

Allegheny-Clarion Valley School District Food Safety Program



The National Food Service Management Institute
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Developing a School Food Safety Program training materials were written to accompany the U. S. Department of Agriculture's *Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles*. The *Guidance for School Food Authorities* resource is available at <http://www.fns.usda.gov>. The National Food Service Management Institute developed these materials in cooperation with the USDA Food and Nutrition Service's Child Nutrition Division and the Food Safety Unit. USDA recommends the Process Approach because it gives you flexibility to create a food safety program specific to your foodservice operation.

The Process Approach was originally developed by the Food and Drug Administration (FDA) for retail food establishments. Follow your State and local public health requirements and your school district policies and procedures.

Food Safety Plan

School District: ALLEGHENY-CLARION VALLEY SD

School: ELEMENTARY SCHOOL PK-6

This program was developed 21ST February 2019 by

Grant A. Grasha, Director of Food Services & Child Nutrition for the Allegheny-Clarion Valley School District and is intended for use at the Elementary School PK-6. The program follows the USDA guidance on developing a food safety program based on the Process Approach. All standards in this plan are based on the 2019, Pennsylvania School Food Code.

School Foodservice Staff

Directions: Identify the name of the foodservice staff and their positions.

Name	Position
<u>Grant A. Grasha</u>	<u>Director of Food Service/CN</u>
<u>Robyn Prosser</u>	<u>Head Cook/Assistant Manager</u>
<u>Antoinette Cline</u>	<u>High School Cook</u>
<u>Deborah Fair</u>	<u>High School Prep Cook/POS</u>
<u>Tina Minnicks</u>	<u>High School Prep Cook/POS</u>
<u>Nicole Marshall</u>	<u>High School Line Server/Utility</u>
<u>Deborah Jackson</u>	<u>High School Line Server/Utility</u>
<u>June Mayle</u>	<u>Elementary Prep/POS</u>
<u>Marcia Roessing</u>	<u>Elementary Cook</u>
<u>Jamie Best</u>	<u>Elementary Prep/Server/Utility</u>
<u>Wanda Manculich</u>	<u>Elementary Prep/Server/Utility</u>

Date: 21st January 2019

Foodservice Equipment Inventory

Directions: Identify the type and quantity of foodservice equipment located in your facility.

Type	Quantity
Mixer, floor	__ 1 __
Mixer, counter	__ 1 __
Food Processor	__ X __
Refrigerator	__ 1 __
Freezer	__ 1 __
Milk Cooler	__ 1 __
Ice machine	__ X __
Oven, Convection	__ 4 __
Holding Unit, cold	__ 4 __
Holding Unit, hot	__ 2 __
Dish machine	__ 1 __
2" Steam Table Pans	__ 39 __
Food Bar	__ 2 __
Tilting Skillet (Braiser)	__ 1 __
Steamer	__ 2 __

Foodservice Equipment Inventory

Directions: Identify the type and quantity of foodservice equipment located in your facility.

Type	Quantity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Categorize Menu Items According to Food Preparation Processes

Menu Items

Directions: Identify where your recipes and monthly menus will be located and the length of time they will be kept on file.

Recipes in the foodservice office are located in the Head Cooks Office and will be kept on file for 3 Years

Monthly menus are located on the display board and will be kept on file for 3 years.

The Process Approach

The Allegheny-Clarion Valley School District will assign each menu item using Process #1 – No Cook Preparation Process Worksheet, Process #2 – Same Day Service Preparation Process Worksheet, and Process #3—Complex Food Preparation Process Worksheet. The Worksheets will be posted at all prep/work stations and a copy will be kept on file in a 3 ring binder in the manager’s office. Changes to the menu items will be reflected in the worksheet on a continuous basis.

All foodservice personnel, including permanent and substitute employees, will be given an overview of the Process Approach. Periodic refresher training for employees will be provided Twice Yearly.

An easily accessible copy of an explanation of the Process Approach taken from the USDA Guidance document will be available in the head cooks office.

Process #1 No Cook
Keep food at or below 41 °F Degrees.

Menu Item	Recipe Number	Controlling Hazards for Process #1
Apples	LR100029	Temperature controls: <ul style="list-style-type: none"> • Cold holding SOPs: <ul style="list-style-type: none"> • Personal hygiene • Washing fresh fruits and vegetables • Limiting time in the temperature danger zone • Verifying receiving temperatures of food • Date marking of ready-to-eat food
Oranges	LR100030	
Grapes	LR100032	
Cantaloupe	LR100039	
Pineapple	LR100038	
USDA Peach Cup	102474	
Strawberries	LR100035	
Romaine Lettuce	SR105032	
Iceberg Lettuce	SR105032	
Cucumbers	102517	
Carrot Sticks	SR102394	
Celery Sticks	102520	
Broccoli	SR108359	
Cauliflower	SR102329	
Green Arcadia	SR103468	
Cherry Tomatoes	SR108358	
Yogurt	LR100027	
Fruit Juice	102478	
Milk, Varieties	PGR1005	

Process #2 Same Day Service
Cook to correct temperature. Hold and serve at 135 °F or above.

Menu Item	Recipe Number	Temperature	Controlling Hazards for Process #2
		Cooking	
Grilled Hot Dogs	102480	165*	Temperature controls: <ul style="list-style-type: none"> • Cooking • Hot holding SOPs: <ul style="list-style-type: none"> • Personal hygiene • Limiting time in the temperature danger zone • Verifying receiving temperatures of food • Proper storage of food
Chicken Nuggets	SR106884	165*	
Mashed Potatoes	SR109104	165*	
Pepperoni Pizza	LR100037	165*	
Chicken Patty	102538	165*	
Taco Meat	LR100042	165*	
Green Beans	SR105101	165*	
Broccoli and Cheese	LR100028	165*	
Ham, Egg and Cheese Croissant	LR100048	165*	
Sausage, Egg and Cheese Muffin	LR100049	165*	
American Cheese Burger	102491	165*	
Chicken and Biscuits	LR100040	165*	
Cut Kernel Corn	SR109112	165*	
Chicken and Penne Alfredo	SR10057	165*	
Meatball Sandwich	LR100044	165*	
BBQ Pulled Pork	LR100013	165*	
BBQ Pork Rib	LR100043	165*	
Buffalo Chicken Pizza	SR108199	165*	
Chicken Cavatappi Alfredo	LR100050	165*	

Process #3 □ Complex Food Preparation
Limit time in the Danger Zone (41 °F – 135 °F)

Menu Item	Recipe Number	Temperature			Controlling Hazards for Process #3
		Cooking	Cooling	Reheating	
Chicken Noodle Soup	100025	165*	40*	165*	Temperature controls: <ul style="list-style-type: none"> • Cooking • Cooling • Hot holding • Reheating, if applicable • Cold holding SOPs: <ul style="list-style-type: none"> • Personal hygiene • Limiting time in the temperature danger zone • Verifying receiving temperatures of food • Proper storage of food
Meatloaf	100051	165*	40*	165*	
Meatballs	100052	165*	40*	165*	
Buffalo Chicken Dip	100054	165*	40*	165	
Sloppy Joe	100023	165*	40*	165*	

Standard Operating Procedures (SOPs)

The Allegheny-Clarion Valley School Districts food safety SOPs are checked below.

Employees will be trained to follow all applicable food safety SOPs. A complete set of the food safety SOPs will be attached to this food safety program.

Facility-Wide SOPs

- Cleaning and Sanitizing Food Contact Surfaces
- Controlling Time and Temperature During Preparation
- Date Marking and Ready-to-Eat, Potentially Hazardous Food
- Employee Health Policy
- Handling a Food Recall
- Personal Hygiene
- Preventing Contamination at Food Bars
- Preventing Cross-Contamination During Storage and Preparation
- Receiving Deliveries
- Serving Food
- Storing and Using Poisonous or Toxic Chemicals
- Using and Calibrating Thermometers
- Using Suitable Utensils When Handling Ready-to-Eat Foods
- Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods
- Washing Fruits and Vegetables

Specific SOPs to the Food Preparation Process

- Cooking Potentially Hazardous Foods
- Cooling Potentially Hazardous Foods
- Holding Hot and Cold Potentially Hazardous Foods
- Reheating Potentially Hazardous Foods
- Preventing Cross-Contamination During Storage and Preparation
- Transporting Food to Remote Sites (Satellite Kitchens)

Monitoring

The foodservice manager at each site will be responsible for ensuring assigned foodservice staff are properly controlling hazards at the required frequency and are documenting required records.

The manager will also be responsible for monitoring the overall performance of standard operating procedures. (Specific details regarding monitoring are addressed in each SOP.)

Monitoring will be a constant consideration. However, the manager will use the Food Safety Checklist to formally monitor foodservice staff Quarterly. The checklist form is included in this food safety plan.

Foodservice staff is responsible for controlling hazards during food preparation as well as the practices and procedures defined in the standard operating procedures (SOPs).

Correcting Problems

The Allegheny-Clarion Valley School District will be responsible for developing solutions to problems. These solutions will be reviewed and updated quarterly. Foodservice staff will be responsible for documenting problems and solutions during the food preparation processes as well as any actions taken while performing standard operating procedures.

Employees and substitute staff will be trained on a continual basis in making the right decisions and the importance of finding and fixing problems. A list of common solutions to problems will be attached to this food safety plan and also may be included in standard operating procedures.

Recordkeeping

All foodservice staff will be held responsible for recordkeeping duties as assigned. Overall, the foodservice manager will be responsible for making sure that critical information is being recorded and that records are filed in the proper place. Employees and substitute staff will be trained on recordkeeping. Recordkeeping procedures are outlined below and also may be included in standard operating procedures.

Recordkeeping Procedure

- All pertinent information on temperatures, times, and actions taken to correct problems will be kept on clip boards in the kitchen for easy use.
- All applicable forms for daily records will be replaced on a weekly basis or sooner, if necessary.
- In the case of weekly records, forms will be replaced on a monthly basis.
- All completed forms will be filed in the manager's office.
- The foodservice manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- The foodservice manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

Recordkeeping

DOCUMENTATION (RECORDS)

DOCUMENTATION SCHEDULE

Food Production Records

End Point Cooking Temperature

___ Daily ___

Time and Temperature for Holding

___ Daily ___

Equipment Temperature Records

Receiving Logs

___ Daily ___

Freezer Log

___ 2X Daily ___

Cooler Log

___ 2X Daily ___

Thermometer Calibration

___ Daily ___

Storage Room Logs

___ Daily ___

Review Records

Food Safety Checklist

___ 2X Daily ___

Manager’s Checklist

___ 2X Daily ___

Training Logs

___ Quarterly ___

Correcting Problems Records

___ Weekly ___

Reviewing and Revising the Food Safety Program

The school foodservice manager will review the school food safety program at the beginning of each school year and when any significant changes occur in the operation. The Food Safety Program Review Checklist included in this document will be used for the review.

Source: U. S. Department of Agriculture, Food and Nutrition Service. (June 2005). *Guidance for school food authorities: Developing a school foodservice program based on the process approach to HACCP principles.*

Food Safety Program Review Checklist

1. Documents to review

- Standard Operating Procedures
- Food Preparation Process Charts
- Control Measures in the Process Approach
- Correcting Problems

2. Monitoring recordkeeping. Choose at random one week from the previous four weeks.

Type of Record (SOP, Temperature Log, Correcting Problems, etc.)	Monitoring Frequency and Procedure (How often? Initialed and dated? Etc.)	Record Location (Where is record kept?)

Describe the strengths or weaknesses with the current monitoring or recordkeeping methods.

Who is responsible for verifying that the required records are being completed and properly maintained?

Describe the training that has been provided to support the food safety program.

Do the managers and staff demonstrate knowledge of the plan?

Have there been any changes to the menu or operation (new equipment, etc.)?

Was the plan modified because of these changes?