



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 **ISSUE 1**
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Updated

SUBJECT:
Food Safety Procedures for the Receiving, Storing,
Preparation and Service of Meal to Children

APPROVED: 10-20-10


BY: Ron Griffin, Director

PURPOSE

Ensure that all food received and served to children is safe for consumption

POLICY

Food safety and sanitation

Forms applicable to this policy are: Food Temperature Logs

REFERENCE

Head Start Performance Standards 1304.23 (e)(1)

PROCEDURE

Receiving Food:

- Inspect delivery trucks for cleanliness.
- Be sure refrigerated foods are delivered on a refrigerated truck.
- Check the temperature of refrigerated foods. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If temperature exceeds 41°F, it may be necessary to take the internal temperature before accepting the product. Document random temps on delivery invoice.
- Check dates of milk and other perishable goods to ensure safety and quality.
- Check integrity of food packaging.
- Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

Food Storage:

- Refrigerators and warming ovens are checked daily to make sure that they are holding the proper temperature.
- Food service workers should immediately notify supervisor if the refrigerator, warming oven, or other kitchen equipment is not working correctly and document action taken on appropriate log.
- Food items need to be stored in tightly sealed containers or packaging with the date of delivery clearly printed on them.
- All food in refrigerators or warming ovens should be covered.
- Food should be stored separate from paper supplies, cleaning chemicals and cleaning supplies (rags, mops, etc.).
- Food is dated at the time of arrival and the item that was stored, first is used first. This is the "first in first out" method and it applies to canned goods, milk, and all other

food items.

- Food should be put away and stored in the proper temperature range and storage area immediately upon delivery to the center.
- Hot foods are kept above 140 °F; Cold foods are kept below 40 F°.
- No items should be stored on the floor. Food is to be stored on shelves or in cabinets at least 6" above the floor.
- Storage areas including cabinets, shelves, refrigerators, and warming ovens must be clean and free of leaks or drips.
- Refrigerators should not be overloaded so that airflow is prevented. Staff food should be kept to a minimum and placed together in one location such as a labeled shelf or drawer.

Storage of Non-Food Items:

- Napkins, foil, plastic wrap and other non-food items are to be stored on shelves at least 6" above the ground.
- Cleaning supplies are to be stored in a locked cabinet out of reach of children, and separate from food items.

Preparation:

- When preparing food, take out of storage (refrigerator, warming oven, cabinets, etc.) only as much food as you can prepare at one time.
- Once product like fruit cups and juice are thawed, they must be served within 48 hours. Label product clearly to identify use by date. Product held after use by date must be discarded.
- Follow proper cooking guidelines.
- Temp cooked food and document accordingly.
- Use cleaned and sanitized equipment (cutting boards, knives, etc.) for preparing different food items.
- Clean and sanitize all work surfaces, and equipment after each task.
- Wash your hands before and after each task.
- Wash fruits and vegetables thoroughly under running water and remove any stickers before cutting.
- Wash tops of cans prior to opening them and wash and sanitize can openers after each use.

Service:

- Children and staff should wash their hands before eating.
- Clean and sanitize tables before and after serving meals at them. Never spray cleaning chemicals or clean a table with children or food present at the table.
- Keep paper products (plates, bowls, cups) in a safe clean location.
- Put a proper serving utensil with each item, (tongs, spoons, etc.) and help the children learn how to use them.
- Do not touch cooked or ready to eat foods with bare hands. Serve foods with tongs or gloves. Children should be taught to use serving utensils instead of bare hands.