

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Policy #: HS-97 Title: Safe Food Preparation Section: Subpart D- Health Program Services	Original Approval Date: 12/12/2024 Most Recent Amendment: Most Recent Board Review: 12/12/2024 PC Approval Date: 9/19/2024
Forms Required:	
Performance Standards: 1302.47	Page 1 of 2

Policy: It is the policy of NeighborImpact Head Start/Early Head Start that all food service operations are performed in a clean and safe manner, complying with all applicable local, state and federal food safety and sanitation laws.

Purpose: To protect the health and safety of children, staff and volunteers.

Procedure:

A. Production Kitchen Responsibilities:

1. Staff will follow the Oregon Health Authority Food Safety Training Manual.
2. Cell phones are not allowed while performing food services duties.
3. The production kitchen prepares soap and water bottles and Saniquat solutions each day/ week as needed. Production kitchen will ensure proper chemical concentrations. Saniquat PPM will be recorded on the Saniquat Log form. Food Services Coordinator contacts local Health Department to schedule sanitation inspections.
4. Human Resources ensure that all appropriate staff has current Food Handler Card. Copies of all Food Handlers Card are kept in Human Resources. In Addition, copies of all Food Handler Cards are placed in sleeve in site CACFP Binder.
5. All food handlers wash their hands before and after preparing or serving foods.
6. The production kitchen prepares soap and water bottles and Saniquat solutions each day/ week as needed. Production kitchen will ensure proper chemical concentrations. Saniquat PPM will be recorded on the Saniquat Log form.
7. Food prep counter is sanitized each day **before** food preparation begins, and **after**.
8. All dishes, pots, pans, utensils and cutting boards are washed and sanitized between each use. Appropriate logs will be completed as required.
9. If the sanitation machine is not available, use the three compartment sink method (wash, rinse, sanitize) with air drying.
10. Staff and volunteers will not work in food service when experiencing symptoms of diarrhea, vomiting, jaundice, or fever with sore throat.
11. Food handlers ensure that all foods are cooked to the temperatures required by the State Food Code. Food handlers ensure that all potentially hazardous foods are held at less than 40°F or greater than 135°F.
12. Potentially hazardous food is held for no more than thirty minutes on food carts.
13. Food Services Assistant B records the refrigerators and freezer temperature's on appropriate log sheets. Refrigerators are maintained at 41°F or colder, freezers at 0 degrees, . If on monitoring, the refrigerator temperature is above 41°F the food handler immediately notifies the Food Services Coordinator who arranges for corrective action and instructs the food handler on the handling of foods stored in the refrigerator. See Refrigerated Food Policy and Procedure. s Garbage cans containing food waste are kept covered when not in use.
14. All dry goods are stored off of the floor and in original sealed containers or labeled storage units with tight fitting lids.

15. All foods served in the program are purchased from licensed vendors, no home grown or preserved foods are allowed.
16. Staff with current Food Handler Card may supervise parents or volunteers who prepare food to be served in the classroom or at parent meetings.
17. Daily, Food Services Staff will monitor expiration dates on all food products, including milk. Any expired food will be discarded immediately. Inventory and food quality will be completed monthly. Any questionable foods will be discarded.

Site Responsibilities:

1. Staff will follow the Oregon Health Authority Food Safety Training Manual.
2. Cell phones are not allowed while performing food services duties.
3. Site Leads ensure Sanitation Inspection is current and placed in the Site Licensing Binder.
4. Spray bottles are to be stored out of reach of children in a locked/secure cabinet.
5. Classroom tables are cleaned with soap and water and sanitized before and after each meal and snack.
6. When using Saniquat, tables are wiped down with soap and water and then the Saniquat solution is sprayed on the tables and left to air dry.
7. All dishes, pots, pans, utensils and cutting boards are washed and sanitized between each use, either in a sanitizer machine, dishwasher or using the three compartment sink method (wash, rinse, sanitize) with air drying.
8. If a sanitation machine or dishwasher is not available, use the three compartment sink method (wash, rinse, sanitize) with air drying.
9. Staff and volunteers will not work in food service when experiencing symptoms of diarrhea, vomiting, jaundice, or fever with sore throat.
10. Food handlers ensure that all foods are cooked to the temperatures required by the State Food Code. Food handlers ensure that all potentially hazardous foods are held at less than 41°F or greater than 135°F.
11. Food is held for no more than thirty minutes on classroom food carts.
12. After meal service, staff preparing and serving food discard all food that has been served in classrooms. Exception: milk in original containers may be returned to the kitchen refrigerator and served at the next meal, if it has been out of temperature control for less than 1 hour.
13. If the temperature of the potentially hazardous foods has dropped below 135 F for less than 2 hours; heat to a minimum of 165°F to serve.
14. Designated site staff record the refrigerators and freezer temperature's on appropriate log sheets. Refrigerators are maintained at 41°F or colder, freezers at 0 degrees, . If on monitoring, the refrigerator temperature is above 41°F the food handler immediately notifies the Food Services Coordinator who arranges for corrective action and instructs the food handler on the handling of foods stored in the refrigerator. See Refrigerated Food Policy and Procedure.
15. Garbage cans containing food waste are kept covered when not in use.
16. All dry goods are stored off of the floor and in original sealed containers or labeled storage units with tight fitting lids.
17. All foods served in the program are purchased from licensed vendors, no home grown or preserved foods are allowed.
18. Staff with current Food Handler Card may supervise parents or volunteers who prepare food to be served in the classroom or at parent meetings.
19. Staff will monitor expiration dates on all food products, including milk. Any expired food will be discarded immediately.

Staff Training

- Staff will receive training annually