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760.1 SAFETY AND SECURITY PLANS FOR THE DISTRICT FOOD SERVICE PROGRAM



The Whitnall School District Food Service Program has been established to provide nutritious meals to students and staff at reasonable costs. The breakfast program and the hot lunch program are both integral parts of the total education program, and as such shall be governed by the same principles and type of control as any other division of the school system. The District is committed to providing a safe and secure food service program that follows specific guidelines and procedures as dictated by HACCP (*Hazardous Analysis Critical Control Point*), and all federal, state and local public health regulations pertaining to safety and security in food service.

The general safety considerations the District will implement in the Food Service Program are as follows:

Personnel

- » Require hand washing prior to beginning work, any time a person changes food processes, after sneezing, coughing and/or after performing any cleaning activity.
- » Prohibit bare hand contact with ready-to-eat (RTE) foods.
- » Restrict or exclude any employee who is ill from food production or from any preparation areas.
- » Wear headbands, caps, and beard covers when necessary.
- » Store personal belongings in designated areas separate from food production, food storage, and washing areas.

Product Procurement

- » Follow recommendations for selecting vendors such as those found in the State Distributing Agency Vendor certification procedures.
- » Develop buyer specifications.

Receiving

- » Reject all cans with swollen sides or ends, flawed seals and seams, rust or dents.
- » Reject all frozen foods with signs of previous thawing
- » Reject punctured packages, expired foods, and foods outside of the safe temperature

- Wear gloves with all food preparation, change gloves after each step of the food preparation, and switching food products
- Do not keep food in the *danger zone* per state guidelines for more than four (4) hours.
- Handle food with utensils, clean gloved hands, or clean hands (NOTE: bare hand contact with food during preparation should be limited; bare hand contact with RTE foods must be prohibited).

Cooking and Documenting Temperatures

- Post all food preparation temperatures above cooking ranges, heating surfaces and other necessary equipment for ready access for workers
- Routinely check temperature alarms to assure they are working
- Record all temperatures when they are taken.
- Use only a clean and sanitized thermometer when taking internal temperatures of all foods.

Cooling

- Cool food rapidly by storing food in small batches in individual containers; cover loosely so that heat can escape quickly.
- Keep cold foods cold by pre-chilling ingredients for salads.

Holding

- Keep hot foods at appropriate temperatures (**per state guidelines**).
- Keep cold foods at appropriate temperatures (**per state guidelines**).

Reheating

- Transfer reheated food to hot-holding equipment only when the food reaches the proper temperature.
- Use only cooking ranges, ovens, steamers, and microwave ovens to reheat foods.
- Use hot-holding equipment only to maintain temperature and not for rapidly heating food.

Transporting

- Preheat transfer carts prior to use.
- Limit transport travel time to a maximum of two (2) hours.
- Label all carts with the name of the school they travel to.

Cleaning/Sanitizing

- Use clean water, free of grease and food particles.
- Keep wiping cloths in sanitizing solution while cleaning.

Chemicals

- ‡ Train employees on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits.
- ‡ Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
- ‡ Limit access to chemicals by the use of locks, seals, or key cards.
- ‡ Store only chemicals that are necessary to the operation and maintenance of the kitchen.
- ‡ Use only hand sanitizers that comply with the 2001 FDA Food Code.
- ‡ Label and store first aid supplies in a container
- ‡ Designate a location for storing the Materials Safety Data Sheets (MSDS).
- ‡ Label and date all chemicals with the common name of the substance.

The District will use the Process Approach outlined by HACCP. This approach is a method of classifying food preparation into three broad categories. These categories are based on the number of times a menu items makes a complete trip through the *danger zone* per state guidelines. The way food is prepared at each site determines into which of the three preparation processes the food will fall.

Process #1 - No Cook

- ‡ The menu item does not go completely through the *danger zone* in either direction.

Process #2 - Same Day Service

- ‡ The menu item takes one complete trip through the *danger zone* (going up during cooking) and is then served.

Process #3 - Complex Food Preparation

- ‡ The menu item goes through heating and cooling, taking two or more trips in the *danger zone*.

The District must also guard against any tampering or other types of bio-terrorism acts directed at the Food Service Program. To protect against such possibilities, the District has established the following guidelines for safety and security related to bio-terrorism:

1. ‡ Keep all ship out carts in the kitchen under direct supervision until take out to the delivery truck by the Food Service driver.
2. ‡ Establish security requirements for all vendors so they have locked trucks from the distributor to the District.
3. ‡ Purchase all food items from approved vendors only (see corollary procedures and exhibits).
4. ‡ Check in all food and store as soon as received.
5. ‡ Follow HACCP policy for the receipt of all items.
6. ‡ Monitor all deliveries and examine all packages before putting them away.
7. ‡ Compare delivery invoice against products ordered and products delivered.
8. ‡ Deliver food immediately to the main kitchen; food and food supplies can never be left unattended on the dock.
9. ‡ Keep food in freezers and/or locked up unless located in the kitchen under direct supervision.

10. † Keep food supplies under lock and key with access only by authorization.
11. † Restrict entry to all kitchens and storage areas to authorized personnel only.
12. † Monitor storage areas whenever a food delivery truck has access.
13. † Secure all chemicals, cleaning agents, and other non-food items. Monitor areas where they are kept.
14. † Check equipment, food, ingredients, utensils, and supplies regularly for tampering.
15. † Schedule regular security inspections of all areas, equipment, food, ingredients, and supplies.
16. † Reward and hold all staff accountable for being alert to and reporting of signs of tampering of products or equipment, other unusual situations, and/or areas that may be vulnerable to tampering.
17. † Investigate immediately all reports of unusual activity.
18. † Document all investigations.
19. † Screen all potential employees prior to hiring including criminal background checks.

The District will have an emergency response plan with a coordinator and team members to respond to any unusual situation jeopardizing the food service program or delivery. Semi-annual planning drills and evacuation drills will be conducted to assure readiness in an emergency. Areas and activities where threats may occur will be identified to better increase security. All employees will be educated in the basics of food security and safety. Should a situation occur that closes the Food Service temporarily (e.g. gas leak, electric power disruption, water supply tampering etc.), the District will have a back-up plan for alternate continuation of a food program.

LEGAL REF.: Wisconsin Statutes Section

115.34

115.345

118.13

120.10(16)

120.13(6) & (10)

PI 9.03(1) Wisconsin Administrative Code

Bioterrorism Act

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[< Prev](#)

[Next >](#)

[\[Back \]](#)