

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) _____, _____

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	_____
Milk Cooler	_____
Ice machine	_____
Oven, Convection	_____
Holding Unit, cold	_____
Holding Unit, hot	_____
Dishmachine	_____
2" Steam Table Pans	_____
Food Bar	_____
Tilting Skillet (Braiser)	_____
Steamer	_____

Categorize Menu Items According to Food Preparation Processes

Menu Items

Directions: Identify where your recipes and monthly menus will be located and the length of time they will be kept on file.

Recipes in the foodservice office are located _____ (Where) and will be kept on file for _____.

Monthly menus are located _____ and will be kept on file for _____.

The Process Approach

The (Name of School) _____ will assign each menu item using Process #1 – No Cook Preparation Process Worksheet, Process #2 – Same Day Service Preparation Process Worksheet, and Process #3—Complex Food Preparation Process Worksheet. The Worksheets will be posted (Location) _____ and a copy will be kept on file (Location) _____. Changes to the menu items will be reflected in the worksheet on a continuous 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) _____.

An easily accessible copy of an explanation of the Process Approach taken from the USDA Guidance document will be available (Location) _____.

Process #1 – No Cook
 Keep food at or below 41 °F Degrees.

Menu Item	Recipe Number	Controlling Hazards for Process #1
		<p>Temperature controls:</p> <ul style="list-style-type: none"> • Cold holding <p>SOPs:</p> <ul style="list-style-type: none"> • Personal hygiene • Washing fresh fruits and vegetables • Limiting time in the temperature danger zone • Verifying receiving temperatures of food • Date marking of ready-to-eat food

Process #2 – Same Day Service
Cook to correct temperature. Hold and serve at 135 °F or above.

Menu Item	Recipe Number	Temperature	Controlling Hazards for Process #2
		Cooking	
			Temperature controls: <ul style="list-style-type: none"> • Cooking • Hot holding SOPs: <ul style="list-style-type: none"> • Personal hygiene • Limiting time in the temperature danger zone • Verifying receiving temperatures of food • Proper storage of food

Process #3 – Complex Food Preparation
Limit time in the Danger Zone (41 °F – 135 °F)

Menu Item	Recipe Number	Temperature			Controlling Hazards for Process #3
		Cooking	Cooling	Reheating	
					Temperature controls: <ul style="list-style-type: none"> • Cooking • Cooling • Hot holding • Reheating, if applicable • Cold holding SOPs: <ul style="list-style-type: none"> • Personal hygiene • Limiting time in the temperature danger zone • Verifying receiving temperatures of food • Proper storage of food

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)

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

Time and Temperature for Holding

Equipment Temperature Records

Receiving Logs

Freezer Log

Cooler Log

Thermometer Calibration

Storage Room Logs

Review Records

Food Safety Checklist

Manager's Checklist

Training Logs

Correcting Problems Records

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 Program Review Checklist

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?