

Template for
Developing a School Food Safety
Program



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The *Developing a School Food Safety Program* training materials were written to accompany the U. S. Department of Agriculture's *Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles*. The *Guidance for School Food Authorities* resource is available at <http://www.fns.usda.gov>. The National Food Service Management Institute developed these materials in cooperation with the USDA Food and Nutrition Service's Child Nutrition Division and the Food Safety Unit. USDA recommends the Process Approach because it gives you flexibility to create a food safety program specific to your foodservice operation.

The Process Approach was originally developed by the Food and Drug Administration (FDA) for retail food establishments. Follow your State and local public health requirements and your school district policies and procedures.

Food Safety Plan

School District: _____

School: _____

This program was developed (Date) _____ by
(Name) _____ (Title) _____,
for the (Name of District) _____
and is intended for use at the (School) _____.

The program follows the USDA guidance on developing a food safety program based on the
Process Approach. All standards in this plan are based on the
(Year, State or Local Food Code) _____, _____

Categorize Menu Items According to Food Preparation Processes

The Process Approach

The School Food Service Manager and staff will categorize each menu item into one of four Processes.

Process #1- No Cook Preparation

Process #2- Same Day Service Preparation

Process #3- Complex Food Preparation

Process #4- Controlled by Standard Operating Procedures

Process Worksheets are included in the HACCP plan. New and revised recipes will be labeled into process category on an on-going basis.

All foodservice personnel, including permanent and substitute employees, will be given an overview of the Process Approach. Periodic refresher training for employees will be provided (Frequency) _____.

Process 1: NO COOK

Example: Fruit Salad

RECEIVE
Control Measures: Known Source, Receiving Temperatures



STORE
Control Measures: Proper Storage Temperatures, Prevent Cross Contamination, Store away from chemicals



PREPARE
Control Measures: Personal Hygiene, Restrict Ill Employees, Prevent Cross Contamination



CCP: COLD HOLDING
Critical Limit: Hold at 41°F or Below.*
Check and record temperatures.



SERVE
Control Measures: No Bare Hand Contact with Ready to Eat Food, Personal Hygiene, Restrict Ill Employees



Thermometer icon means that taking a temperature is necessary.

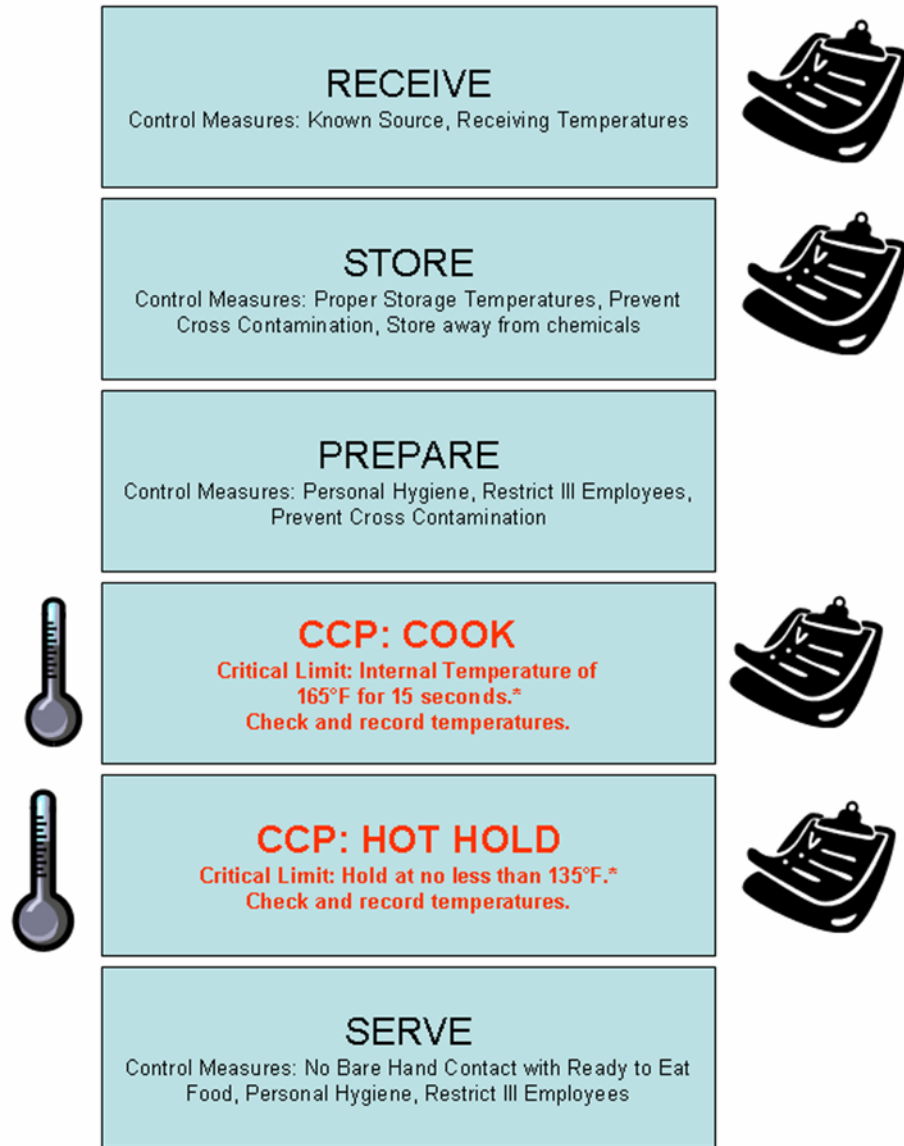


Clipboard icon means recording data is necessary.

*From the 2001 FDA Food Code (as amended August 29, 2003 in the Supplement to the 2001 Food Code).

Process 2: SAME DAY SERVICE

Example: Baked Chicken



Thermometer icon means that taking a temperature is necessary.

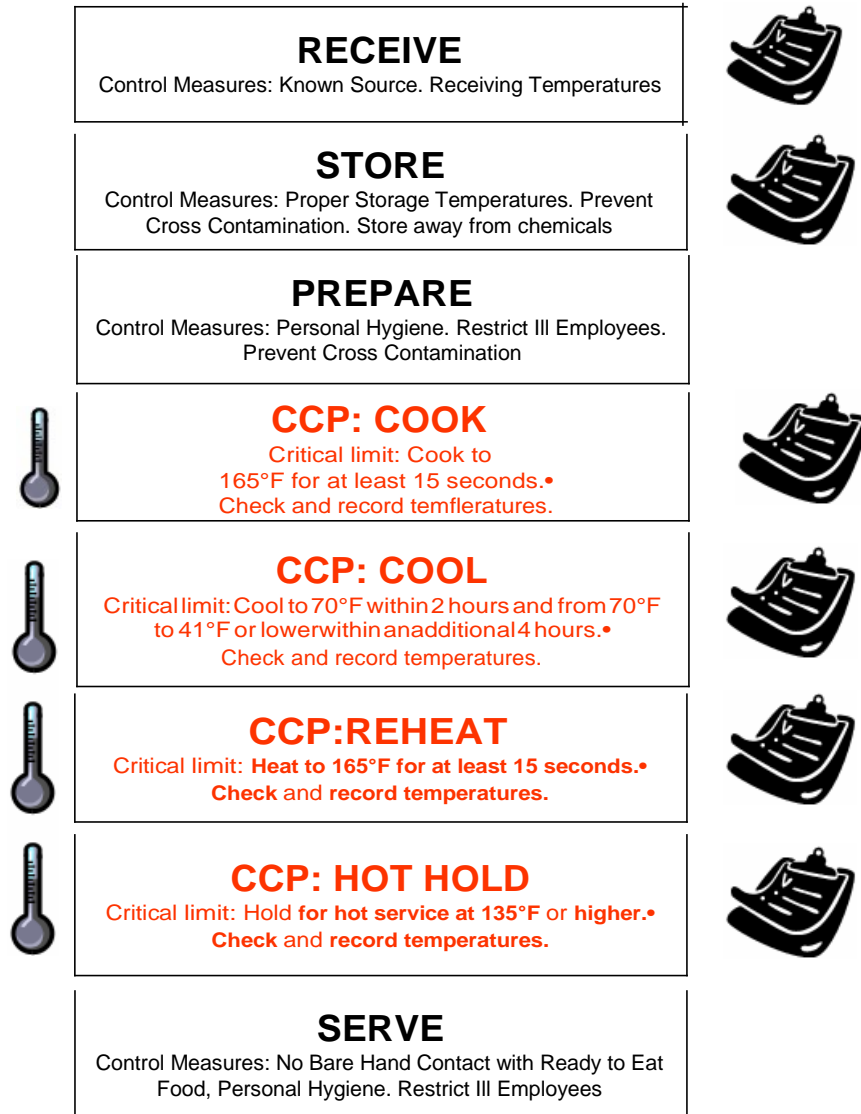


Clipboard icon means recording data is necessary.

*From the 2001 FDA Food Code (as amended August 29, 2993 in the Supplement to the 2001 Food Code).

Process 3: Complex Food Preparation

Example: Beef and Bean Tamale Pie



Thermometer icon means that taking a temperature is necessary.

Clipboard icon means recording data is necessary.

*From the 2001 FDA Food Code (as amended August 29, 2003 in the Supplement to the 2001 Food Code).

Standard Operating Procedures (SOPs)

The (Name of School) _____ food safety SOPs are checked below. Employees will be trained to follow all applicable food safety SOPs. A complete set of the food safety SOPs will be attached to this food safety program.

Facility-Wide SOPs

- _____ Cleaning and Sanitizing Food Contact Surfaces
- _____ Controlling Time and Temperature During Preparation
- _____ Date Marking and Ready-to-Eat, Potentially Hazardous Food
- _____ Employee Health Policy
- _____ Handling a Food Recall
- _____ Personal Hygiene
- _____ Preventing Contamination at Food Bars
- _____ Preventing Cross-Contamination During Storage and Preparation
- _____ Receiving Deliveries
- _____ Serving Food
- _____ Storing and Using Poisonous or Toxic Chemicals
- _____ Using and Calibrating Thermometers
- _____ Using Suitable Utensils When Handling Ready-to-Eat Foods
- _____ Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods
- _____ Washing Fruits and Vegetables

Specific SOPs to the Food Preparation Process

- _____ Cooking Potentially Hazardous Foods
- _____ Cooling Potentially Hazardous Foods
- _____ Holding Hot and Cold Potentially Hazardous Foods
- _____ Reheating Potentially Hazardous Foods
- _____ Preventing Cross-Contamination During Storage and Preparation
- _____ Transporting Food to Remote Sites (Satellite Kitchens)

Others: Please list:

Monitoring

The foodservice manager at each site will be responsible for ensuring assigned foodservice staff are properly controlling hazards at the required frequency and are documenting required records.

The manager will also be responsible for monitoring the overall performance of standard operating procedures. (Specific details regarding monitoring are addressed in each SOP.)

Monitoring will be a constant consideration. However, the manager will use the Food Safety Checklist to formally monitor foodservice staff (Frequency) _____.

The checklist form is included in this food safety plan.

Foodservice staff is responsible for controlling hazards during food preparation as well as the practices and procedures defined in the standard operating procedures (SOPs).

Correcting Problems

The (Name of School) _____ will be responsible for developing solutions to problems. These solutions will be reviewed and updated (Frequency) _____. Foodservice staff will be responsible for documenting problems and solutions during the food preparation processes as well as any actions taken while performing standard operating procedures.

Employees and substitute staff will be trained on a continual basis in making the right decisions and the importance of finding and fixing problems. A list of common solutions to problems will be attached to this food safety plan and also may be included in standard operating procedures.

Recordkeeping

All foodservice staff will be held responsible for recordkeeping duties as assigned. Overall, the foodservice manager will be responsible for making sure that critical information is being recorded and that records are filed in the proper place. Employees and substitute staff will be trained on recordkeeping. Recordkeeping procedures are outlined below and also may be included in standard operating procedures.

Recordkeeping Procedure

- All pertinent information on temperatures, times, and actions taken to correct problems will be kept on clip boards in the kitchen for easy use.
- All applicable forms for daily records will be replaced on a weekly basis or sooner, if necessary.
- In the case of weekly records, forms will be replaced on a monthly basis.
- All completed forms will be filed in the manager's office.
- The foodservice manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- The foodservice manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

Recordkeeping

DOCUMENTATION (RECORDS)

DOCUMENTATION SCHEDULE

Food Production Records

End Point Cooking Temperature

Daily_____

Time and Temperature for Holding

Daily_____

Thermometer Calibration

Weekly_____

Equipment Temperature Records

Receiving Logs- use invoices

As needed upon delivery

Food Storage Temperature Chart

Daily_____

Review Records

Food Safety Checklist

2 times per year

Manager's Checklist

1 time per year

Training Logs

On-going

Correcting Problems Records

On-going

Reviewing and Revising the Food Safety Program

The school foodservice manager will review the school food safety program at the beginning of each school year and when any significant changes occur in the operation. The Food Safety Program Review Checklist included in this document will be used for the review.

Source: U. S. Department of Agriculture, Food and Nutrition Service. (June 2005). *Guidance for school food authorities: Developing a school foodservice program based on the process approach to HACCP principles.*

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.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Effective hair restraints are properly worn.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Jewelry is limited to a plain ring, such as wedding band and a watch and no bracelets.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hands are washed properly, frequently, and at appropriate times.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• 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.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees appear in good health.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are unobstructed, operational, and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• A handwashing reminder sign is posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employee restrooms are operational and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD PREPARATION

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

- 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. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • 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. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Hot holding unit is pre-heated before hot food is placed in unit. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Temperature of hot food being held is at or above 135 °F. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food is protected from contamination. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

COLD HOLDING

- | | Yes | No | Corrective Action |
|---|--------------------------|--------------------------|--------------------------|
| • Refrigerators are kept clean and organized. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Temperature of cold food being held is at or below 41 °F. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food is protected from contamination. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

REFRIGERATOR, FREEZER, AND MILK COOLER

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

FOOD STORAGE AND DRY STORAGE

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

CLEANING AND SANITIZING

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

UTENSILS AND EQUIPMENT

	Yes	No	Corrective Action
• All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Small equipment and utensils are washed, sanitized, and air-dried.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Work surfaces and utensils are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Work surfaces are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are cleaned and sanitized after each use.	<input type="checkbox"/>	<input type="checkbox"/>	_____

- 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. _____

Manager's Checklist Food Safety Program Review

1. Documents to review

- Standard Operating Procedures
- Food Preparation Process Charts
- Control Measures in the Process Approach
- Correcting Problems

2. Monitoring recordkeeping. Choose at random one week from the previous four weeks.

Type of Record (SOP, Temperature Log, Correcting Problems, etc.)	Monitoring Frequency and Procedure (How often? Initialed and dated? Etc.)	Record Location (Where is record kept?)

Describe the strengths or weaknesses with the current monitoring or recordkeeping methods.

Who is responsible for verifying that the required records are being completed and properly maintained?

Describe the training that has been provided to support the food safety program.

Do the managers and staff demonstrate knowledge of the plan?

Have there been any changes to the menu or operation (new equipment, etc.)?

Was the plan modified because of these changes?