

## FOOD SAFETY PROGRAM STANDARD OPERATING PROCEDURES

Adoption Date: 5/13/08

Revision  
Date: 4/22/08

Page 1 of 15

Various standard operating procedures (SOPs) have been approved for the safe handling in the cafeterias of this school district. All changes or additions to the SOPs as recommended by the food service director/cafeteria manager (food service manager) shall be implemented immediately for the safety of the students and staff in this district. All SOPs will be maintained in the food service manager's office and posted in the kitchen for reference by all food service employees.

### COOKING POTENTIALLY HAZARDOUS FOODS

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

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

Instructions:

1. Train food service 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. Since the state and local health department requirements are to be based on the 2001 FDA Food Code, cook products to the following temperatures:
  - A. 145°F for 15 seconds  
Seafood, beef, and pork  
Eggs cooked to order that are placed onto a plate and immediately served
  - B. 155°F for 15 seconds  
Ground products containing beef, pork, or fish  
Fish nuggets or sticks  
  
Eggs held on a steam table  
Cubed or Salisbury steaks
  - C. 165°F for 15 seconds  
Poultry  
Stuffed fish, pork, or beef  
Pasta stuffed with eggs, fish, pork, or beef (like lasagna or manicotti)
  - D. 135°F for 15 seconds  
Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box

Monitoring

1. Use a clean, sanitized, and calibrated probe thermometer (preferably a thermocouple).

## FOOD SAFETY PROGRAM STANDARD OPERATING PROCEDURES

*Adoption Date:* 5/13/08

*Revision Date:* 4/22/08

Page 2 of 15

2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
3. Take at least two (2) internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
4. Take at least two (2) internal temperatures of each large food item, like a turkey, to ensure that all parts of the product reach the required cooking temperature.

Corrective Action: Continue cooking until the internal temperature reaches the required temperature.

Verification and Record Keeping: Food service employees will record the two (2) temperatures/times, and any corrective action taken on the food production records. The food service manager will verify that food service employees have taken the required cooking temperatures by visually monitoring food service employees and preparation procedures during the shift and reviewing, initialing, and dating the food production records at the close of each day. These production records are to be kept on file for a minimum of three years. It is understood that the food service manager may be the one responsible for all of this. The superintendent or the superintendent's designee may review these records at any time to ensure that this procedure is being followed.

### COOLING POTENTIALLY HAZARDOUS FOODS

Purpose: To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly.

Scope: This procedure applies to food service employees who prepare, handle, or serve food.

Instructions:

1. Train food service employees who prepare or serve food on how to use a food thermometer and how to cool foods using this procedure.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
3. Prepare and cool food in small batches.
4. Chill food rapidly using an appropriate cooling method:
  - A. Place food in shallow containers (no more than four inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
  - B. Use a quick-chill unit like a blast chiller.
  - C. Stir the food in a container placed in an ice water bath.
  - D. Add ice as an ingredient.
  - E. Separate food into smaller or thinner portions.

**FOOD SAFETY PROGRAM  
STANDARD OPERATING PROCEDURES**

Adoption Date: 5/13/08

Revision  
Date: 4/22/08

Page 3 of 15

- F. Pre-chill ingredients and containers used for making bulk items like salads.
5. Follow state or local health department requirements regarding required cooling parameters.
6. Since the state and local requirements are based on the 2001 FDA Food Code, chill cooked hot food from:
- A. 135°F to 70°F within two (2) hours. Take corrective action immediately if food is not chilled from 135°F to 70°F within two (2) hours.
- B. 70°F to 41°F or below in remaining time. The total cooling process from 135°F to 41°F may not exceed six (6) hours. Take corrective action immediately if food is not chilled from 135°F or 41°F within the six-hour process.
7. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70°F to 41°F or below within four (4) hours. Take corrective action immediately if ready-to-eat food is not chilled from 70°F to 41°F within four (4) hours.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. Monitor temperatures of products every hour throughout the cooling process by inserting a thermometer into the center of the food and at various locations in the product.

Corrective Action:

1. Reheat cooked hot food to 165°F for 15 seconds and start the cooling process again using a different cooling method when the food is:
  - A. Above 70°F and two (2) hours or less into the cooling process; and
  - B. Above 41°F and six (6) hours or less into the cooling process.
2. Discard cooked hot food immediately when the food is:
  - A. Above 70°F and more than two (2) hours or less into the cooling process; or
  - B. Above 41°F and more than six (6) hours or less into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41°F and less than four (4) hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41°F and more than four (4) hours into the cooling process.

Verification and Record Keeping: Food service employees will record temperatures and corrective actions taken on the food production records for any cooled foods. No record at the bottom of the production record will indicate that there were no foods cooled on that working day. The food service

## FOOD SAFETY PROGRAM STANDARD OPERATING PROCEDURES

*Adoption Date:* 5/13/08

*Revision Date:* 4/22/08

*Page 4 of 15*

manager will verify that food service employees are cooling food properly by visually monitoring food service employees during the shift and reviewing, initialing, and dating the food production records. These production records are to be kept on file for a minimum of three years.

### HOLDING HOT AND COLD POTENTIALLY HAZARDOUS FOODS

Purpose: To prevent foodborne illness by ensuring that all potentially hazardous foods are held at the proper temperature.

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

Instructions:

1. Train food service 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. Since state and local health department requirements are based on the 2001 FDA Food Code:
  - A. Hold hot foods at 135°F or above; and
  - B. 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 various other 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:
  - A. Verify that the air/water temperature of any unit is at 135°F or above before use.
  - B. Reheat food in accordance with the Reheating for Hold Holding SOP.
  - C. All hot potentially hazardous foods should be 135°F or above before placing the food out for display or service.
  - D. Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every two (2) hours thereafter.
5. For cold foods held for service:

**FOOD SAFETY PROGRAM  
STANDARD OPERATING PROCEDURES**

Adoption Date: 5/13/08

Revision  
Date: 4/22/08

Page 5 of 15

- A. Verify that the air/water temperature of any unit is at 41°F or below before use.
  - B. Chill foods, if applicable, in accordance with the Cooling SOP.
  - C. All cold potentially hazardous foods should be 41°F or below before placing the food out for display or service.
  - D. Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line, and at least every two (2) hours thereafter.
6. For cold foods in storage:
- A. Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
  - B. Chill food in accordance with the Cooling SOP if the food is not 41°F or below.
  - C. Verify that the air temperature of any cold holding unit is at 41°F or below before use and at least every four (4) hours thereafter during all hours of operation.

Corrective Action:

- 1. For hot foods:
  - A. Reheat the food to 165°F for 15 seconds if the temperature is found to be below 135° F and the last temperature measurements was 135°F or higher and taken within the last two (2) hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
  - B. Discard the food if it cannot be determined how long the food temperature was below 135°F.
- 2. For cold foods:
  - A. 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 two (2) hours.
  - B. Place food in shallow containers (no more than four inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
  - C. Use a quick-chill unit like a blast chiller.
  - D. Stir the food in a container placed in an ice water bath.
  - E. Add ice as an ingredient.
  - F. Separate food into smaller or thinner portions.
  - G. Repair or reset holding equipment before returning food to the unit, if applicable.

## FOOD SAFETY PROGRAM STANDARD OPERATING PROCEDURES

Adoption Date: 5/13/08

Revision Date: 4/22/08

Page 6 of 15

- H. Discard the food if it cannot be determined how long the food temperature was above 41°F.

Verification and Record Keeping: Food service employees will record temperatures of food items and document corrective actions taken on the food production records. A designated food service employee will record air temperatures of coolers and cold holding units on the production records. The food service manager will verify that food service employees have taken the required holding temperatures by visually monitoring food service employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are kept on file for a minimum of three years.

### DATE MARKING READY-TO-EAT, POTENTIALLY HAZARDOUS FOOD

Purpose: To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness from *Listeria monocytogenes*.

Scope: This procedure applies to food service employees who prepare, store, or serve food.

Instructions:

1. Establish a date marking system and train employees accordingly. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
  - A. Labeling food with a calendar date, i.e., cut cantaloupe, 5/26/05, 8:00 AM
  - B. Identifying the day of the week, i.e., cut cantaloupe, Monday, 8:00 AM, or
  - C. Using color-coded marks or tags, i.e., cut cantaloupe, blue dot, 8:00 AM means "cut on Monday at 8:00 AM".
2. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
3. Label a processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 41°F or below.
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within seven (7) days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
7. Calculate the seven-day period by counting only the day that the food is under refrigeration. For example:
  - A. On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads "Lasagna – Cooked – 8/1/05".

## FOOD SAFETY PROGRAM STANDARD OPERATING PROCEDURES

Adoption Date: 5/13/08

Revision Date: 4/22/08

Page 7 of 15

- B. On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads “Frozen – 8/2/05”. Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 through Tuesday, 8/2/05, only one day is counted towards the seven-day time period.
- C. On Tuesday, 8/16/05, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads “Thawed – 8/16/05”. All three labels now appear on the lasagna. The lasagna must be served or discarded within six days.
8. Follow state and local public health requirements.

Monitoring: A designated employee will check refrigerators daily to verify that foods are date-marked and that foods exceeding the seven-day time period are not being used or stored.

Corrective Measure: Foods that are not date-marked or that exceed the seven-day time period will be discarded.

Verification and Record Keeping: The food service manager will complete the food safety checklist daily.

### WASHING HANDS

Purpose: To prevent foodborne illness caused by contaminated hands.

Scope: This procedure applies to anyone who handles, prepares, and serves food.

Instructions:

1. Train any individual who prepares or serves food on proper handwashing. Training may include viewing a handwashing video and demonstrating proper handwashing procedure.
2. Post handwashing signs or posters in a language understood by all food service staff near all handwashing sinks, in food preparation areas, and restrooms.
3. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
5. Keep handwashing sinks accessible anytime employees are present.
6. Wash hands:

Before starting work

During food preparation

When moving from one food preparation area to another

Before putting on or changing gloves

After using the toilet

After sneezing, coughing, or using a handkerchief or tissue

After touching hair, face, or body

After smoking, eating, drinking, or chewing gum or tobacco

## FOOD SAFETY PROGRAM STANDARD OPERATING PROCEDURES

Adoption Date: 5/13/08

Revision Date: 4/22/08

Page 8 of 15

After handling raw meats, poultry, or fish  
 After any clean up activity such as sweeping, mopping, or wiping counters  
 After touching dirty dishes, equipment, or utensils  
 After handling trash  
 After handling money  
 After any time the hands may become contaminated

7. Follow proper handwashing procedures as indicated below:
  - A. Wet hands and forearms with water, running water (at least 100°F) and apply soap.
  - B. Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm water for 5-10 seconds.
  - C. Dry hands and forearms thoroughly with single-use paper towels.
  - D. Dry hands for at least 30 seconds if using a warm air hand dryer.
  - E. Turn off water using paper towels.
  - F. Use paper towel to open door when exiting the restroom.
8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
  - A. Use hand sanitizers only after hands have been properly washed and dried.
  - B. Use only hand sanitizers that comply with the 2001 FDA Food Code.

Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the matter specified by the manufacturer.

**Monitoring:** A designated employee will visually observe the handwashing practices of the food service staff during all hours of operation. In addition, the designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

**Corrective Action:** Employees who are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately. The employee will be retrained to ensure proper handwashing procedure.

**Verification and Record Keeping:** The food service manager will complete the food safety checklist to indicate that monitoring is being conducted as specified.

### WASHING FRUITS AND VEGETABLES

**Purpose:** To prevent or reduce risk of foodborne illness or injury by contaminated fruits and vegetables.

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

## FOOD SAFETY PROGRAM STANDARD OPERATING PROCEDURES

Adoption Date: 5/13/08

Revision Date: 4/22/08

Page 9 of 15

Instructions:

1. Train food service employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure.
3. Wash, rinse, sanitize, and air dry all food contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
4. Follow manufacturer's instructions for proper use of chemicals.
5. Wash all raw fruits and vegetables that are served whole or cut into pieces.
  - A. Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
  - B. Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
6. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the 2001 FDA Food Code. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
7. Scrub the surface of firm fruits or vegetables, such as apples or potatoes, using a clean and sanitized brush designated for this purpose.
8. Remove any damaged or bruised areas.
9. Label, date, and refrigerate fresh-cut items.
10. Serve cut melons within seven (7) days if held at 41°F or below (see SOP for Date Marking, Ready-to-Eat, Potentially Hazardous Food).
11. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
12. Follow state and local public health requirements.

Monitoring: The food service manager will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation. In addition, food service employees will check daily the quality of fruits and vegetables in cold storage.

Corrective Action: Unwashed fruits and vegetables will be removed from service and washed immediately before being served. Unlabeled fresh cut items will be labeled and dated. Discard cut melons held after seven (7) days.

Verification and Record Keeping: The food service manager will complete the food safety checklist to indicate that monitoring is being conducted as specified in this procedure.

### USING SUITABLE UTENSILS WHEN HANDLING READY-TO-EAT FOODS

Purpose: To prevent foodborne illness due to hand-to-food cross-contamination.

## FOOD SAFETY PROGRAM STANDARD OPERATING PROCEDURES

*Adoption Date:* 5/13/08

*Revision Date:* 4/22/08

*Page 10 of 15*

Scope: This procedure applies to food service employees who prepare, handle, or serve food.

Instructions:

1. Use proper handwashing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. Use suitable utensils when working with ready-to-eat foods. Suitable utensils may include:
  - Single-use gloves
  - Deli tissue
  - Foil wrap
  - Tongs, spoodles, spoons, and spatulas
4. Wash hands and change gloves:
  - A. Before beginning food preparation.
  - B. Before beginning a new task.
  - C. After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized.
  - D. After contacting chemicals
  - E. When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery.
  - F. Handling money.
  - G. Any time a glove is torn, damaged, or soiled.
  - H. Any time contamination of a glove might have occurred.
5. Follow state and local public health requirements.

Monitoring: A designated food service employee will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

Corrective Action: Employees observed touching ready-to-eat food with bare hands will be retrained at the time of the incident. Ready-to-eat food touched with bare hands will be discarded.

Verification and Record Keeping: The food service manager will verify that food service workers are using suitable utensils by visually monitoring food service employees during all hours of operation. The food service manager will complete the food safety checklist. The designated food service employee responsible for monitoring will record any discarded food on the food production record. This record will be maintained for a minimum of three years.

## FOOD SAFETY PROGRAM STANDARD OPERATING PROCEDURES

*Adoption Date:* 5/13/08

*Revision  
Date:* 4/22/08

*Page 11 of 15*

### STORING AND USING POISONOUS OR TOXIC CHEMICALS

Purpose: To prevent foodborne illness by chemical contamination

Scope: This procedure applies to food service employees who use chemicals in the kitchen.

Instructions:

1. Train food service employees on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits as specified in this procedure.
2. Designate a location for storing the Material Safety Data Sheets (MSDS),
3. Label and date all poisonous or toxic chemicals with the common name of the substance.
4. Store all chemicals by use of locks, seals, or key cards.
5. Limit access to chemicals by use of locks, seals, or key cards.
6. Maintain an inventory of chemicals.
7. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
8. Mix, test, and use sanitizing solutions as recommended by the manufacturer, state, or local health department.
9. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
10. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
11. Do not use chemical containers for storing food or water.
12. Use only hand sanitizers that comply with the 2001 FDA Food Code. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the 2001 FDA Food Code. In unsure about this, require the supplier provide proof that the sanitizers being purchased comply with the 2001 FDA Food Code.
13. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
14. Label and store medicine for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
15. Store refrigerated medicines in a covered, leak-proof container where they are not accessible to children and cannot contaminate food.
16. Follow state and local public health requirements.

## FOOD SAFETY PROGRAM STANDARD OPERATING PROCEDURES

*Adoption Date:* 5/13/08

*Revision Date:* 4/22/08

*Page 12 of 15*

**Monitoring:** Food service employees and the food service manager will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

**Corrective Action:** Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals.

**Verification and Record Keeping:** The food manager will complete the food safety checklist daily to indicate that monitoring is completed. Food service employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the damaged and discarded product log. The food service manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the damaged and discarded product log each day. Damaged and discarded product logs are kept on file for a minimum of three years.

### RECEIVING DELIVERIES

**Purpose:** To ensure that all food is received fresh and safe when it enters the food service operation, and to transfer food to proper storage as quickly as possible.

**Scope:** This procedure applies to food service employees who handle, prepare, or serve food.

**Instructions:**

1. Train food service 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 refrigerator space, loading docks, and storerooms 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.

**FOOD SAFETY PROGRAM  
STANDARD OPERATING PROCEDURES***Adoption Date:* 5/13/08*Revision  
Date:* 4/22/08*Page 13 of 15*Monitoring:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid orders, 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 from 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.
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.

Correction Action:

Reject the following:

1. Frozen foods with signs of previous thawing.
2. Cans that have signs of deterioration: swollen sides or ends, flawed seals or seams, dents, or rust.
3. Punctured packages.
4. Expired foods.
5. Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy.

## FOOD SAFETY PROGRAM STANDARD OPERATING PROCEDURES

*Adoption Date:* 5/13/08

*Revision Date:* 4/22/08

*Page 14 of 15*

Verification and Record Keeping: Record temperature and corrective action on the delivery invoice. The food service manager will verify that food service employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the delivery invoices at the close of each day. Delivery invoices are kept on file for a minimum of three years.

### REHEATING POTENTIALLY HAZARDOUS FOODS

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

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

Instruction:

1. Train food service employees who prepare or serve food on using a food thermometer and how to reheat foods using this procedure.
2. Follow state or local health department requirements regarding reheating temperatures.
3. Since state and local requirements are to be based on the 2001 FDA Food Code, heat processed, ready-to-eat foods from a package or can, such as canned green beans or prepackaged breakfast burritos, to an internal temperature of at least 135°F for 15 seconds for hot holding.
4. Reheat the following products to 165°F for 15 seconds:
  - A. Any food that is cooked, cooled, and reheated for hot holding.
  - B. Leftovers reheated for hot holding.
  - C. Products made from leftovers, such as soup.
  - D. Precooked, processed foods that have been previously cooled.
5. Reheat food for hot holding in the following manner if using a microwave oven:
  - A. Heat processed, ready-to-eat foods from a package or can to at least 135°F for 15 seconds.
  - B. Heat leftovers to 165°F for 15 seconds.
  - C. Rotate (or stir) and cover foods while heating.
  - D. Allow to sit for two (2) minutes after heating.
6. Reheat all foods rapidly. The total time the temperature of the food is between 41°F and 165°F may not exceed two (2) hours.
7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

**FOOD SAFETY PROGRAM  
STANDARD OPERATING PROCEDURES***Adoption Date:* 5/13/08*Revision  
Date:* 4/22/08*Page 15 of 15*Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least two (2) internal temperatures from each pan of food.

Corrective Action: Continue reheating/heating food if the internal temperature does not reach the required temperature.

Verification and Record Keeping: Food service employees will record product name, the two temperatures/times, and any corrective action taken on the food production records. These temperatures will be noted with an RH (reheat) in front of them. The food service manager will verify that food service employees have taken the required reheating temperatures by visually monitoring food service employees during the shift and reviewing, initialing, and dating of these temperatures in the food production records at the close of each day. These production records are kept on file for a minimum of three years. It is understood that the food service manager may actually be the one responsible for all of this task. At any time, the superintendent or superintendent's designee may review these records.

**PROCEDURE FOR HANDLING LEFTOVER SLICED TURKEY**

Roast Turkey: Cook, serve, cool leftovers, reheat, and serve.

1. Receive frozen turkey from certified vendor (USDA inspected).
2. Store in walk-in freezer (0°F or below).
3. Thaw bulk turkey in refrigerator (41°F or below).
4. Cook to proper temperature (165°F for a minimum of 15 seconds).
5. Slice, portion, and service (hot holding at 135°F or above).
6. Immediately refrigerate leftovers. Place in shallow pans and cool to 41°F or below within six (6) hours, but from 135°F to at least 70°F in the first two (2) hours. (Take temperature at 1.5 hours.)
7. Remove leftovers from the refrigerator and reheat to 165°F for a minimum of 15 seconds.
8. Hot hold at 135°F or above.
9. Serve.