Safe Food Preparation, Storage, and Handling

POLICY/APPROACH:

The preparation, storage and handling of all foods shall be prepared in the safest manner possible.

OREGON DAYCARE LICENSING REQUIREMENTS
FOOD SERVICE
OAR 414-300-0250

PROCEDURE:

1. Food will be stored properly to prevent contamination of the food from any other source.
2. Food is examined when brought into the kitchen to make sure it is not spoiled, dirty, or infested with insects.
3. Foods are stored in rodent- and insect-proof covered metal, or hard plastic containers.
4. 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.
5. All food items are stored separately from non-food items.
6. Containers of food are stored a minimum of 6 inches above the floor in a manner that protects the food from contamination.
7. An inventory system ensures that food is rotated.
8. All empty cartons and packaging must be removed immediately.
9. Meats and eggs are stored on the bottom shelf of the refrigerator.
10. Cold foods will be stored in the refrigerator below 41°F.
11. All employees will have a Food Handler Cards.
12. 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.
13. Raw fruits and vegetables must be thoroughly washed with water before cooking or serving.
14. Tops of all cans will be washed before opening.
15. All potentially hazardous foods must be kept out of the danger zone: 41°F to 140°F.
16. Potentially hazardous foods must be thawed according to state regulations.
17. Potentially hazardous foods requiring cooking must be cooked to an internal temperature of:
• Pork and Pork products: 145°F Fahrenheit.
• Ground Beef: 155°F Fahrenheit.
• Beef Roast: 145°F Fahrenheit.
• Poultry and Dressing: 165°F Fahrenheit.
• Casseroles: 165°F Fahrenheit.
• Eggs: 165°F Fahrenheit.
• Fish: 145°F Fahrenheit.

LEFTOVERS:

1. We strive to prepare the right portion of food at mealtime.
2. All food that leaves the kitchen at mealtime and is placed on the serving tables must be thrown out after meal service.
3. No leftovers from the table will be sent home with children, parents, volunteers or staff, due to the hazards of contamination and bacterial growth.
4. All leftover food that has remained in the kitchen will be offered to parents.
5. All leftovers will be cooled in shallow pans with a product depth not to exceed 2 inches.
6. Product temperature must reach 40°F or lower within 4 hours.
7. When you are cooling, do not stack pans in refrigerator. Leave space for air to move around pans.
8. Use a food thermometer to check the food temperature during cooling. Cool as quickly as possible.
9. Kitchen leftovers will be covered and stored in the refrigerator, if appropriate, until taken home by parents.
10. Kitchen leftovers will go home to parents in a Ziploc baggie with a safe food label and a safe food handout.
11. Parents will receive information about food-borne illnesses and safe food practice.
12. Staff is not allowed to take food home.

REFRIGERATOR / FREEZER TEMPS:

1. Refrigerator/freezer temperatures will be taken and recorded daily.
2. All refrigerators and freezers will have thermometers inside each unit.
3. Upon arrival in A.M., check each refrigerator and freezer for the temperature.
4. Record temperature on the refrigerator/freezer temperature sheet.
   a. Temperatures must be maintained at 41° or below for refrigerators, 0° or below for freezers.
   b. Notify the Site Manager if the refrigerators or freezers are not maintaining proper temperature.
   c. The Site Manager must sign off on the completed form before it is sent in to the office.
SANITIZER – DISHWASHER:

1. All dishwasher machines will be maintained in a clean and sanitary manner.
2. Check machines regularly to be sure they operate properly.
3. Sanitizing machines need to be checked daily with litmus paper and recorded on the “Litmus Reading Form.”
4. Screens need to be cleaned on a daily basis.
5. De-lime the machine according to the manufacturer’s suggestion.
6. If there is a problem with the machine, call the Food Service Department immediately.