

 Policy #: CN-6	Effective Date: 6/22/10	Page #: 1 of 4
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COMPONENT: NUTRITION

SUBJECT: FOOD SAFETY AND SANITATION

PERFORMANCE OBJECTIVE: To ensure that each center complies with, and posts evidence of such compliance, with all applicable food safety and sanitation laws, including those related to the storage, preparation, and service of food and the health of food handlers.

POLICY AND PROCEDURE:

All staff **must** wash hands appropriately and wear gloves when preparing and serving food.

Food Service Staff are to ensure dishes, pots and pans, silverware, etc. are washed sanitized and dried as quickly as possible after usage, items should be put away upon drying. All dishes should be washed before use at the beginning of the program year

Each day, food service staff must prepare and test a fresh batch of sanitizing solution. Mixing instructions will be located in the kitchen.

If, for any reason, the recommended sanitizing solution cannot be used, staff may use an alternate method which must be pre-approved by management.

Food Service Staff must clean and sanitize all areas of food preparation and food service areas prior to food preparation.

Food Service Staff must have their hair secured.

Food Service Staff must clean and sanitize all surfaces with sanitizing solution at the end of food preparation/service.

Dish Rags or cloths may be substituted for paper towels. However, a fresh cloth must be used for each step. One cloth to clean all surfaces, a second cloth to sanitize all surfaces. Rags/Cloths used for cleaning or sanitizing food prep surfaces may not be re-used for other purposes during the day. Once used as part of the 2-step cleaning and sanitizing process, they must be discarded for laundering, Sponges are not allowed.

Food service staff will ensure classrooms have proper cleaning and sanitizing mixtures made fresh daily.

Sanitizer must be left on surface per manufacturer's instructions or two (2) minutes.

Food service staff must check refrigerators and freezer thermometers for proper temperature and record readings on the appropriate form. Freezer temperatures must be at 0°F or below and Refrigerators must be at 40° or below.

Ensure all food is clearly labeled with the date received and date opened. Ensure all food is not out of date.

Wipe down and sanitize food carts after use.

Food service staff must ensure that appliances are kept clean and should be wiped down weekly at a minimum.

Food service staff must thoroughly clean refrigerators, freezers, stoves and ovens inside and out at least monthly or more frequently if needed.

Food service staff will take inventory at beginning of program year and at the end of the program year.

Teaching staff will ensure food service areas in the classroom (tables and chairs) are cleaned and sanitized before and after meals.

Teaching staff will ensure cleaning and sanitizing bottles are received from kitchen staff, labeled appropriately and kept in a locked cabinet out of reach of children.

Children should be allowed to participate in cleaning the tables and chairs; however, children should not be involved in sanitizing tables and chairs.

Food Service Staff will ensure compliance with all food sanitation guidelines including, but not limited to, the following:

- Foods must be prepared with a minimum of handling, with suitable utensils, and on surfaces which have been cleaned, rinsed, and sanitized to prevent cross-contamination.
- Raw fruits and vegetables must be thoroughly washed with water before cooking and serving. Tops of cans must be washed before opening.
- Potentially hazardous food containing milk, meat, poultry, eggs, and fish products are prepared from chilled products as quickly as possible and refrigerated in shallow containers or served immediately.
- Potentially hazardous foods must be thawed under refrigeration or in a microwave oven only when food will be cooked immediately afterwards.
- Ensure foods are covered appropriately until served.

- No leftovers from the table will be stored or sent home with children, staff, or adults due to hazards of bacterial growth. Any opened food, food left on plates or the table must be thrown away.
- Any leftovers that have not been opened and/or have not been on the table for serving such as fruits and vegetables and bread may be saved and properly stored for use in the following days.
- At no time shall leftover foods be taken home by families or staff.
- Food must be covered to protect it from contamination. Containers and covers must be impervious and nonabsorbent to eliminate the possibility of containers becoming carriers of bacteria.
- Food must be stored in a manner that permits cleaning of the storage area and in locations that do not result in a risk of contamination from other foods or from the conduct of normal operations.
- Foods will remain in the critical temperature zone (40°-140°F) for as little time as possible to prevent microbial growth.
- Containers of food are stored a minimum of six inches above the floor in a manner that protects from food splashes and other contaminants and which permits easy cleaning of the storage area.
- Food not subject to further washing or cooking before serving is stored to protect it against cross-contamination from foods requiring washing or cooking.
- All food not stored in the product container or package in which it was originally obtained, is stored in a tightly covered container, labeled and dated.
- Food brought into the kitchen is examined to ensure items are not expired, spoiled, dirty, or infested with insects.
- Rotate foods according to date received.
- All foods are stored separately from non-food items.

The Facilities Manager will conduct regular monitoring visits to ensure the facilities and safety practices are being followed.