



Safe Food Preparation, Storage and Handling

PROCEDURE / APPROACH

The procurement, storage, preparation and handling of all food will follow all food safety and sanitation guidelines.

HEAD START PROGRAM PERFORMANCE STANDARDS:

1302.47 (a)(b)(6)(ii)(iii)

OAR 414-300-0250

Our procedures are subject to adjustment based on Public Health needs or advisory from either our local, state or federal governing bodies. Any temporary modifications to procedures in this event will be documented and shared with staff.

Policy

Safety/Sanitation

- All food sources used for meal service are purchased from a contracted, certified vendor.
- Food will be stored properly to prevent contamination of the food from any other source.
- Food is examined when brought into the kitchen to make sure it is not spoiled or compromised.
- Foods are stored in rodent and insect proof covered metal, or hard plastic containers.
- 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.
- All food items are stored separately from non-food items.
- Containers of food are stored a minimum of six inches above the floor in a manner that protects the food from contamination.
- An inventory system ensures that food is rotated for expiration avoidance.
- All empty cartons and packaging must be removed from kitchen immediately.

- Food must be prepared with a minimum of handling, with suitable utensils, and on surfaces that prior to use have been cleaned, rinsed, and sanitized to prevent cross-contamination.
- Raw fruits and vegetables must be thoroughly washed with water before cooking or serving.
- The tops of all cans will be washed before opening.
- Cold foods will be stored in the refrigerator below 41 degrees Fahrenheit. .
- All potentially hazardous foods must be kept out of the danger zone. 41F to 140 F.
- All proteins will be cooked to temperature guidelines for food safety.
- Potentially hazardous foods must be thawed according to state regulations.
- All Food Service and Center staff will have Food Handler Cards.
- All dish machines will be maintained and cleaned daily following manufacturer's specifications.
- Sanitizing machines and solutions must be checked daily with litmus paper and recorded on the "Litmus Reading Form".
- If there is a problem with the dishwashing machine notify the Site Manager and Nutrition Department immediately.
- All food that is served on the tables at mealtime must be thrown out after meal service. No leftovers from the table will be sent home with children, parents, volunteers or staff, due to the hazards of contamination and bacterial growth.
- All leftover food which has remained in the kitchen will be offered to parents.
- All leftover foods will be cooled in shallow pans with a product depth not to exceed 2 inches. Product temperature must reach 40 degrees F or lower within 4 hours. Use a food thermometer to check the food temperature during cooling. Cool as quickly as possible.
- Kitchen leftovers will go home to parents in a Ziploc baggie with a safe food label and a safe food handout. It will be labeled and dated. Parents will receive information about food borne illness and safe food practice.
- Staff is not allowed to take food home.