storage areas to assure that oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates. Mixing old food with new food is not acceptable.

7. Make sure all goods are dated with receiving date and use-by date, as appropriate.

8. Store food in original container if the container is clean, dry and intact. If necessary, repackage food in clean, well-labeled, airtight containers. This can also be done after a package is opened. NEVER put food in chemical containers and chemicals are NEVER placed in food storage containers.

9. Store potentially hazardous foods no more than 7 days at 34° to 40° from the date of preparation.

10. Store pesticides and chemicals away from food handling and storage areas. They must be stored in original, labeled containers.

Storeroom Sanitation:

1. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from areas where garbage is stored.

2. Dispose of items that are beyond the expiration or "use by" dates.

3. Store all items on shelves that are at least 6" above the floor to facilitate air circulation and proper cleaning.

4. Check for signs of rodents or insects. If there are signs of the presence of rodents or insects, notify the Food Service Manager.

Temperature Control:

1. Check the temperature of all refrigerators, freezers and dry storerooms at the beginning of each shift. This includes both internal and external thermometers, where appropriate.

   - Refrigerator temperatures should be between 34°F and 40°F.
   - Freezer temperatures should be between -10ºF and 0ºF.
   - Storeroom (dry storage) temperatures should be between 50ºF and 70ºF.

2. Record temperatures on the **"HACCP Refrigerator Temperature Log" (see Attachment D) and the "HACCP Freezer Log Monthly" (see Attachment H).**

3. Notify Food Service Manager immediately of any unacceptable temperatures.

4. Limit overloading refrigerated storage areas, as this prevents airflow and makes the unit work harder to stay cold.

5. Use caution when cooling hot food in the refrigerator, as this warms the unit and can put other foods into the temperature danger zone.

6. Keep units closed as much as possible to maintain proper temperatures.

7. Defrost all units on a regular schedule to aid in proper maintenance and air circulation.

The Food Service Manager will:

1. Monitor temperature logs of storage rooms, freezers, and refrigerators.
2. Review logs to make sure there are no temperature deviations.
3. Document all corrective action taken on the appropriate forms.
4. Include cleaning and sanitizing of all storage areas in master cleaning schedule.
5. Follow up on all reported problems.
6. File logs with HACCP records.

Storing and Using Poisonous or Toxic Chemicals

Policy: To prevent foodborne illness by chemical contamination.

Procedures: All food service employees who use chemicals in the kitchen must:

Instructions:

1. Train food service employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Designate a location for storing the Safety Data Sheets (SDS).
4. Follow manufacturer's directions for specific mixing, storing and first aid instructions on the chemical containers in the SDS.
5. Label and date all poisonous or toxic chemicals with the common name of the substance.
6. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
7. Limit access to chemicals by use of locks, seals or key cards.
8. Maintain an inventory of chemicals.
9. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
10. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the State or local health department.
11. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
12. Do not use chemical containers for storing food or water.
13. Use only hand sanitizers that comply with the *2013 FDA Food Code.* Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *2013 FDA Food Code.*
14. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
15. 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. Medication amounts should not exceed that required for an employee's tour of duty, pursuant to YS Policy No. C.2.22.

16. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food. Medication amounts should not exceed that required for an employee's tour of duty pursuant to YS Policy No. C.2.22.

Monitoring:

Food service employees and the Food Service Manager shall visually observe that chemicals are being stored, labeled and used properly during all hours of operation.

Corrective Action:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Discard any food contaminated by chemicals.
3. Label and properly store any unlabeled or misplaced chemicals.

The Food Service Manager will:

1. Assure that all chemicals are stored properly.
2. Monitor that all Safety Data Sheets (SDS) are available for chemicals used.
3. Follow up with staff as necessary.

Calibration of Thermometers

Policy: Calibrate thermometers routinely to ensure accuracy of temperatures taken and the safety of food served to youth.

Procedures: Food services employees shall calibrate thermometers on a weekly basis using the following steps:

Ice-Point Method

Note: The ice-point method of calibrating thermometers is used, unless a thermometer cannot read 32°F; the boiling-point method is sometimes less reliable due to variances in altitude and atmospheric pressure.

1. Fill a large glass (at least 6" in diameter) with crushed ice. Add cold, clean tap water until the glass is full. Stir the mixture well so that it will be at 32°F.
2. Put the end of the clean thermometer or probe stem into the ice water so that the sensing area is completely submerged, but the stem does not touch the bottom or sides of the glass. Wait 30 seconds. The thermometer stem or probe stem must remain in the ice water.
3. Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, secure with a small wrench or pliers, and rotate the head of the thermometer until it reads 32°F.
4. Press the reset button on a digital thermometer to adjust the readout.
5. Record calibration**,** including date and initials, on the **"Thermometer Calibration Log" (see Attachment E)**.

Boiling-Point Method

1. Bring clean tap water to a boil in a deep pan (it will be at 212°F).
2. Put the stem of a clean thermometer or probe into the boiling water so that the sensing area is completely submerged, but does not touch the bottom or sides of the pan. The thermometer stem or probe must remain in the boiling water for 30 seconds. Use a hot pad to hold the thermometer in the boiling water.
3. Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, secure with a small wrench or pliers, and rotate the head of the thermometer until it reads 212°F (100°C).
4. Press the reset button on a digital thermometer to adjust the readout.
5. Record calibration, including date and initials, on the "**Thermometer Calibration Log" (see Attachment E)**.

The Food Service Manager will:

1. Review the "**Thermometer Calibration Log" (see Attachment E)** weekly to ensure proper calibration of the thermometers.
2. Follow up as necessary.
3. File logs with HACCP records.

Use of Thermometers

Policy: Temperatures shall be taken at all steps in the food flow: receiving, storage, preparation, cooking, transporting and serving, with calibrated thermometers to ensure the safety of food served to youth.

Procedures: Employees involved in the production or service of food must take temperatures at critical steps throughout the flow of food using the following procedures:

How to Measure the Temperature of Food

1. Use a calibrated thermometer.
2. Sanitize stem of thermometer with an alcohol wipe or insert stem into sanitizing solution for at least 5 seconds, then air dry.
3. Insert the end of the sanitized thermometer into one of the following locations, depending on the type of food:
   - The thickest part of the product for meat, poultry, or fish
   - The center of the item
   - Between two packages of refrigerated or frozen packaged foods
   - Until at least 2 inches are submersed in milk and other liquids
   - By folding the bag over the stem of the thermometer or probe for bulk milk or liquids
4. Make sure the tip of the thermometer does not poke through the food.
5. Measure the temperature for at least 15 seconds.
6. Read thermometer and record temperature.
7. Sanitize stem of thermometer and store it in an accessible location.

General Thermometer Guidelines:

1. Keep thermometers and their storage cases clean, stored safely and easily accessible.
2. Use bi-metallic stemmed thermometers or digital thermometers. Do not use glass thermometers filled with mercury or spirits.
3. Wait at least 15 seconds for the thermometer reading to steady before recording the temperature.
4. Take two temperatures in different locations, since product temperatures can vary through the food item.

5. Insert the thermometer into liquids and hold. Do not allow the sensing area or probe on the thermometer to touch the sides or bottom of the container.

The Food Service Manager will:

1. Review logs daily to ensure that temperatures and corrective actions are compliant.

2. Follow up as necessary.

3. File logs with HACCP records.

Thawing Foods

Policy: All foods shall be thawed using appropriate practices to ensure food safety.

Procedures: Employees thawing food should:

1. Use one of four acceptable methods for thawing food:

   - Thaw foods in the refrigerator at 40°F or below. NEVER thaw foods at room temperature.
   - Thaw foods needed for immediate service under potable running water at 70°F or lower. Prepare the product within 4 hours of thawing.
   - Thaw the product in the microwave if product will be cooked immediately.
   - There is no separate thawing – thawing occurs as part of the cooking process.

2. Use the lowest shelf in the cooler for thawing raw meat to prevent cross contamination and separate raw products from cooked and ready-to-eat products.

3. Do not refreeze thawed foods, unless they are first cooked or processed.

The Food Service Manager will:

1. Review thawing procedures to assure compliance.

2. Take corrective action as necessary.

3. Use labels to monitor pulled dates or freezer charts to ensure FIFO of freezer products.

4. Follow up as necessary.

Preparing Cold Foods

Policy: Monitor and record all temperatures of cold foods served to youth during preparation to ensure safety. All foods shall be prepared using appropriate practices and procedures to ensure safety and sanitation.

Procedures: Employees preparing cold food should:

Prepare cold foods:

1. Pre-chill ingredients for foods served cold (sandwiches and salads) below 41ºF before combining.
2. Prepare foods at room temperature in two (2) hours or less, working with small batches of food items. TOTAL time of food at room temperature must not exceed four (4) hours. This includes time spent at receiving, assembly and holding.
3. Prepare raw products away from other products. This reduces the opportunity of cross contamination with any ready-to-eat foods.
4. Discard thawed potentially hazardous foods that have been above 40°F for more than four (4) hours.

Maintain food contact surfaces:

1. Use color-coded cutting boards designated for products not receiving further heat treatment:

   - Red for meat
   - Green for vegetables or fruits
   - Yellow for breads

2. Clean and sanitize all surfaces, cutting boards and utensils that have been used in the preparation of raw meats, poultry and fish prior to using for fruits, vegetables and ready-to-eat foods. Cleaning and sanitizing steps MUST be done separately in order to be effective.

Take Temperatures:

1. Use a calibrated thermometer to take the temperatures of designated food products.
2. Wipe the thermometer stem with alcohol wipes prior to and after taking the temperatures of each food; or wash stem, rinse and sanitize.
3. Record temperatures in the "**Food Production Record" (see Attachment F).**

The Food Service Manager will:

1. Monitor cold food preparation procedures daily.
2. Take corrective action as necessary.
3. Follow up as needed.
4. File logs in HACCP records.

Preparing and Cooking Hot Foods

Policy: Temperatures of all potentially hazardous hot foods shall be taken during preparation and service to ensure safety of food served to youth. All hot foods will be prepared using appropriate practices and procedures to ensure safety and sanitation.

Procedures: Employees involved in the production of food must complete the following steps:

Prepare hot foods:

1. Cook hot foods to these minimum end-point temperatures or higher.

   - Poultry. . . . . 165°F for 15 seconds
   - Stuffing, stuffed meats, casseroles and other dishes combining raw and cooked foods..... . . . . .165°F for 15 seconds
   - Ground or flaked meats . . . . . 155°F for 15 seconds
   - Beef roasts; pork roasts and chops. . . . . 165°F for 15 seconds
   - Beef steaks, veal, lamb . . . . . .165°F for 15 seconds
   - Commercially raised game animals. . . . . 145°F for 15 seconds
   - Fish and foods containing fish. . . . . 145°F for 15 seconds
   - Shell eggs (for immediate service) . . . . . 155°F for 15 seconds
   - Vegetables (canned, frozen, fresh). . . .. .140°F for 15 seconds
   - Potentially Hazardous Foods cooked in microwave..165°F; let food stand for 2 minutes after cooking

2. Take end-point cooking temperatures.

3. Record the end-point cooking temperatures.

4. Use batch cooking to reduce holding time of foods.

5. Allow temperature of cooking equipment to return to required temperatures between batches.

6. Do not use holding equipment to cook or reheat food.

7. Heat fruits, vegetables and ready-to-eat (RTE) commercially processed and packaged foods to 140° for hot service.

8. Prepare foods at room temperature in two (2) hours or less, or the food item should be returned to the refrigerator. TOTAL time of food at room temperature shall not exceed four (4) hours. This includes time spent at receiving, assembly and holding.

9. Prepare raw products away from higher products not receiving heat treatment. This reduces the opportunity of cross contamination with any ready-to-eat foods.

Maintain food contact and surfaces:

1. Use color-coded cutting boards for all products.

   - Red for meat
   - Green for vegetables or fruits
   - Yellow for breads

2. Clean and sanitize all food contact surfaces, cutting boards and utensils that have been used in the preparation of raw meats, poultry and fish prior to using for raw fruits and vegetables and ready-to-eat foods. Cleaning and sanitizing steps MUST be done separately in order to be effective.

Take temperatures:

1. Use a calibrated thermometer to take the temperatures of all food products.

2. Wipe the thermometer stem with alcohol wipes prior to and after taking the temperatures of each food; or wash stem, rinse and sanitize.

3. Take temperatures in the thickest part of a food item (usually the center). Two readings should also be taken in different locations to assure thorough cooking to the appropriate end-point temperature.

4. Record the end-point cooking temperature on the "**Food Production Record" (see Attachment F).**

The Food Service Manager will:

1. Monitor preparation procedures daily.

2. Take corrective action as necessary.

3. Follow up as necessary.

4. File logs with HACCP records.

Holding Foods

Policy: All hot foods shall be held hot above 140ºF, and cold foods shall be held below 41ºF. Food temperatures shall be taken during holding to ensure the safety of food served to youth. When in doubt about the safety of food, it shall be discarded.

Procedures: Employees involved in the production or service of food must:

Holding Hot Foods:

1. Prepare and cook only as much food as is needed. Batch cooking is ideal for maintaining food temperature and quality.
2. Use hot holding equipment that can keep hot foods at 140ºF or higher.
3. Follow manufacturer's instructions in using hot-holding equipment.
4. Keep foods covered to retain heat and to keep contaminants from falling into food.
5. Measure internal food temperatures at least every two (2) hours using a calibrated thermometer. Record temperatures in the "**Food Production Record" (see Attachment F)**.
6. Discard hot foods after four (4) hours if the food has not been properly held at or above 140ºF.
7. Do not mix freshly prepared foods with foods being held for service to prevent cross contamination.

Holding Cold Foods:

1. Use cold-holding equipment that can keep cold foods at 40ºF (4.44°C) or lower.
2. Measure internal food temperatures at least every two (2) hours using a calibrated thermometer. Record temperatures in the "**Food Production Record" (see Attachment F)**.
3. Protect cold foods from contaminants with covers or food shields.
4. Place cold foods in pans or on plates first, never directly on ice. The only exceptions are whole fruits and vegetables. Ice used on a display should be self-draining. Wash and sanitize drip pans after each use.

The Food Service Manager will:

1. Monitor hot and cold holding procedures daily.
2. Take corrective action as necessary.
3. Follow up as necessary.
4. File temperature logs with HACCP records

Cleanliness and Sanitation of the Cafeteria

Policy: The cleanliness and sanitation of the cafeteria is to be maintained.

Procedures: Employees involved in the service of food to youth in the cafeteria must observe the following procedures to ensure its safety.

Before service:

1. Wash hands before handling serviceware, food or beverages.
2. Prepare milk cooler for youth use just before their arrival. Milk is served at 40°F or below. Keep cooler closed during breaks in service to maintain proper product temperature.
3. Monitor hand washing station, napkin dispensers and condiment dispenser for required amount of supplies and cleanliness.

During service:

1. When assisting with meal service, handle all trays, dishes and flatware by non-food contact surfaces only.
2. Inform youth where to return trays, plates and flatware. Also, inform youth where disposable trash and garbage is disposed.
3. Clean and sanitize tables and counters during breaks in service.
4. Wipe up spills as they occur immediately. Use only designated cloths.

After service:

1. Clean and sanitize tables, counters and all other serving areas. Monitor milk coolers, checking for any spillage.
2. Sweep and clean floors after meals.
3. According to the cleaning schedule, routinely clean all areas of the cafeteria, including milk coolers, condiment dispensers, etc.

The Food Service Manager will:

1. Monitor employees to ensure that the cafeteria is properly maintained and all foods are served safely.
2. Provide supplies needed to maintain the cleanliness and sanitation of the cafeteria.

3. Establish complete cafeteria cleaning as part of routine cleaning schedule.

4. Follow up as necessary.

Cleanliness and Sanitation of the Service Area

Policy: The cleanliness and sanitation of the cafeteria is to be maintained.

Procedures: Employees involved in the service of food to youth in the service area must observe the following procedures to ensure its safety.

Before service:

1. Clean and sanitize all serving line counters.

2. Clean and sanitize all tray slides.

3. Check to make sure that all utensils are stored in clean holders with utensil handles facing outward.

4. Check to make sure napkin holders and condiment dispensers are clean.

During Service:

1. Clean and sanitize tables and counters during breaks in service.

2. Immediately wipe up spills as they occur. Use only designated cloths.

After service:

1. Clean and sanitize tables, counters and all other serving areas. Monitor milk coolers, checking for any spillage.

2. Sweep and clean floors after meals.

3. According to the cleaning schedule, routinely clean all areas of the cafeteria, including milk coolers, condiment dispensers, etc.

The Food Service Manager will:

1. Monitor employees to ensure that the cafeteria is properly maintained and all foods are served safely.

2. Provide supplies to maintain the cleanliness and sanitation of the cafeteria.

3. Establish complete cafeteria cleaning as part of routine cleaning schedule.

4. Follow up as necessary

Service Temperature

Policy: Temperatures of all hot and cold foods are taken during service to ensure that foods are maintained.

Procedures: Employees who will be setting up the service line and serving food must follow these procedures:

1. Use a calibrated thermometer to take temperatures of food products.
2. Wipe the thermometer stem with a new alcohol wipe prior to taking the temperature of any food item.
3. Take temperatures of all hot foods as they are put on the serving line.
4. Take temperatures of all cold foods as they are put on the serving line or salad bar.
5. Take temperature of milk before the serving line begins.
6. Record all temperatures on the "**Food Production Record" (see Attachment F)** with employee initial.
7. Verify that all temperatures are within the critical limits:
   - Hot foods are at or above 140°F
   - Cold foods are at or below 40°F
8. If hot foods are below 140°F, they must be heated to above 165°F before serving. If cold foods rise above 40°F, they must be chilled to below 41°F before serving.
9. Give the "**Food Production Record" (see Attachment F)** to the Food Service Manager weekly.

The Food Service Manager will:

1. Monitor the logs to ensure that they are completed and that the temperatures are appropriate.
2. Review the log to see if there were temperature deviations.
3. Check corrective action taken to determine if it was appropriate.
4. Follow up as necessary.
5. File the logs in the HACCP file.

Facility and Equipment Maintenance

Policy: The facility environment and equipment shall be maintained to ensure the safety of the food served to youth.

Procedures: The Food Service Manager must:

1. Monitor the maintenance of toilet facilities so that they function properly and are clean. This includes verifying that adequate supplies of liquid soap and disposable towels are available at all times.
2. Take water temperature to ensure that hot (120°f) and cold (70°F) running water is available at all sinks.
3. Check to make sure that there is no possibility of back siphonage.
4. Check to make sure that all food waste and rubbish are stored in rodent and insect-proof containers with tight fitting lids.
5. Verify that temperatures of all cooling equipment are taken and recorded routinely to ensure proper calibration of thermometers, and proper equipment operation.
6. Verify that temperatures of all heating equipment are taken and recorded routinely to ensure proper calibration of thermometers, and proper equipment operation.
7. Monitor the maintenance of ventilation systems, ensuring that systems are adequate and regularly cleaned according to the set schedule.

The Food Service Manager will:

1. Assure all equipment in the food service facility is well maintained.
2. Review temperature logs to ensure that all are completed and to determine problem areas.
3. Follow up on any equipment issues or needs.
4. Maintain all facility and equipment documentation with HACCP records.

Food Safety and the HACCP Training Programs

Policy: Food service will complete training in food safety and Hazard Analysis Critical Control Points (HACCP) programs. Training will be on going to ensure that employees are aware of food safety and are following the Agency's HACCP program.

Procedures: The Food Service Director or Food Service Manager shall:

1. Include basic food safety training as part of new food services employee orientation.
2. Provide staff with at least bi-annual training on food safety and HACCP.
3. Require all Food Service Managers to complete a food safety certification course.
4. Provide all employees with the opportunity to take a food safety certification course.
5. Use outside resources, such as Extension specialists, vendors or qualified trainers to provide food safety and HACCP training.
6. Observe staff to ensure that they demonstrate food safety knowledge each day in the workplace.
7. Plan annual HACCP training.
8. Document the content of all training sessions and attendance on In-service Training sign-in sheets for entry into the TREC database.
9. File documentation in HACCP records.

Self-Inspection for Continuous Quality Improvement

Policy: The OJJ food service department and each individual facility kitchen (production and service) shall have an on-going process in place for self- inspection /evaluation for the purposes of continued quality improvement.

Procedures: Members of the HACCP team will:

1. Develop a self-inspection process for ongoing evaluation of the food service operation.
2. Develop forms for conducting self-inspections.
3. Develop a regular schedule for conducting self-inspections.
4. Conduct independent self-inspections.
5. Meet after each self-inspection to discuss the outcomes.
6. Develop corrective action as needed.
7. Document the process using the "HACCP Food Safety Checklist**" (see Attachment G).**

The Director of Food Services will:

1. Conduct quarterly Dining Hall inspections for quality assurance utilizing the "**Quality Assurance Review Form" (see Attachment I)**. (Refer to YS Policy No. C.6.1)
2. Provide support for taking appropriate corrective action. This may include support for training and new equipment.

Purchasing

Policy: Food is purchased only from approved vendors to assure the safety of food served to youth.

Procedures: Employees purchasing food must:

Understand regulations for specific foods:

1. Purchase packaged or processed foods only from approved state vendors who receive their products from licensed and reputable purveyors and manufacturers who adhere to good manufacturing practices.

2. Fresh produce may be purchased directly from local growers following approved Office of State Purchasing guidelines. As there is no inspection process for these non-potentially hazardous foods (with exception of melons and fresh alfalfa sprouts), Food Service Managers should ensure packages are clean and will maintain the integrity of the food item, as communicated through product specifications when making a direct purchase.

3. Only purchase meat from vendor awarded statewide contract. Fresh shell eggs may be purchased from local producers following approved Office of State Purchasing guidelines. Because these foods are considered potentially hazardous, the products must be inspected for safety. Beef or pork that is processed in a state inspected locker may be purchased by a food service operation. Poultry must also be processed in a state inspected locker or facility. State inspection is sufficient if the food is purchased by a food service within that state. These facilities are required to have HACCP plans in place. In many states, inspection standards are more stringent than USDA regulations.

4. Only pasteurized dairy products should be purchased for youth. Pasteurized shell or processed eggs should be purchased for menu items not receiving heat treatment or not reaching 145°F. Pasteurized apple juice and cider should also be purchased for youth.

Visit approved vendors to ensure that they maintain clean warehouses.

Use written specifications to ensure that the vendors know what is to be ordered and delivered each time.

The Food Service Manager will:

1. Develop and implement written product specifications to ensure products purchased consistently meet department expectations.

2. Request a written letter from all vendors indicating that they follow either a HACCP program or good manufacturing practices.

3. Coordinate delivery times with vendors/suppliers to ensure that deliveries are made when they can be checked, including product temperatures.

4. Review orders and delivery information to ensure compliance on orders and product specifications.

5. Follow up as necessary.

Food Safety in Emergency Situations

Policy: Food service or building emergency plans contain specific procedures to ensure student and staff safety in emergency situations. In case of building emergencies, food service personnel shall be knowledgeable about food handling procedures affecting food safety.

Procedures: All employees in the food service department must:

1. Follow established procedures related to handling food safely during emergencies.

2. Maintain confidentiality when security is an issue.

3. Be aware of implications when the following issues arise:

   - Menu changes
   - Staff notification systems – phone trees, etc.
   - Transportation of food to satellite units – transport and return
   - Food disposal procedures

     - When food is wholesome but service not occurring in a timely manner.
     - When food is no longer wholesome because of improper holding temperatures, fire, smoke, chemicals, fumes, etc.

The Food Service Director or Food Service Manager will:

1. Follow all HACCP Standard Operating Procedures that address food safety concerns during emergencies.

2. Instruct staff and review those procedures on regular basis, at least once a year.

3. Observe all employees to ensure procedures are followed.

4. Inform the local health department (or equivalent) if an emergency affecting food safety occurs.

5. Follow up, as necessary, with employees and food safety professionals.

6. Evaluate and update procedures as appropriate.

Corrective Action:

All HACCP procedures will be followed prior to operating under emergency situations.

Record of Dish Machine Temperatures

Month:

	Breakfast			Lunch			Dinner				
Stand Temp Date	Wash 155°-170°	Rinse 160°-180°	Final Rinse 180°-	Wash 155°-170°	Rinse 160°-180°	Final Rinse 180°-	Wash 155°-170°	Rinse 160°-180°	Final Rinse 180°-	Checked By	Course of Action
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
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30											
31											

When a dish machine cycle is not meeting a standard, it is to be reported to the current chemical distributer and/or maintenance department as soon as possible.

Attachment A

Temperature & Sanitizer Monitoring Form

3-Compartment High Temperature

Name:_____ Month:_____ Year:

Date	Meal			Initials	Wash	Rinse	Final Rinse	Water Pressure	Thermal Strip	Corrective Action
	B	L	D							
	B	L	D							
	B	L	D							
	B	L	D							
	B	L	D							
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	B	L	D							

Directions:

1. Complete this form prior to each meal

2. Attach thermal strip, with sensor 160°, to a tray or plate and run through machine.

3. Record date, initials, and temperatures for each compartment

4. If temperatures are outside the acceptable range or the thermal strip does not turn to black, indicate corrective aciton on form.

Temperature Standards:

Wash temperature: 150-160°F

Rinse temperature: 160-170°F

Final rinse temperature 180-194°F

Rinal rinse pressure: 15-25 psi

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Last revised 11/30/2011

Attachment B

RECEIVING TEMPERATURE LOG

Month _____ 20

Date	Time	Vendor	Product Name	Actual Masured Temp (°F)	Comments	Verified Date/ Initial

Attachment C

HACCP REFRIGERATOR TEMPERATURE LOG -- One Form Per Month

Refrigerator Location: _____

- Use a separate Temperature Log sheet for each walk-in / reach-in refrigerator location.
- Maintain refrigerator temperature at 34ºF to 40ºF (1ºC to 4ºC) during **stable times**.
- Check and record temperature once per shift.
- Complete corrective action column if temperatures are not in proper ranges.

Check either an <u>accurate</u> internal probe (hanging or standing refrigerator thermometer) <u>OR</u> a built-in equipment thermometer.

MONTH: **YEAR:**

Date	Time AM	Temp.	Food Service Worker's Signature	Time PM	Temp.	Food Service Worker's Signature	**Corrective Action / Comments**
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
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31							

KEEP ON FILE FOR FIVE YEARS

Thermometer Calibration Log

Venue: _____ **Month:** _____

Date	*Thermometer ID*	*Temp*	*Initials*	*Corrective Action*

Thermometer ID is the team member's name or workstation name

Thermometer Standards:

Thermometers must be with +/- 2° of 32° F (0° C)

Corrective Action:

"1" - Adusted thermometer and re-tested until spec temperature is reached.

Attachment E

FOOD PRODUCTION RECORD (Breakfast/Lunch/Dinner)

GRADE GROUPINGS: K-5 6-8 K-8 9-12 (CIRCLE ONE)

NUMBER OF MEALS PLANNED / SERVED

STUDENT MEALS _____ / _____
(First Meals Only)

ADULTS/TEACHERS _____ / _____
(School Employees)

SFS STAFF: _____ / _____
(Cafeteria Employees)

AT-COST/2ND MEALS _____ / _____
(Visitors and 2nd Meals)

TOTAL MEALS _____ / _____ **Plate Count:** _____

SITE INFORMATION

SCHOOL:_____

DATE: _____

MANAGER: _____

SIGNATURE:_____

NOTES:_____

SPOILED OR STOLEN FOOD (Attach Police Report For Stolen Food) :_____

PLANNING SECTION- Complete BEFORE Meal Service					DOCUMENTATION SECTION- Complete AFTER Meal Service				Food Temperatures	
1. # of Portions Planned {Include students, adults,& extra items sold}		2. Menu Item, Recipe #, CN # or Product Name {e.g. Biscuit/ USDA D-35 or Breakfast Pizza # 005261}	3. USDA	4. Portion Size/ Amount {e.g. ½ c. or 5 ea. /2 oz.}	5. Total Quantity/ # of Purchase Units Prepared {e.g. 1 cs. / 96 ct. 2 #10 cans / 20 lbs.}	6. Extras Sold	7. Total # Portions Leftover and Code {refer to guidance for codes}		8. Menu Item Temperatures START	END
Bread/Grain	WG									
Meat/Meat Alt. [a]										
Fruit/Vegetable										
Milk Choice										
Condiments/Extras										

[a] There is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013-2014), schools may: 1)Substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains *after the minimum daily grains requirement is met* OR 2) meat may be served as an " extra" item that does not count as a grain or contribute to the meal pattern. Grains that contribute 2 oz. eq. of Bread/Grain count as 2 items. Students may decline only 1 item of 4 offered. (Meats served as "extras" do not count as 1 of the 4 items, but DO count toward calorie restrictions.)

Leftover Codes: (F) Freeze (R) Refrigerate (SND) Serve Next Day (D) Dispose (RTS) Returned To Stock (SF) Served Free To Students

Instructions for Completing the Breakfast SFS-6 Production Record

MEAL AND SITE INFORMATION: Complete the meal and site information each day to identify the 1)age/grade group, 2) number of SFS (cafeteria) Employees, 3)SFA (School) Employees, and 4)At Cost (Visitors that are not school employees)/Second meals served. The school site, date and the manager's name must also be reported. The site manager should sign the record daily indicating that the information is complete and correct. The section documenting the number of student meals served (which will be claimed for reimbursement) must come from **actual participation data such as manual meal count forms, register tapes or computer reports.**

Planning Section Columns 1-4: Complete this information prior to meal production or service. All columns must be completed and are required to document that reimbursable meals have been planned. If using a cycle menu, columns 1-3 can be copied and saved for use each time the cycle is repeated. If substitutions are necessary, a single line should be drawn through the meal item and the new item can be written in.

1.	Number of Portions Planned	Indicate the number of portions planned for each menu item for the age/grade group the meal is being produced. Include the total number of portions planned to include reimbursable student meal portions, adult meal portions, and extra sales portions. You may select to separate the different groups by using a slash mark between totals; e.g. students/adults/extra sales.
	Bread/Grains	When reporting the number of portions planned for the Bread/Grain group, be sure to indicate if the menu item is Whole Grain or Whole Grain Rich by placing a check mark next to the item in the space under the WG.
2.	Menu Item, Recipe #, CN #, or Product Name	Indicate the specific menu item, recipe# (If applicable), and /or the product name and its corresponding CN# for the foods used to prepare the menu item. Be sure to list all planned food items including condiments. If an item is a combination food item, it should be listed in all of the food component categories.
3.	USDA	Place a check mark in the box next to any food item used in production of the meal which is a USDA commodity food item.
4.	Portion Size/Amount that contributes to the meal pattern	Indicate the actual planned portion size for each food listed in Column 2, based upon the age grade group for which the meal is being produced. This is the actual portion size that is served and the amount of the serving that contributes to meeting the meal pattern requirements. See the following examples: The ( ) indicate the component section the item should be reported. Breakfast Pizza: 4.2 oz. / 1.0 oz. (M/MA), Breakfast Pizza: 4.2 oz. /2.0 oz. (BG); Breakfast Burrito: 6.5 oz./ 1.0 oz. (M/MA), Breakfast Burrito 6.5 oz. /1.5 oz. (BG); Vegetable Omelet: 3.5 oz. / 2.0 (M/MA), Vegetable Omelet 3.5 oz. / ¼ c. (Veg.)

DOCUMENTATION SECTION COLUMNS 5-7: Must be completed daily after meal service to document that reimbursable meals were served as well as the number of meals that were served.

5.	Total Quantity or # of Purchase Units Prepared	Record the quantity prepared or the total number of **purchase units prepared** based upon portion sizes, and numbers of portions planned and served. (**If more portions are served than were originally planned, the quantity of amount prepared will exceed the quantity necessary to meet the amount planned) [See Example below] This column should include information such as numbers of total pounds/ numbers of cases with corresponding counts per case, total number of cans and the can size, etc.
6.	Extras Sold	Record the total number of extra menu items/extra sales items sold. (Extras sold should be included in the total number of servings planned Column 1)
7.	Total # of Portions/ Quantity Leftover and Leftover Code	Record the number of portions of food, or bulk quantity of food leftover based upon the portion sizes indicated in column 3. For individual portions such as hamburger patties, actual counts should be recorded. For items such as soup, bulk quantities can be listed such as gallons, based upon the corresponding portion sizes. e.g. 1 gallon of Vegetable Beef Soup = 16- 1 cup portions. The leftover codes found at the bottom of the production record should be entered next to the amount leftover so as to indicate the disposition of the leftover.
8.	Food Temperatures	Food Temperatures must be taken and recorded in column 8 **before the beginning of the meal and after the end of the meal.**

[a]There is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013-2014), schools may: 1)Substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains *after the minimum daily grains requirement is met* OR 2) meat may be served as an " extra" item that does not count as a grain or contribute to the meal pattern. Grains that contribute 2 oz. eq. of Bread/Grain count as 2 items. Students may decline only 1 item of 4 offered. (Meats served as "extras" do not count as 1 of the 4 items, but DO count toward calorie restrictions.)

FOOD SAFETY CHECKLIST

Date_____ Observer_____

Directions: Use this checklist daily. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

PERSONAL HYGIENE	Yes	No	Corrective Action
• Employees wear clean and proper uniform including shoes.	☐	☐	_____
• Effective hair restraints are properly worn.	☐	☐	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	☐	☐	_____
• Jewelry is limited to a plain ring, such as wedding band and a watch and no bracelets.	☐	☐	_____
• Hands are washed properly, frequently, and at appropriate times.	☐	☐	_____
• Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.	☐	☐	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	☐	☐	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	☐	☐	_____
• Employees appear in good health.	☐	☐	_____
• Hand sinks are unobstructed, operational, and clean.	☐	☐	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	☐	☐	_____
• A handwashing reminder sign is posted.	☐	☐	_____
• Employee restrooms are operational and clean.	☐	☐	_____

FOOD PREPARATION	Yes	No	Corrective Action
• All food stored or prepared in facility is from approved sources.	☐	☐	_____
• Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	☐	☐	_____
• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.	☐	☐	_____
• Thawed food is not refrozen.	☐	☐	_____
• Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	☐	☐	_____
• Food is tasted using the proper procedure.	☐	☐	_____
• Procedures are in place to prevent cross-contamination.	☐	☐	_____
• Food is handled with suitable utensils, such as single use gloves or tongs.	☐	☐	_____

- Food is prepared in small batches to limit the time it is in the temperature danger zone. ☐ ☐ _____
- Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor. ☐ ☐ _____
- Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer. ☐ ☐ _____
- The internal temperature of food being cooked is monitored and documented. ☐ ☐ _____

HOT HOLDING	Yes	No	Corrective Action
• Hot holding unit is clean.	☐	☐	_____
• Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods.	☐	☐	_____
• Hot holding unit is pre-heated before hot food is placed in unit.	☐	☐	_____
• Temperature of hot food being held is at or above 135 ^{o}F.	☐	☐	_____
• Food is protected from contamination.	☐	☐	_____

COLD HOLDING	Yes	No	Corrective Action
• Refrigerators are kept clean and organized.	☐	☐	_____
• Temperature of cold food being held is at or below 41 ^{o}F.	☐	☐	_____
• Food is protected from contamination.	☐	☐	_____

REFRIGERATOR, FREEZER, AND MILK COOLER	Yes	No	Corrective Action
• Thermometers are available and accurate.	☐	☐	_____
• Temperature is appropriate for pieces of equipment.	☐	☐	_____
• Food is stored 6 inches off floor or in walk-in cooling equipment.	☐	☐	_____
• Refrigerator and freezer units are clean and neat.	☐	☐	_____
• Proper chilling procedures are used.	☐	☐	_____
• All food is properly wrapped, labeled, and dated.	☐	☐	_____
• The FIFO (First In, First Out) method of inventory management is used.	☐	☐	_____
• Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.	☐	☐	_____

HACCP-Based SOPs

FOOD STORAGE AND DRY STORAGE	Yes	No	Corrective Action
• Temperatures of dry storage area is between 50 ^{o}F and 70 ^{o}F or State public health department requirement.	☐	☐	_____
• All food and paper supplies are stored 6 to 8 inches off the floor.	☐	☐	_____
• All food is labeled with name and received date.	☐	☐	_____
• Open bags of food are stored in containers with tight fitting lids and labeled with common name.	☐	☐	_____
• The FIFO (First In, First Out) method of inventory management is used.	☐	☐	_____
• There are no bulging or leaking canned goods.	☐	☐	_____
• Food is protected from contamination.	☐	☐	_____
• All food surfaces are clean.	☐	☐	_____
• Chemicals are clearly labeled and stored away from food and food-related supplies.	☐	☐	_____
• There is a regular cleaning schedule for all food surfaces.	☐	☐	_____
• Food is stored in original container or a food grade container.	☐	☐	_____

CLEANING AND SANITIZING	Yes	No	Corrective Action
• Three-compartment sink is properly set up for ware washing.	☐	☐	_____
• Dishmachine is working properly (such as gauges and chemicals are at recommended levels).	☐	☐	_____
• Water is clean and free of grease and food particles.	☐	☐	_____
• Water temperatures are correct for wash and rinse.	☐	☐	_____
• If heat sanitizing, the utensils are allowed to remain immersed in 171 ^{o}F water for 30 seconds.	☐	☐	_____
• If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.	☐	☐	_____
• Smallware and utensils are allowed to air dry.	☐	☐	_____
• Wiping cloths are stored in sanitizing solution while in use.	☐	☐	_____

UTENSILS AND EQUIPMENT	Yes	No	Corrective Action
• All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	☐	☐	_____
• Small equipment and utensils are washed, sanitized, and air-dried.	☐	☐	_____
• Work surfaces and utensils are clean.	☐	☐	_____
• Work surfaces are cleaned and sanitized between uses.	☐	☐	_____
• Thermometers are cleaned and sanitized after each use.	☐	☐	_____

- Thermometers are calibrated on a routine basis. ☐ ☐ _____
- Can opener is clean. ☐ ☐ _____
- Drawers and racks are clean. ☐ ☐ _____
- Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth. ☐ ☐ _____

LARGE EQUIPMENT	Yes	No	Corrective Action
Food slicer is clean.	☐	☐	_____
Food slicer is broken down, cleaned, and sanitized before and after every use.	☐	☐	_____
Boxes, containers, and recyclables are removed from site.	☐	☐	_____
Loading dock and area around dumpsters are clean and odor-free.	☐	☐	_____
Exhaust hood and filters are clean.	☐	☐	_____

GARBAGE STORAGE AND DISPOSAL	Yes	No	Corrective Action
Kitchen garbage cans are clean and kept covered.	☐	☐	_____
Garbage cans are emptied as necessary.	☐	☐	_____
Boxes and containers are removed from site.	☐	☐	_____
Loading dock and area around dumpster are clean.	☐	☐	_____
Dumpsters are clean.	☐	☐	_____

PEST CONTROL	Yes	No	Corrective Action
Outside doors have screens, are well-sealed, and are equipped with a self-closing device.	☐	☐	_____
No evidence of pests is present.	☐	☐	_____
There is a regular schedule of pest control by a licensed pest control operator.	☐	☐	_____

FREEZER TEMPERATURE LOG -- One Form Per Month

Freezer Location: _____

- Use a separate Temperature Log sheet for each walk-in / reach-in freezer location.
- Maintain freezer temperature at 0ºF (-18ºC) or below during **stable times**. Reach-in freezers may not exceed 10ºF (-12ºC).
- Check and record temperature once per shift.
- Complete corrective action column if temperatures are not in proper ranges.

Check either an <u>accurate</u> internal probe (hanging or standing refrigerator thermometer) <u>OR</u> a built-in equipment thermometer.

MONTH: **YEAR:**

Date	Time AM	Temp.	Food Service Worker's Signature	Time PM	Temp.	Food Service Worker's Signature	**Corrective Action / Comments**
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KEEP ON FILE FOR FIVE YEARS

QUALITY ASSURANCE REVIEW
Physical Plant
Food Services Inspection

Date:	
Facility:	
Youth Population:	
Reviewer:	

Guidelines:

YS Policy: A.2.15 "Dress Code for Secure Care Facilities and Community Based Services"; A.2.61 "Health Screening for Direct Care Positions"; A.7.1 "Safety and Emergency Management"; C.2.14 "Tool Control Program"; C.2.15 "Control and Use of Flammable, Caustic and Toxic Substances (FTCs)"; and C.6.1 "Food Services"

ACA 2-CO-4C-01; 4-JCF-1A-07; 4-JCF-1B-01; 4-JCF-1B-02; 4-JCF-1B-03; 4-JCF-1B-04; 4-JCF-1B-05; 4-JCF-1C-09; 4-JCF-2A-25; 4-JCF-4A-01; 4-JCF-4A-02; 4-JCF-4A-03; 4-JCF-4A-04; 4-JCF-4A-05; 4-JCF-4A-06; 4-JCF-4A-07; 4-JCF-4A-08; 4-JCF-4A-09; 4-JCF-4A-10; 4-JCF-4A-10-1; 4-JCF-4A-11; 4-JCF-4A-12; 4-JCF-4C-18; 4-JCF-59; 4-JCF-6C-06

Other
Food Service Inspection
Health Department Inspection
Master Tool Inventory
Monthly Fire, Safety and Sanitation Inspection
Office of Risk Management

Food Services Inspection

AREA	REVIEW	Y	N	N/A	COMMENTS
Building Entrance	Sidewalks are in good condition. There are no cracks to cause tripping.				
	Outside yard area is in good condition. There are no holes to cause tripping.				
	Outside gutters are debris free, clean and in good condition.				
	Roofing is in good condition with no leaks.				
	Building entrance is clean and litter free.				
Cleaning / Sanitizing	Overall housekeeping is maintained in a clean, orderly fashion and area is odor free.				
	Wiping cloths are stored in sanitizing solution when not in use.				
	Plumbing is in good condition with no leaks, floors are dry.				
	Floors are clean and in good condition - no loose tiles.				
	Ceiling tiles are in place with no mildew stains.				
	Air vents are free of dust and litter.				
	Corners, baseboards and walls are clean and free from dirt and damage.				
	All windows and screens are clean, secure, caulked and have no broken panes.				
	All doors are clean and locks are functional.				
	Mops are clean, air dried, odor free and hung up.				
	Mop buckets are clean and empty unless in use.				
	Wet floor signage is available and being used appropriately if applicable.				
	Garbage cans are clean and complete with bags and cover.				
	Wastes collected, stored and disposed of in an appropriate manner.				
	Drain covers are clean and free of debris.				
	Water fountain is clean, debris free and operable.				
Dishwasher	Temperature gauges are working properly and temperature is maintained during wash & rinse cycle (125°)				
	Detergent dispenser is working properly.				
	Drains are working properly.				
	Dishwasher is clean and free from dried foods.				
	Sanitizer is being used on cold water rinse.				
	Pre-rinse is being used.				

AREA	REVIEW	Y	N	N/A	COMMENTS
Electrical / Fire Safety	Evacuation routes, emergency evacuation plan and safety rules are strategically posted.				
	Exit signs are posted and operable.				
	Emergency lighting is in place and functional.				
	Aisles, hallways and fire exits are clear and unobstructed.				
	Electrical panels are accessible and in good condition.				
	Electrical outlets, wiring, cover plates and switches are in good condition with no cracks, exposed wiring, etc.				
	All lighting fixtures are functional and in good condition.				
	Electrical appliances are equipped with satisfactory cords and three pronged plugs.				
	Fire extinguisher inspections (monthly/yearly) are current and extinguisher is fully charged; sticker on extinguisher includes dates/initials; the fire extinguishers manufacturer's date reflects 1984 or newer				
	Fire extinguisher location is marked so that they are visible from a distance				
	Electrical cords are out of way of travel/foot traffic.				
	Electrical cords are in good condition, not frayed.				
	Electrical heaters when in use are operated according to manufacturer's safety precautions. Heaters are equipped with safety shut-off. Electrical heaters are never left unattended.				
	Staff have access to a working flashlight in the event of a power failure.				
	Sprinkler heads are uncovered with no storage within 18 inches.				
	Boiler/mechanical rooms are clean and are not being used for storage.				
	First aid kit available on site and inventory noted. Blood spill kit on site.				
Equipment / Machinery Safety	All equipment including can opener is clean and working properly.				
	Equipment, tools and security devices function and are properly stored.				
	All moveable mechanical parts on machinery/equipment is properly guarded and staff and youth are using proper personal protection equipment (PPE).				
	Staff and youth have been properly trained with documented training records.				
	Staff know the location of the Job Safety Analyses' (JSAs)				
	Job Safety Analyses is available on-site for review.				
FTC's	Flammable, toxic and caustic materials are controlled. (If during the walk-through FTCs are spotted uncontrolled, mark "N". If there are no FTCs in the area, mark "N/A". If there are FTCs in the area being used under staff supervision, mark "Y").				
	Chemical containers have approved labeling affixed and are stored properly.				
	Toxics and caustics are securely stored.				
	Flammable liquids and combustibles are stored separately.				
	There is an up-to-date perpetual chemical inventory and it matches items in stock.				
	MSD sheets are on-site.				
	Items in stock are stacked in a stable manner.				
	Eye Wash Station is available (if applicable, see attached location list).				

AREA	REVIEW	Y	N	N/A	COMMENTS
Insect / Rodent Control	Insect and rodent control measures are being followed.				
	Area appears to be free from insect or rodent infestation.				
Food Storage Area	Kitchen storeroom is clean and neatly arranged.				
	Food inventories are stored in accordance with “first in/first out “ system.				
	Shelf goods are maintained at 50/70 degrees.				
	Storage area size is adequate for purpose.				
	Foods are stored 6” off the floor.				
	Food items are dated as received.				
	Yeast and nutmeg is inventoried and stored in a secure locked location.				
Lavatory/Kitchen	Hand towels, soap and hot water are available.				
	Plumbing is in good condition with no leaks, floors are dry.				
Miscellaneous Storage Area	Misc storage area is clean and neatly arranged.				
	Storage of items is 18 inches or more from the ceiling				
	Storage area size is adequate for purpose.				
Menu	Current menu is posted where youth can see them.				
	Cycle menu is being followed.				
	Menu worksheet is posted in the preparation area.				
	Menu changes are made daily as they occur.				
Miscellaneous	All security camera's are unobstructed and lens are clean.				
	State Food Certificate is current and visually displayed.				
	Health Department License is current and visually displayed				
	ARP box is available and locked.				
	The last Health Department Inspection and corrective action is available and maintained on-site for review.				
	Unit is maintained at a comfortable temperature.				
	Bulletin Boards contain updated information.				
	Front-line staff interact with youth during meal times (sitting w/youth, addressing behavior, etc.).				
	Furniture is in good condition (no tears, broken pieces, proper working order, etc.)				
Office Safety	Office areas are maintained in a clean, organized and clutter free manner.				
	Staff ensure that file cabinets and desk drawers remain closed when not in use.				
	Furniture/equipment is clean, functional and in good condition.				
	The top of file cabinets, lockers, etc. are not used for storage of boxes or heavy items.				

AREA	REVIEW	Y	N	N/A	COMMENTS
Personnel	Servers are wearing appropriate sanitation gear and hair restraints at all times.				
	Staff fingernail length does not exceed length of fingertip; nail polish is not extreme or includes designs or ornamentation.				
	Staff are not wearing jewelry (Exceptions: medical necklace / wedding band)				
	Staff mustaches are neat, trimmed and tapered and do not cover the upper lip area.				
	Staff are in state issued work clothing / shoes or boots / ID cards, etc.				
Pot & Pan Area	Pots and pans are free from grease and dried/burned food.				
	Detergent, degreaser and sanitizer (bleach) is being used.				
	The three compartment sink is being used and signs are in place.				
	Pots and pans are properly drained, air-dried and stored.				
Refrigerators / Freezers / Coolers	Refrigerators, freezers and coolers are clean and odor free.				
	Condensers are clean, free of lint and grease.				
	Equipment is operating at proper temperatures. Refrigerated goods: 34°/40° Frozen food: 0° or below				
	Temperature logs are documented daily and maintained.				
	Food and beverages is wrapped or tightly sealed in containers.				
	Bulk food is stored 6” off the floor and 4” from the interior wall.				
	72-hour sample trays are maintained.				
Youth Restroom	Urinals and toilets are clean and operable.				
	Hand towels, soap and hot water are available.				
	Sinks and mirrors are clean.				
Serving Line / Dining Area	Serving line and dining area is properly cleaned during mealtime.				
	Dining area is graffiti free and paint is in good condition.				
	Tables are clean and arranged properly.				
	Hot foods are maintained at 135° or higher / roast beef 130° minimum. Cold foods are maintained at 41° or below. Temperatures are documented during all meals and maintained on file.				
	Hot foods are properly inserted on the serving line.				
	Correct serving utensils are being utilized.				
	Trays are served as youth/staff enter the line, not ahead of time.				
	Consistent, adequate portions are being served.				
	Special diets are prepared according to medical/dental orders and are rewritten and updated quarterly.				

AREA	REVIEW	Y	N	N/A	COMMENTS
Tool Control - SEE ATTACHED TOOL INVENTORY	Tool Control is maintained and documented appropriately.				
	Master inventory is up to date and includes identifying number for each tool.				
	Tools are properly marked with identifying number as listed on Master Inventory.				
	Tool Control log book/documentation verifies authorized removal/return of tools.				
	Tools are stored in a manner so that presence/absence is easily determined.				
	Current Daily Tool Control inventory is being conducted and is available for review.				
	All tools are stored in a locked and secured cabinet/area when not in use.				
	Dated copy of Master Inventory is stored inside of tool cabinet/room.				
Key Control	Facility keys are carried on staff's person and not left unattended in desk drawers, desk tops, counter tops, etc.				
Trays and Sporks	Trays and sporks are clean and free from grease and food.				
	Items are properly stacked and stored for drying.				
	Food trays are air-dried on racks.				
	Small ware and utensils are allowed to air dry.				
	Inventory system for issue and retrieval of "sporks" is maintained on a daily basis for breakfast / lunch / dinner.				
	TOTALS:				

COMMENTS:

Revised: February 2019
Food Services Inspection

Office of Juvenile Justice
Continuous Quality Improvement Services

Employee Health Referral Form

Agency Info:
State of Louisiana/Office of Juvenile Justice
Referring Facility / Regional Office / Central Office:

_____

Address: _____

Contact: _____Phone:_____Fax:_____

Employee Info:
Employee Name: _____

Employee #:_____

Name and Location of Occupational Health Center Requested

_____

Services to be performed today (check all that apply):

- ☐ Pre-Employment Physical Examination
- ☐ Non-Dot Physical Examination
- ☐ Other_____
- ☐ Urine Drug Screen
- ☐ Confirmatory Drug Test
- ☐ Breath Alcohol Test
- ☐ TB Skin Test
- ☐ Chest X-Ray
- ☐ Hepatitis B Vaccine

SPECIAL INSTRUCTIONS:

Authorized by: _____ Date: _____

DRY FOOD STORAGE TEMPERATURE LOG -- One Form Per Month

Dry Food Storage Location: _____

- Use a separate Temperature Log sheet for each dry food storage location.
- Maintain air temperature at 50ºF to 70˚F (10ºC – 21.1˚C) and 50%-60% RH*.
- Check and record temperature once per shift.
- Complete corrective action column if temperatures are not in proper ranges.

Check by using an accurate temperature monitoring device (e.g. air thermometer) and humidity tester (e.g. hygrometer). * Relative Humidity

MONTH: **YEAR:**

Date	Time AM	Temp. & RH*	Food Service Worker's Signature	Time PM	Temp. & RH*	Food Service Worker's signature	Corrective Action/Comments
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KEEP ON FILE FOR FIVE YEARS