2025 ISBE School Nutrition Training

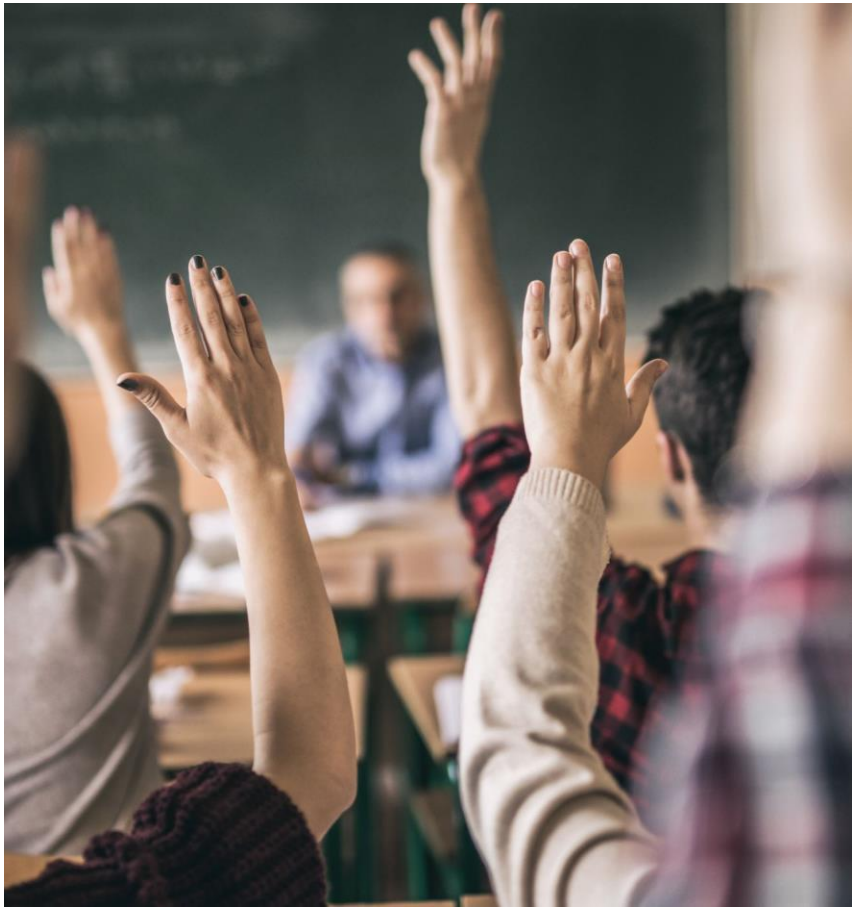
Food Safety & HACCP

Judy Foster
Beth Tanner
Jonathan Bahnsen

CHILD NUTRITION PROGRAMS

ILLINOIS STATE BOARD OF EDUCATION

Let's Get Acquainted



- How many years have you been in school food service?
- What was your biggest fear when you first started in school food service?
- What is your biggest fear now?

ILLINOIS STATE BOARD OF EDUCATION

Who Do You Serve?

Five months ago, on this day, in January...

January 16, 2025, Illinois schools served 419,420 breakfasts and 900,358 lunches.

ILLINOIS STATE BOARD OF EDUCATION

ILLINOIS STATE BOARD OF EDUCATION

Tiny Tummies, Big Risks

- Young students are more at risk for foodborne illnesses
  - Developing immune systems
  - Lower body weights
  - Less than ideal hygiene habits

ILLINOIS STATE BOARD OF EDUCATION

One in six
Americans to get sick
(roughly 48 million people)

128,000
Americans to be hospitalized

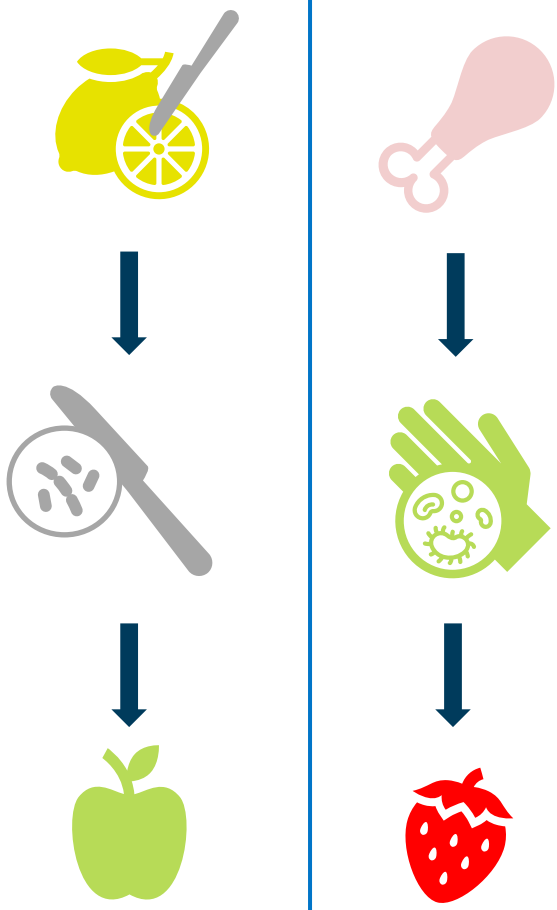
3,000
Americans to die

Half of the reported cases of foodborne illnesses occur in children **under 15 years of age**.

ILLINOIS STATE BOARD OF EDUCATION

How Germs Travel

- The transfer of microorganisms from one food, food contact surface, or food service worker to another
- Contamination can also occur due to physical, chemical, and/or biological contaminants



ILLINOIS STATE BOARD OF EDUCATION

Most Common Foodborne Pathogens

Norovirus – Virus (e.g., ready-to-eat foods, leafy greens, shellfish)

Campylobacter – Bacteria (e.g., raw or undercooked poultry)

Salmonella – Bacteria (e.g., fresh produce, leafy greens)

Clostridium Perfringens – Bacteria (e.g., gravy, soup, meat stew)

Shiga toxin production Escherichia coli (STEC) – Bacteria (e.g., raw or undercooked meat, raw produce, sprouts)

All produce similar symptoms such as nausea, diarrhea, vomiting and fever.

ILLINOIS STATE BOARD OF EDUCATION

Physical Contaminants

Not Always Dangerous, Always Disgusting

Objects inadvertently end up in food

May not always cause illness, but could cause physical injury

Hair

Plastic Packaging

Twist Ties

Fingernails

Jewelry

ILLINOIS STATE BOARD OF EDUCATION

Chemical Hazards

- Cleaners
- Sanitizers
- Pesticides
- Degreasers

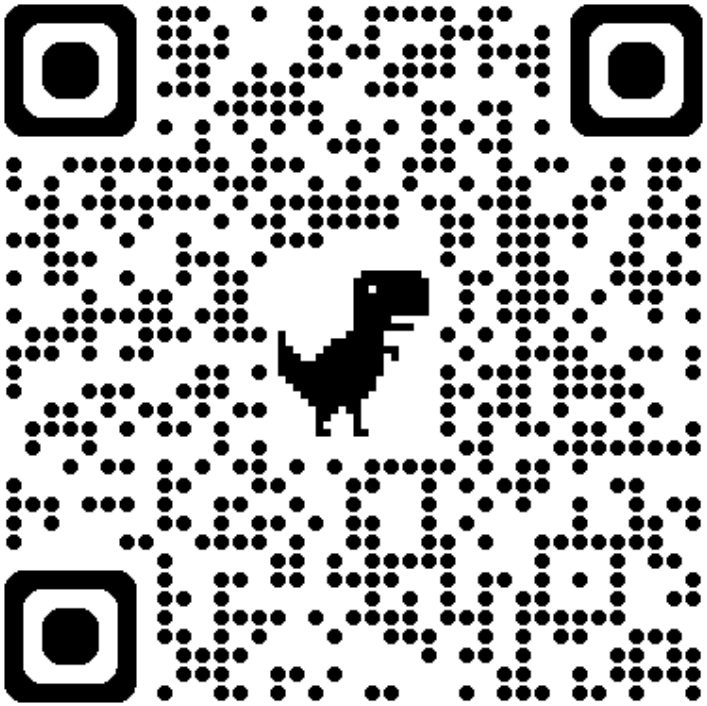
ILLINOIS STATE BOARD OF EDUCATION

Training Staff to Keep School Kitchens Safe

- Food Handling Regulation Enforcement Act (410 ILCS 625)
  - At least one Certified Food Protection Manager (CFPM) present during operating hours
    - Obtain certification via a CFPM course or ServSafe course.
  - ALL food service employees/food handlers must complete food handler training.

ILLINOIS STATE BOARD OF EDUCATION

Food Handler Training

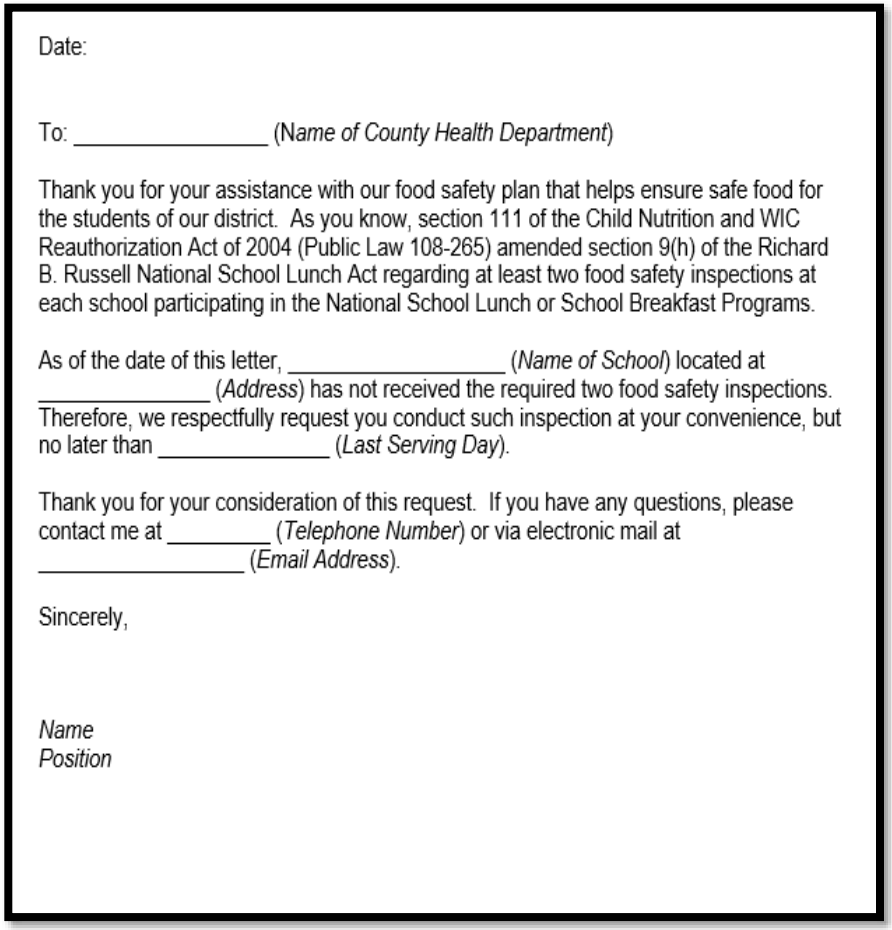


ILLINOIS STATE BOARD OF EDUCATION

https://tapseries.io/Shop/product.php?id=ilfsh&discode=brifh

Health & Food Safety Inspections

- Two food safety inspections per school year.
  - If both inspections NOT received, schools must contact the local health department to request an inspection.



Date:

To: _____ (*Name of County Health Department*)

Thank you for your assistance with our food safety plan that helps ensure safe food for the students of our district. As you know, section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act regarding at least two food safety inspections at each school participating in the National School Lunch or School Breakfast Programs.

As of the date of this letter, _____ (*Name of School*) located at _____ (*Address*) has not received the required two food safety inspections. Therefore, we respectfully request you conduct such inspection at your convenience, but no later than _____ (*Last Serving Day*).

Thank you for your consideration of this request. If you have any questions, please contact me at _____ (*Telephone Number*) or via electronic mail at _____ (*Email Address*).

Sincerely,

Name
Position

ILLINOIS STATE BOARD OF EDUCATION

Food Safety Plan Requirement

- Based on HACCP principles.
- Must be consistent with USDA guidance.
- Must include any facility and/or part of a facility where food is stored, prepared or served.

ILLINOIS STATE BOARD OF EDUCATION

Today's Goals!

Learn the steps to building a food safety plan.

Understand HACCP and standard operating procedures (SOPs) into your food safety plan.

Find tools and resources to assist you with enforcement and monitoring of your food safety plan.

ILLINOIS STATE BOARD OF EDUCATION

Crack the Code

What does HACCP stand for?

- H_____
- A_____
  and
- C_____
- C_____
- P_____

- Discuss a food safety concern that arose in your kitchen and how was it addressed?

ILLINOIS STATE BOARD OF EDUCATION

Word Bank

- Health
- Care
- Analysis
- Cook
- Clean
- Healthy
- Principle
- Hazard
- Critical
- Process
- Certification
- Holistic
- Plan
- Chill
- Point
- Aware
- Assessment
- Control
- Crucial
- Program
- And
- Heat
- Prepare
- Help

ILLINOIS STATE BOARD OF EDUCATION

Crack the Code

What does HACCP stand for?

- Hazard
- Analysis
  and
- Critical
- Control
- Point

- Discuss a food safety concern that arose in your kitchen and how was it addressed?

ILLINOIS STATE BOARD OF EDUCATION

Breaking HACCP Down

Hazard Analysis and Critical Control Point

ILLINOIS STATE BOARD OF EDUCATION

Other Food Safety Plan Terms

Process Approach

- Group menu items into one of three processes
- Process 1 | 2| 3 depending on number of times food goes through the temperature danger zone

Standard Operating Procedure (SOP)

- Written Instruction
- Every Task
- Consistency
- Training Resource

ILLINOIS STATE BOARD OF EDUCATION

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles

United States Department of Agriculture

Food and Nutrition Service

ILLINOIS STATE BOARD OF EDUCATION

https://fns-prod.azureedge.us/sites/default/files/Food_Safety_HACCPGuidance.pdf

Step 1: Program Overview - Introduction

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)_____, _____

ILLINOIS STATE BOARD OF EDUCATION

Step 1: Program Overview - Characters

School Foodservice Staff

Directions: Identify the name of the foodservice staff and their positions.

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ILLINOIS STATE BOARD OF EDUCATION

Step 1: Program Overview - Setting

Foodservice Equipment Inventory

Directions: Identify the type and quantity of foodservice equipment located in your facility.

Type	Quantity
Mixer, floor	_____
Mixer, counter	_____
Food Processor	_____
Refrigerator	_____
Freezer	_____

ILLINOIS STATE BOARD OF EDUCATION

Hands-On: Cataloging Your Facility's Equipment

- Take a few minutes to identify some of the equipment at your schools.

ILLINOIS STATE BOARD OF EDUCATION

Step 1: Program Overview - Plot

- Meal types
- Number of meals daily
- Preparation methods
- Other useful descriptive details

ILLINOIS STATE BOARD OF EDUCATION

Summary of Step 1: Program Overview

Introduction: District/Schools

Characters: Staff Names and Roles

Setting: Equipment Inventory

Plot: Other Useful Details

ILLINOIS STATE BOARD OF EDUCATION

BREAK!

ILLINOIS STATE BOARD OF EDUCATION

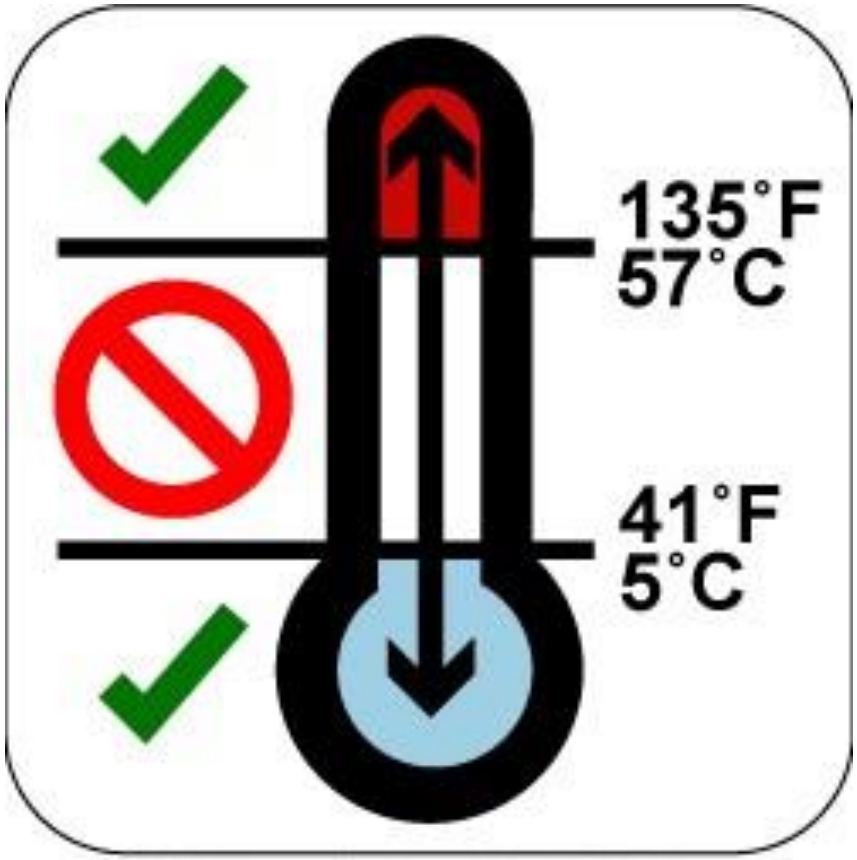
Step 2: The Process Approach

- Classifying food items into Processes 1 | 2 | 3.
  - Processes are based on the number of times a menu item makes a trip through the temperature danger zone.
- The way food is prepared at each site will determine what group it will be placed in.

ILLINOIS STATE BOARD OF EDUCATION

Keep Food Safe: Know the Temperature Danger Zone (TDZ)

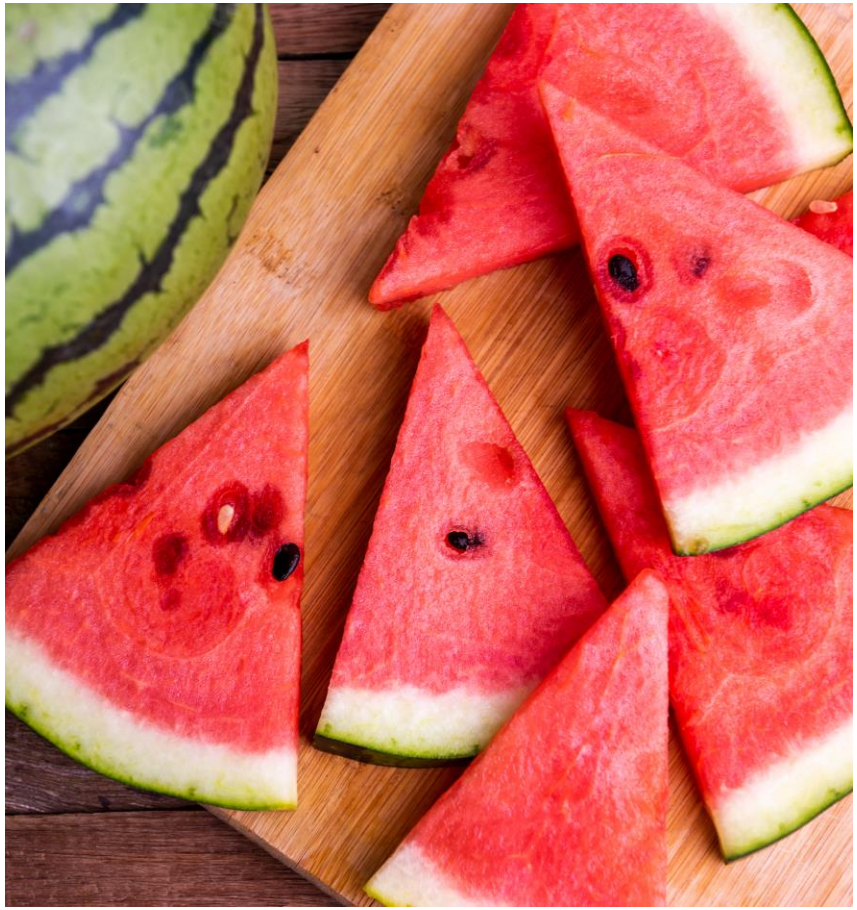
- Hot food kept at or above 135°F
- Food kept between 41° and 135°F can contribute to foodborne illness.
- Cold food should be kept at or below 41°F



ILLINOIS STATE BOARD OF EDUCATION

Process 1 – No Cook

- No cooking or reheating
- Cold storage
  - Temperature control
- Proper handling
  - Prevent cross contamination
- What are some examples of process 1 foods?



ILLINOIS STATE BOARD OF EDUCATION

Process 2 – Same Day Service

- The food item takes one complete trip through the danger zone.
  - Heated
  - Held
  - Served
- What might be some examples of process 2 foods?

ILLINOIS STATE BOARD OF EDUCATION

Process 3 – Complex Food Preparation

- The food item goes through both heating and cooling, taking two or more complete trips through the temperature danger zone.
- What might be some examples of process 3 foods?

ILLINOIS STATE BOARD OF EDUCATION

Which Process? Let's Sort It Out!

Process #1 No Cook Keep food at or below 41°F.		
Menu Item	Recipe Number	Controlling Hazards for Process #1
		Temperature Controls: Cold Holding
		SOPs: Personal hygiene
		Washing fresh fruits and vegetables
		Limit time in the temperature danger zone
		Date marking of ready-to-eat food

ILLINOIS STATE BOARD OF EDUCATION

Which Process? Let's Sort It Out!

Process #2 Same Day Service **Cook to correct temperature. Hold and serve at 135°F or above.**		
Menu Item	Recipe Number	Controlling Hazards for Process #2
		Temperature Controls: Cooking & Hot holding
		SOPs: Personal hygiene
		Proper storage of food
		Verifying receiving temperatures of food
		Limit time in the temperature danger zone

ILLINOIS STATE BOARD OF EDUCATION

Which Process? Let's Sort It Out!

Process #3 Complex Food Preparation Limit time in the Danger Zone (41°F - 135°F)		
Menu Item	Recipe Number	Controlling Hazards for Process #3
		Temperature Controls: Cooking, Cooling, & Hot holding
		SOPs: Personal hygiene
		Proper storage of food
		Verifying receiving temperatures of food
		Limit time in the temperature danger zone

ILLINOIS STATE BOARD OF EDUCATION

Activity

- In small groups take a few minutes to group the following food items into Processes 1 | 2 | 3.
  - Black Bean and Corn Dip
  - Applesauce
  - Chicken Patty on Bun
  - Potato Salad
  - Leftover Chili
  - Taco Crumbles
  - Ham and Cheese Wrap (cold)
  - Whole Raw Turkey (used in turkey and noodles for the next day)
  - Baby carrots
  - Green Beans
  - Egg Salad Sandwich

ILLINOIS STATE BOARD OF EDUCATION

The Big Reveal…

- Black Bean and Corn Dip Process 1
- Applesauce Process 1
- Chicken Patty on Bun Process 2
- Potato Salad Process 1 or 3
- Leftover Chili Process 3
- Taco Crumbles Process 2
- Ham and Cheese Wrap (cold) Process 1
- Whole Raw Turkey (used in turkey and noodles for the next day) Process 3
- Baby carrots Process 1
- Green Beans Process 2
- Egg Salad Sandwich Process 1 or 3

ILLINOIS STATE BOARD OF EDUCATION

Sort Your Menu Items!

- In small groups, take a few minutes to group some of your own menu items into Processes 1 | 2 | 3.

ILLINOIS STATE BOARD OF EDUCATION

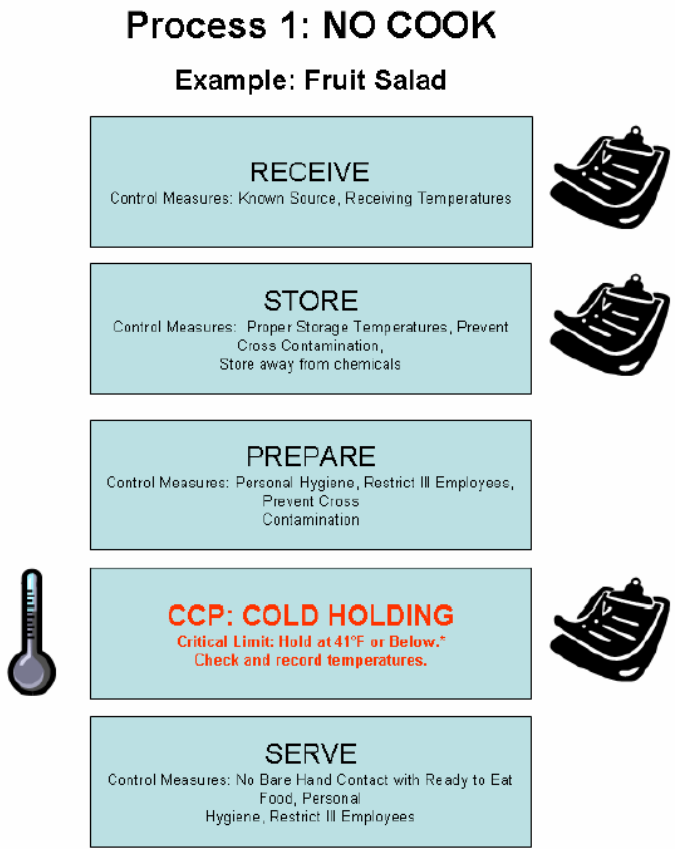
Step 3: Control Measures & Critical Control Points

- Critical Control Points: points in food preparation where correct procedures help to ensure food safety
- Control Measures: processes or steps that reduce food safety risks
  - Example: Handwashing
- Critical Limits: are measurable
  - Example: Time and Temperature

ILLINOIS STATE BOARD OF EDUCATION

Control Measures: Process 1

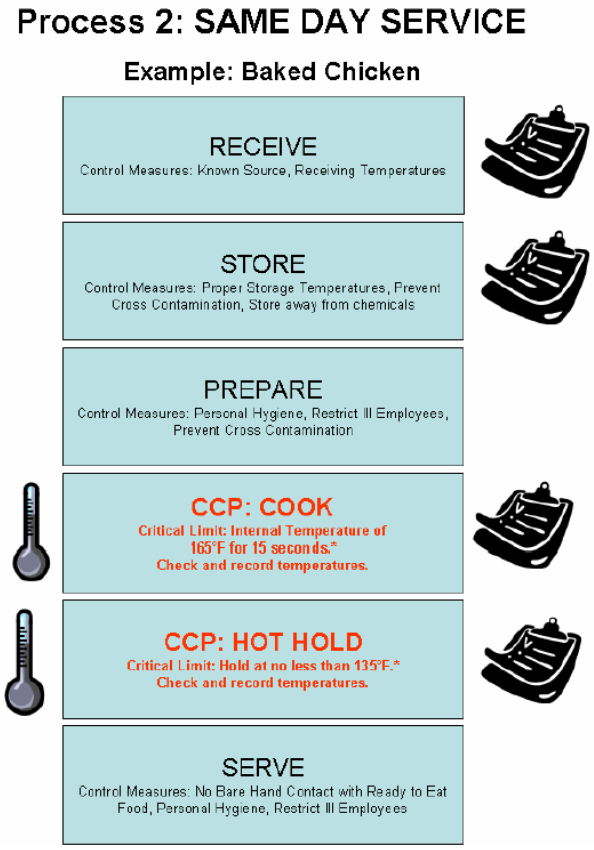
- Fruit Salad
- Flow of food: Receive, Store, Prepare, Hold for Service, and finally Serve
- What are some examples of control measures? Critical control points?



ILLINOIS STATE BOARD OF EDUCATION

Control Measures: Process 2

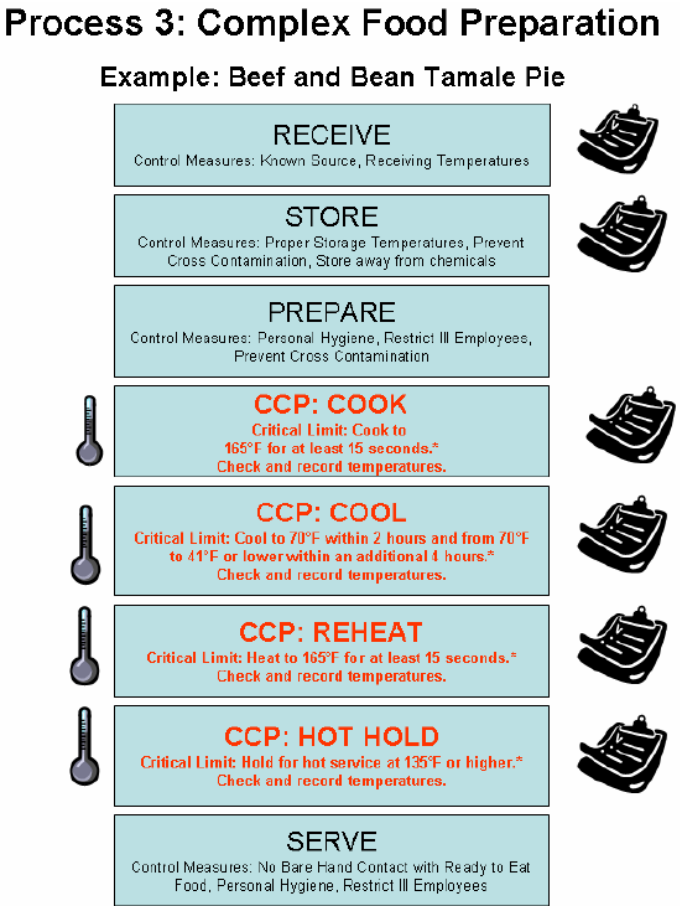
- Baked Chicken
- Flow of food: Receive, Store, Prepare, Cook, Hot Hold, & finally Serve
- Examples of Control measures? Critical Control Points?



ILLINOIS STATE BOARD OF EDUCATION

Control Measures: Process 3

- Beef and Bean Tamale Pie
- Flow of Food: Receive, Store, Prepare, Cook, Cool, Reheat, Hot Hold, & Serve
- Control measures? Critical control points?



ILLINOIS STATE BOARD OF EDUCATION

BREAK!

ILLINOIS STATE BOARD OF EDUCATION

Step 4: Standard Operating Procedures

- Serve as a basic food safety foundation
- SOPs are step-by-step written instructions for tasks
- Each SOP should include instructions on monitoring, documentation, corrective actions, and review of procedures

ILLINOIS STATE BOARD OF EDUCATION

SOPs: Personal Hygiene

Personal Hygiene
(Sample SOP)

Purpose: To prevent contamination of food by foodservice employees

Scope: This procedure applies to foodservice employees who handles, prepares, or serves food

Key Words: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

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

Personal Hygiene, continued
(Sample SOP)

Monitoring:

A designated foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP. The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

Corrective Action:

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

Verification and Record Keeping:

The foodservice manager will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log, which will be kept on file for a minimum of one year.

Date Implemented:	**By:**	2023
Date Reviewed:	**By:**	2023, 2024, 2025
Date Revised:	**By:**	2025

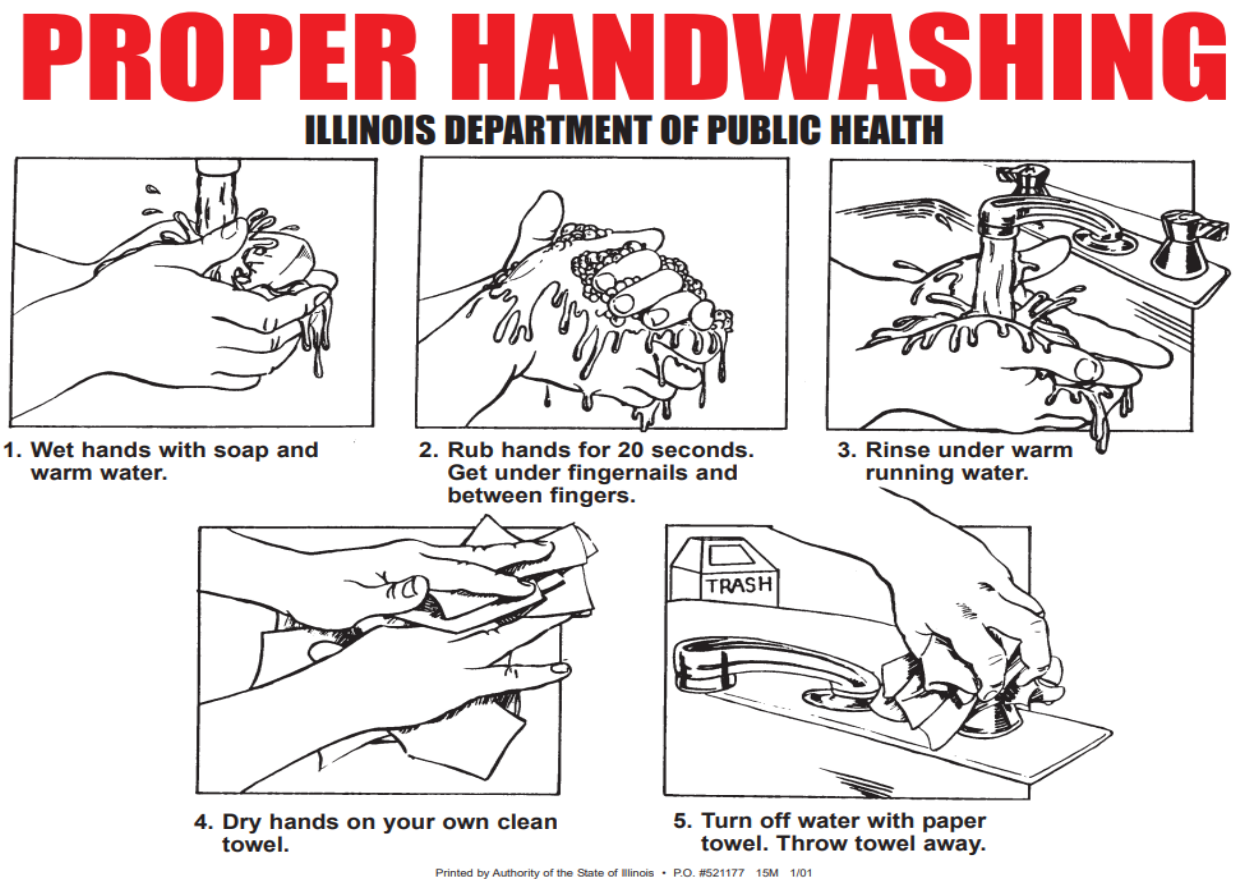
ILLINOIS STATE BOARD OF EDUCATION

Handwashing

- When should food handlers wash their hands?
  - Before starting work
  - After using the restroom
  - After handling raw meat
  - Touching the hair, face, or body
  - Sneezing or coughing
  - After eating
  - Taking out the garbage, etc

ILLINOIS STATE BOARD OF EDUCATION

How to Wash Hands



ILLINOIS STATE BOARD OF EDUCATION

SOPs: Personal Hygiene

- What are some examples of good personal hygiene that can be observed in this picture?

ILLINOIS STATE BOARD OF EDUCATION

Employee Health Policy

- Exclusion – means employee is not permitted to work
- Restriction – means activities are limited
- Always consult with your local health department

ILLINOIS STATE BOARD OF EDUCATION

Employee Health Policy Continued

Requirements for Symptomatic, Undiagnosed School Nutrition Employees		
Symptoms	**Exclusion or Restriction**	**Removing Exclusion or Restriction**
Vomiting	Exclusion (unless medically documented non-infectious, i.e., Crohn's Disease, early stages of pregnancy)	Symptom free for at least 24 hours
Diarrhea	Exclusion (unless medically documented non-infectious, i.e., Crohn's Disease, food interolance)	Symptom free for at least 24 hours
Sore throat with fever	Restrict*	When written medical documentation is provided
Infected sore	Restrict	When the infected sore is properly covered
Jaundice	Exclude	Consult with the local health department

Requirements for Diagnosed School Nutrition Employees			
Diagnosis	**Exclusion or Restriction**	**Serves Highly Susceptible Population**	**Removing Exclusion or Restriction**
Norovirus infection	Exclude	Yes	Exclude for at least 24 hours after symptoms resolve. Lift exclusion: (1) after consulting the local health department and (2) the employee either provides medical clearance or has not had symptoms for 48 hours.
		No	Restrict for at least 24 hours after symptoms resolve. Lift restriction: (1) after consulting the local health department and (2) the employee either provides medical clearance or has not had symptoms for 48 hours.

SOPs: Receiving & Storing

Key Words: Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

Instructions:

1. Train foodservice employees who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours.
3. Post the delivery schedule including the names of vendors, days and times of deliveries, and drivers' names.
4. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
5. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
6. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
7. Keep receiving area clean and well lighted.
8. Do not touch ready-to-eat foods with bare hands.
9. Determine whether foods will be marked with the date of arrival or the "use-by" date and mark accordingly upon receipt.
10. Compare delivery invoice against products ordered and products delivered.
11. Transfer foods to their appropriate locations as quickly as possible.

Monitoring:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different than what is indicated on the delivery schedule, contact the vendor immediately.
4. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.

Receiving Deliveries, continued
(Sample SOP)

5. Check the temperature of refrigerated foods.
   a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 45 °F or below.
   b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
   c. For eggs, the interior temperature of the truck should be 45 °F or below.
6. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

Corrective Action:

1. Reject the following:
   a. Frozen foods with signs of previous thawing
   b. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
   c. Punctured packages
   d. Expired foods
   e. Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

Verification and Record Keeping:

Record temperature and corrective action on the delivery invoice or on the Receiving Log. Foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the Receiving Log at the close of each day. Receiving Logs are kept on file for a minimum of one year.

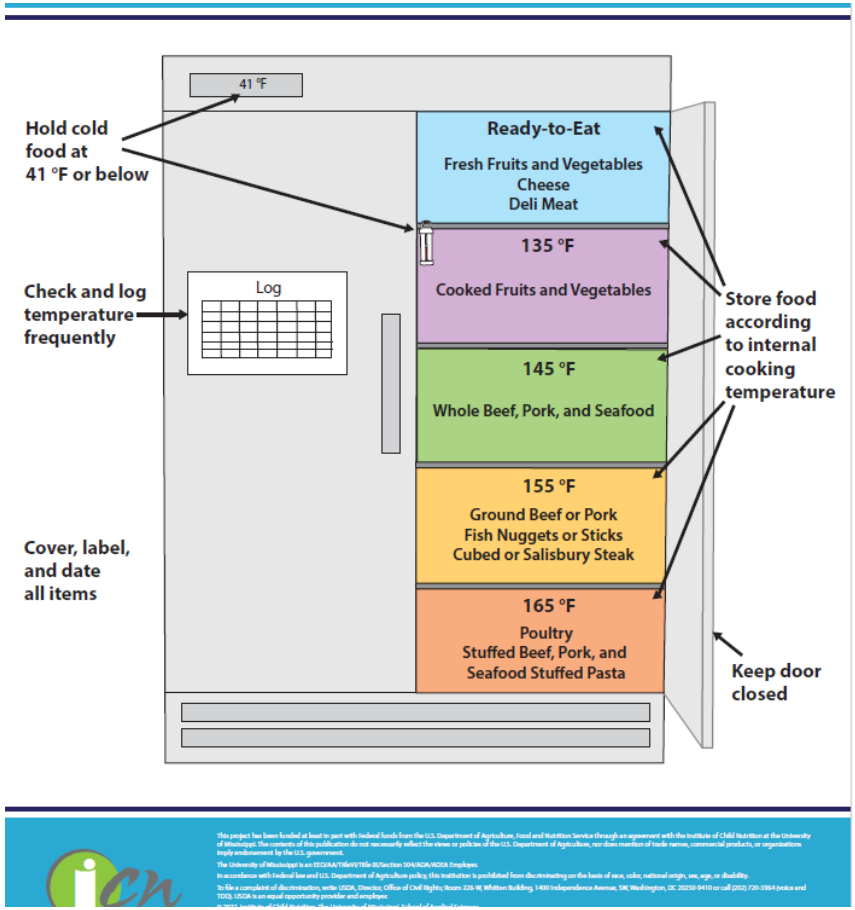
ILLINOIS STATE BOARD OF EDUCATION

Rejection Policy

- When might you want to reject an item?
  - Item not at the correct temperature.
  - Packaging damaged.
  - Cans dented, swollen, or rusting.
  - Item not in the original packaging.

ILLINOIS STATE BOARD OF EDUCATION

Good Receiving Practices



This project has been funded at least in part with federal funds from the U.S. Department of Agriculture, Food and Nutrition Service through an agreement with the Institute of Child Nutrition at the University of Mississippi. The contents of this publication do not necessarily reflect the views or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. government.

ILLINOIS STATE BOARD OF EDUCATION

Food Recall

01

Monitor notifications from FDA and USDA

- ISBE What's New Page

02

Review the notice and any specific instructions

03

Communicate the recall

- Separate affected products
- Label "DO NOT USE, DO NOT DISCARD"

04

Return or destroy products and document

ILLINOIS STATE BOARD OF EDUCATION

SOPs: Preparation

Cooking Potentially Hazardous Foods
(Sample SOP)

Purpose: To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature

Scope: This procedure applies to foodservice employees who prepare or serve food.

Key Words: Cross-Contamination, Temperatures, Cooking

Instructions:

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. Follow State or local health department requirements regarding internal cooking temperatures.
4. If State or local health department requirements are based on the *2001 FDA Food Code*, cook products to the following temperatures:
5. 145 °F for 15 seconds
    a. Seafood, beef, and pork
    b. Eggs cooked to order that are placed onto a plate and immediately served
6. 155 °F for 15 seconds
    a. Ground products containing beef, pork, or fish
    b. Fish nuggets or sticks
    c. Eggs held on a steam table
    d. Cubed or Salisbury steaks
7. 165 °F for 15 seconds
    a. Poultry
    b. Stuffed fish, pork, or beef
    c. Pasta stuffed with eggs, fish, pork, or beef (like lasagna or manicotti)
8. 135 °F for 15 seconds

ILLINOIS STATE BOARD OF EDUCATION

SOPs: Holding

Instructions:

1. Train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot and cold holding temperatures. If State or local health department requirements are based on the *2001 FDA Food Code*:
   - Hold hot foods at 135 °F or above; and
   - Cold foods at 41 °F or below.
3. Preheat steam tables and hot boxes.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot-held foods:
   - Verify that the air/water temperature of any unit is at 135 °F or above before use.
   - Reheat foods in accordance with the Reheating for Hot Holding SOP.
   - All hot potentially hazardous foods should be 135 °F or above before placing the food out for display or service.
   - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
5. For cold foods held for service:
   - Verify that the air/water temperature of any unit is at 41 °F or below before use.
   - Chill foods, if applicable, in accordance with the Cooling SOP.

ILLINOIS STATE BOARD OF EDUCATION

SOPs: Holding

6. For cold foods in storage:
   - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
   - Chill food in accordance with the Cooling SOP if the food is not 41 °F or below.
   - Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

Corrective Action:

For hot foods:

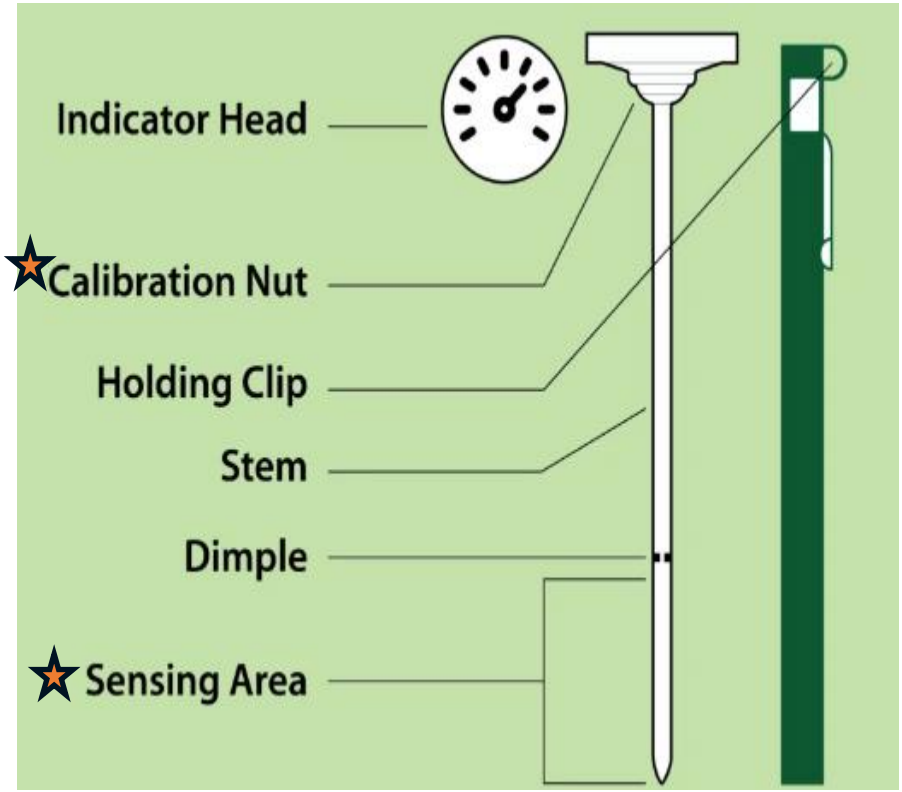
- Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was below 135 °F.

For cold foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
  - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler
  - Use a quick-chill unit like a blast chiller
  - Stir the food in a container placed in an ice water bath
  - Add ice as an ingredient
  - Separate food into smaller or thinner portions
- Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was above 41 °F.

ILLINOIS STATE BOARD OF EDUCATION

Food Thermometer

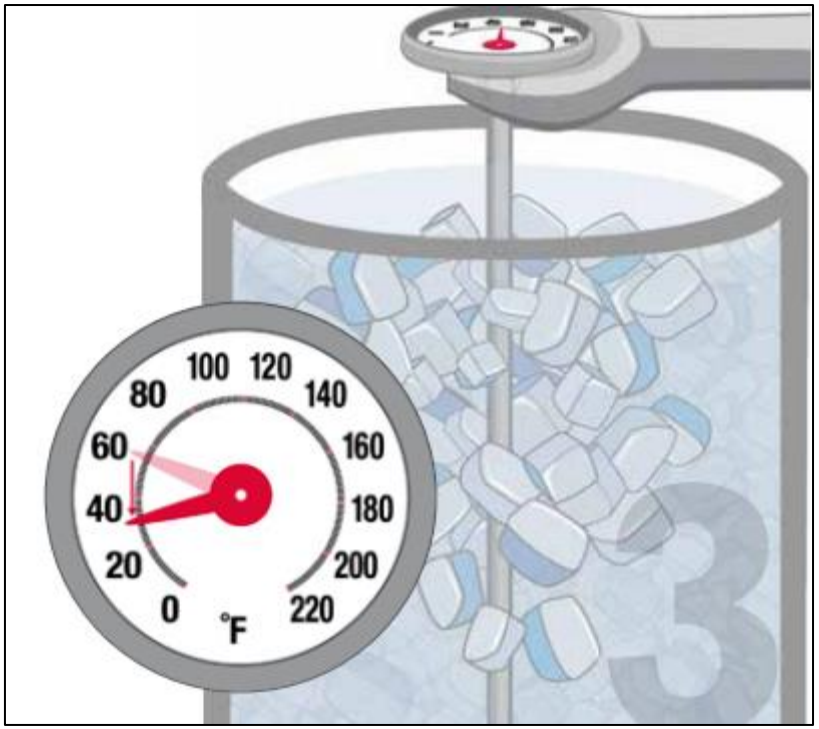


- When checking temperatures it is important to insert the sensing area up to the dimple.
- The calibration nut allows you to adjust the thermometer as needed.

ILLINOIS STATE BOARD OF EDUCATION

Thermometer Calibration

- Boiling Point Method
- Ice Point Method
  - Insert the thermometer into a cup of ice water
  - Stir the ice water using the thermometer and allow to sit for 1 minute
  - Temperature should be 32°F
    - If not use the calibration nut or using the manufacturer's instructions to adjust



ILLINOIS STATE BOARD OF EDUCATION

Thermometer Calibration Continued

- When should you calibrate your thermometer?
  - At regular intervals (daily?)
  - If dropped
  - Working around extreme temperatures (ex oven)
  - Questioning accuracy

ILLINOIS STATE BOARD OF EDUCATION

SOPs: Cleaning & Sanitizing

Cleaning and Sanitizing Food Contact Surfaces
(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

SCOPE: This procedure applies to school nutrition employees involved in cleaning and sanitizing food contact surfaces.

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
4. If state or local requirements are based on the FDA Food Code, wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
   - Before each use.
   - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry.
   - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
   - Any time contamination occurs or is suspected.
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
   - Wash surface with detergent solution.
   - Rinse surface with clean water.
   - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
   - Place wet items in a manner to allow air drying.
6. If a 3-compartment sink is used, setup and use the sink in the following manner:
   - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
   - In the second compartment, rinse with clean water.
   - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.

Cleaning and Sanitizing Food Contact Surfaces, continued
(Sample SOP)

INSTRUCTIONS, continued:

7. If a dishmachine is used:
   - Check with the dishmachine manufacturer to verify that the information on the data plate is correct.
   - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
   - Follow manufacturer's instructions for use.
   - Ensure that food contact surfaces reach a surface temperature of 160 °F or above if using hot water to sanitize.

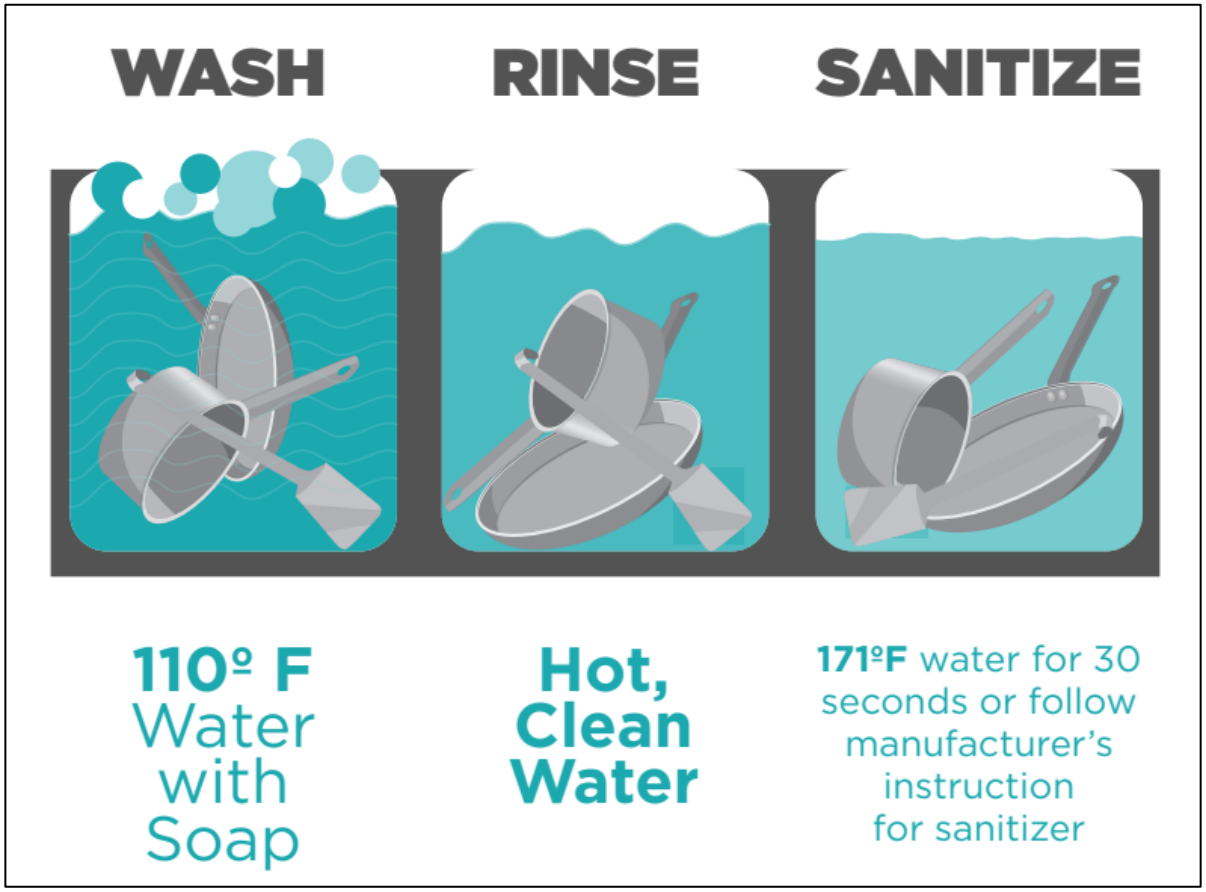
MONITORING:

School nutrition employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
   - Visually monitor that the water in each compartment is clean.
   - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
   - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
   - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. It should be at or above 171 °F. Refer to Using and Calibrating Thermometers SOPs.
3. In a dishmachine, on a daily basis:
   - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
   - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
   - For hot water sanitizing dishmachine, ensure that food contact surfaces are reaching the appropriate temperature at or above 160 °F by placing a piece of heat sensitive tape on a smallware item or an irreversible registering temperature indicator on a rack and running the item or rack through the dishmachine.
   - For chemical sanitizing dishmachine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

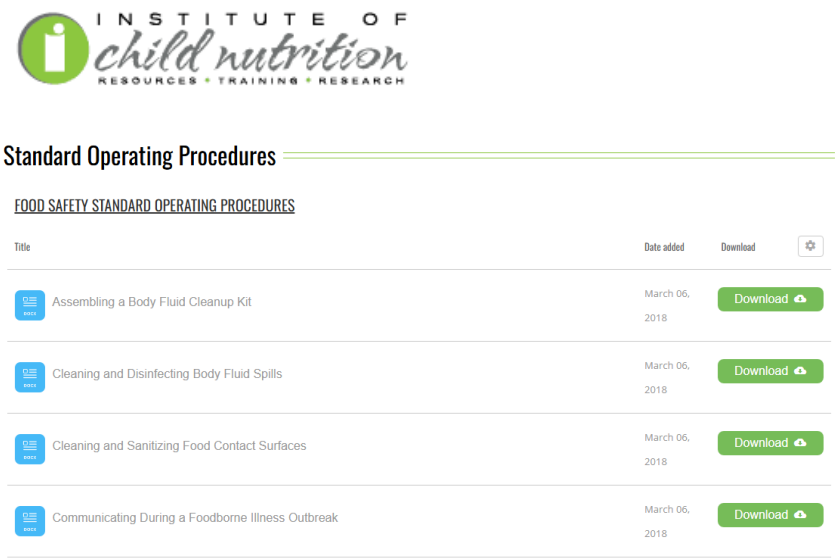
ILLINOIS STATE BOARD OF EDUCATION

Three Compartment Sink



ILLINOIS STATE BOARD OF EDUCATION

SOPs: Resources



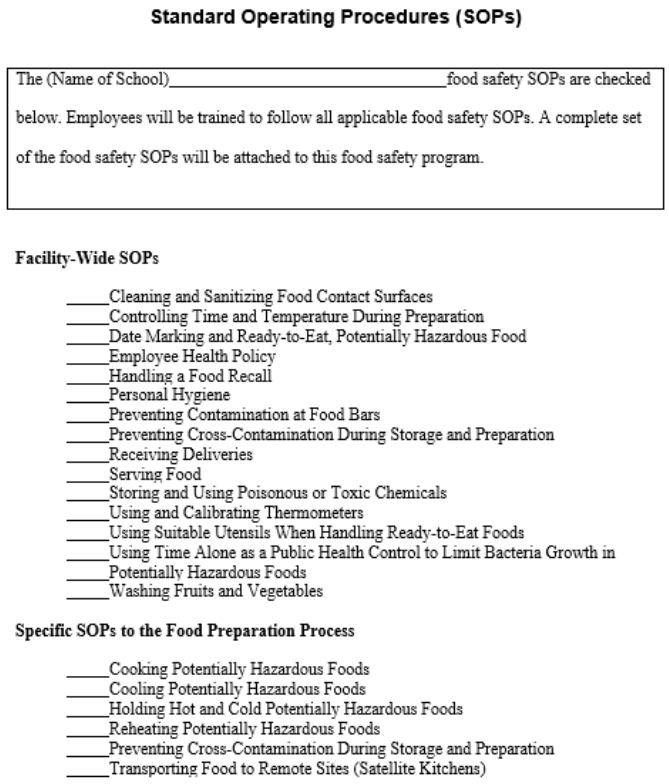
[ICN - Standard Operating Procedures]

[ISU Extension – Standard Operating Procedures]

ILLINOIS STATE BOARD OF EDUCATION

Activity

- Review the list of SOPs.
- In small groups discuss the SOPs and place a check mark next to each procedure as it relates to your operation.
- If you have more than one location serving meals, you might have different SOPs that apply.



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)

ILLINOIS STATE BOARD OF EDUCATION

Step 4: Monitoring

How will you monitor CCPs and SOPs?

When and how often will you monitor?

Who is responsible for monitoring?

ILLINOIS STATE BOARD OF EDUCATION

Monitoring Logs & Checklists

- Food Safety Checklist
- Receiving Log
- Cooking and Reheating Temperature Log
- Cooling Log
- Discard Log
- Refrigeration Log
- Thermometer Calibration Logs

ILLINOIS STATE BOARD OF EDUCATION

Logs & Checklist Examples

Refrigeration Log

Instructions: A designated foodservice employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. Foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log each working day. Maintain this log for a minimum of one year.

Location/ Unit Description	Date	Time	Temperature	Corrective Action	Food Worker Initials	Manager Initials/ Date

FOOD SAFETY CHECKLIST

Date_____ Observer_____

Directions: Use this checklist daily to 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 a wedding band and a watch - no bracelets.	☐	☐	_____
• Hands are washed properly, frequently, and at appropriate times.	☐	☐	_____

ILLINOIS STATE BOARD OF EDUCATION

Step 5: Corrective Action and Recordkeeping

- When a critical control point is not met, a corrective action must be carried out.
- It is also very important to document corrective actions taken.
- Example – refrigerator is temping above 41°F.

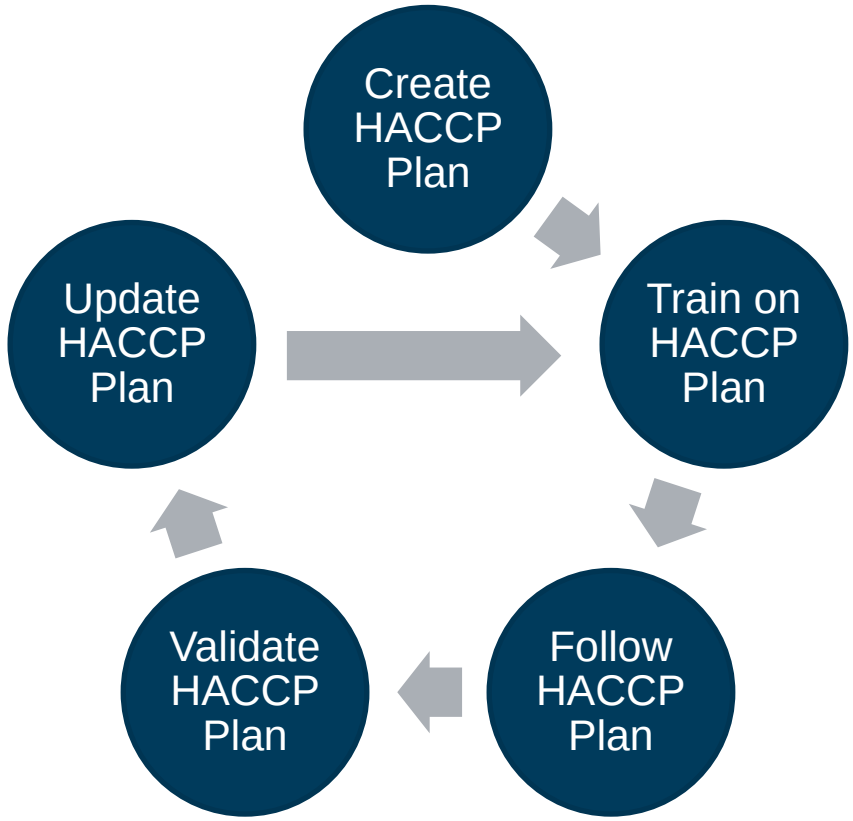
Correcting Problems

Directions: Indicate the date a problem occurs. Provide a description of the problem and the activities implemented to correct the problem.		
Date	**Problem**	**Action Taken**

ILLINOIS STATE BOARD OF EDUCATION

Step 6: Review and Revise

- Is your food safety plan working?
- Does each site have a compliance person?
- Did the site have health inspection violations?



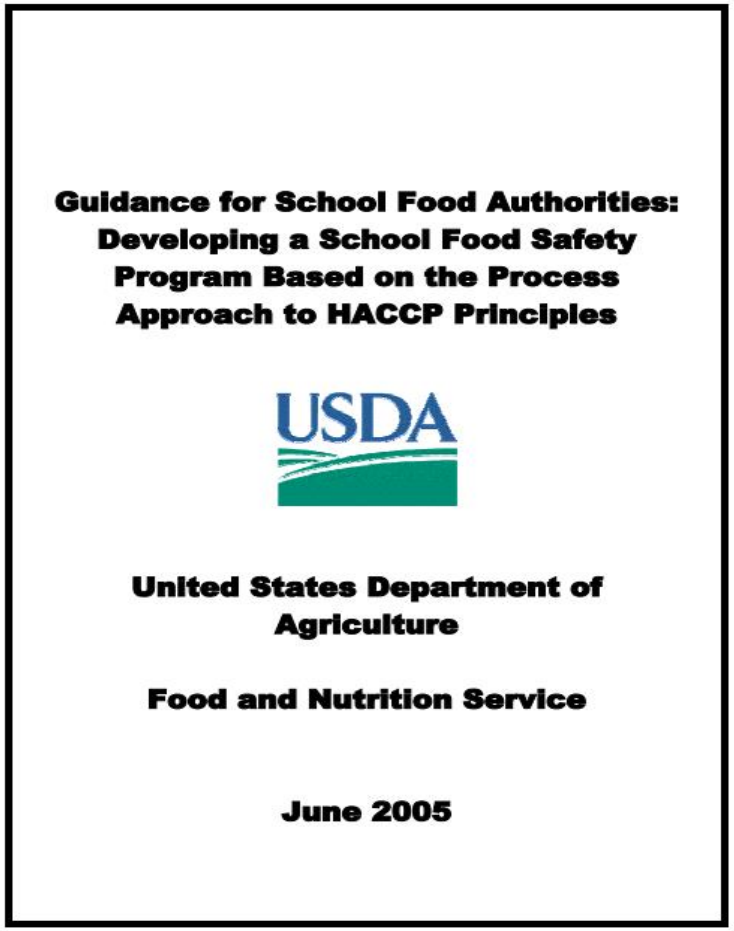
ILLINOIS STATE BOARD OF EDUCATION

Summary and Review

- Step 1: Program Overview
- Step 2: Process Approach
- Step 3: SOPs
- Step 4: Monitoring
- Step 5: Corrective Action
- Step 6: Review and Revise

ILLINOIS STATE BOARD OF EDUCATION

Guidance for Schools



ILLINOIS STATE BOARD OF EDUCATION

https://www.isbe.net/Documents/Food-Safety-Plan-Template.pdf

Food Safety Plan Template

Template for Developing a School Food Safety Program

The National Food Service Management Institute
The University of Mississippi
ET66-05(PW-Print)

2006

ILLINOIS STATE BOARD OF EDUCATION

https://www.isbe.net/Documents/Food-Safety-Plan-Template.pdf

Standard Operating Procedures

ILLINOIS STATE BOARD OF EDUCATION

https://www.isbe.net/Documents/Food-Safety-Plan-Template.pdf

Bad News Travels Fast

News 12 Investigates: School cafeterias strive for safety amid repeated violations

LOCAL NEWS

Health Code Violations Found At School Cafeterias

NEWS & STORIES / EDUCATION

12 [redacted] schools have critical food safety violations. It's worst for low-income kids

ILLINOIS STATE BOARD OF EDUCATION

Professional Standards

USDA Professional Standards for School Nutrition Professionals
https://www.fns.usda.gov/tn/professional-standards

TRAINING HOURS

QUICK REFERENCE GUIDE

The required annual training hours for School Food Authority personnel are:

- Program directors: **12 hours**
- Program managers: **10 hours**
- Program staff: **6 hours**
- Part-time staff: **4 hours** (Part-time staff is considered those working less than 20 hours per week.)

Did you know?
If hired Jan. 1 or later, an employee is required to complete only half of the required training hours for that school year.

May excess training hours be applied over multiple school years?

Yes. Excess annual training hours may be applied to the school year directly preceding or directly following the date of the training.

Resources

Individual Employee Annual Tracking Requirement Tracker
https://www.isbe.net/Documents/SNP-Employee-Training-Tracker.pdf

SNP Training and Professional Standards Webpage
https://www.isbe.net/Pages/sno-training.aspx

Guide to Professional Standards for School Nutrition Programs
https://www.fns.usda.gov/tn/professional-standards/guide

If you attend the same workshop each year, may this count?

Yes, it is likely that new issues and questions arise year to year.

May you select any topic you want?

Training must focus on the day-to-day management and operation of the school nutrition programs. Training must be job-specific and intended to help employees perform their duties well.

What documentation do I need from a training?

Supporting documentation for all completed trainings such as agendas and certificates should be maintained. The SFA is required to track annual training. Records should include staff name, date hired, title and staffing level, training topic, date/time, and length of training. The USDA Training Tracker Tool is available for use.

CHILD NUTRITION PROGRAMS

2025 ISBE School Nutrition Training, June 16-17

Track Your Professional Development Hours: Keep this conference document and other materials as record of your attendance with the topics attended and times. Certificates will not be issued. Enter the breakout sessions you attend, including the amount of time at each one.

NAME: _____

	Session Attended	Time
Day 1 (Monday, June 16) Afternoon Workshops	Mission Possible: Menu Recordkeeping and Planning	Up to 4 hours:
Day 1 (Monday, June 16) Afternoon Workshops	Food Safety & HACCP Workshop	Up to 3 hours:
Day 2 (Tuesday, June 17) Breakout Sessions	Session Attended	Up to 5 hours 40 minutes available on Day 2.
Breakout #1, 8:30-9:20 a.m.		Up to 50 minutes:
Breakout #2, 9:30-10:20 a.m.		Up to 50 minutes:
Breakout #3, 10:30-11:20 a.m.		Up to 50 minutes:
Breakout #4, 11:30 a.m. to 12:20 p.m.		Up to 50 minutes:
Working Lunch, 12:25-1:05 p.m.	Attendees can earn up to 40 minutes by participating in the worksheet activities and watching the slideshow presentation.	Up to 40 minutes:
Breakout #5, 1:10-2 p.m.		Up to 50 minutes:
Breakout #6, 2:10-3 p.m.		Up to 50 minutes:

ILLINOIS STATE BOARD OF EDUCATION

TOTAL:

Conference attendees are responsible for tracking the amount of time attending sessions/trainings.

ILLINOIS STATE BOARD OF EDUCATION

Questions?

ILLINOIS STATE BOARD OF EDUCATION

thank you

www.isbe.net/nutrition | Nutrition Department Email cnp@isbe.net | Ph. 800/545-7892

ILLINOIS STATE BOARD OF EDUCATION