

Memphis-Shelby County Schools
Department of Nutrition Services
HACCP-Based Standard Operating Procedure 1.1
Employee Health and Personal Hygiene

Policy:

All nutrition employees must practice good personal hygiene practices to ensure food safety.

The Supervisor must:

Inspect employees when they report to work to be sure they are following proper hygiene requirements.

Procedure:

See procedures listed below for grooming, proper attire, hair restraints, jewelry, illness, cuts, abrasions, burns, smoking, eating, and gum chewing.

Grooming:

1. Supervisor and NSS must arrive at work clean and well-groomed daily.
2. Maintain short, clean, and polish-free fingernails. No artificial nails are allowed in the food production/kitchen area.
3. **Wash hands (including under fingernails) and up to forearms vigorously and thoroughly with soap and warm water for a minimum of 20 seconds:**
 - a. When entering the facility before work begins
 - b. Immediately before preparing food or handling equipment
 - c. As often as necessary during food preparation when contamination occurs
 - d. In the restroom, after toilet use, and when you return to your workstation
 - e. When switching between working with raw foods and working with ready-to-eat or cooked foods
 - f. After touching face, nose, hair, or any other body parts, and after sneezing or coughing.
 - g. After cleaning duties
 - h. Between each task performed and after changing disposable gloves
 - i. Hand sanitizer/hand antiseptic shall not be used in the place of handwashing
 - j. After smoking, eating, drinking, applying cosmetics or lip balm, and handling contact lenses
 - k. Any other time an unsanitary task has been performed – i.e., taking out garbage, handling cleaning chemicals, wiping tables, picking up a dropped food item, between handling dirty and clean utensils, etc.
4. Wash hands only in hand sinks designed for handwashing.
5. Dry hands with single use towels. Turn off faucets in a sanitary fashion using a paper towel, to prevent recontamination of clean hands. Discard paper towels into trash can. If leaving the restroom, utilize a paper towel to open the door. Wash hands before returning to the designated work area.

Please post the Employee Health Policy per Shelby County Health Department

Proper Attire:

1. Wear proper clothing – clean uniform with sleeves and clean nonslip resistant shoes close-toed.
2. Wear a clean apron daily.
 - a. Do not wear an apron to and from work.
 - b. Take off your apron before using the restroom.
 - c. Change aprons when it becomes soiled or stained.
3. Disposable Gloves must be worn when preparing and serving food.
4. Change disposable gloves as often as hand washing is needed. Wash hands after discarding gloves.

Hair Restraints and Jewelry:

1. Wear a hair net, chef's bonnet, or hat in the food production/kitchen area so that all hair is completely covered.
2. Keep beards and mustaches neat and trimmed. **Beard restraints are needed for all facial hair.**
3. Jewelry of any kind is not allowed in the food production/kitchen area (except for a smooth wedding band).

Employee Illness Policy:

1. The person in charge should report flu-like symptoms, diarrhea, jaundice, sore throat, infected lesion on hands, wrists, arm, fever and/or vomiting to the School Nutrition Supervisor before starting the workday.
2. The Person in charge should report the addition of nontyphoidal Salmonella (NTS) as one of the reportable illnesses for action by the person in charge.
3. Employees with these symptoms will be sent home. Employees may not return to work until they have been asymptomatic for at least **24 hours**. Medical diagnosis of *Norovirus*, *Hepatitis A*, *Salmonella Typhi*, *Nontyphoidal Salmonella*, *Shigella*, *Shiga Toxin-Producing E. Coli* or *E. Coli O157:H7* **must** be reported to the Supervisor. If the Supervisor has an employee with these symptoms, they will tell their area manager/labor relations of the issue, then release the employee from work. The employee must provide the Supervisor with a return-to-work release from the physician or local health department.
4. The Person in Charge (Area Manager, Supervisor, Production Manager, Distribution Manager) handles notifying the local health department of any employee diagnosed with any of the illnesses listed above or showing jaundice (yellowing of the eyes or skin).
5. The Person in Charge (Area Manager, Supervisor, Production Manager, and Distribution Manager) is also responsible for ensuring that food service employees are excluded or restricted from work if ill with the following symptoms: vomiting, diarrhea, jaundice, sore throat with fever, an infected lesion or infection on the hands, wrists, or exposed areas of the arm.

Please post the Employee Health Policy per Shelby County Health Department

Cuts, Abrasions, and Burns:

1. An employee with an open wound must not handle food.

2. The employee must be reassigned to a non-food-related position. In some instances, an employee may handle food if the wound is properly bandaged, and the bandage is made watertight using gloves or other protective covering according to the food code.

Smoking, eating, and gum chewing:

1. No smoking, chewing tobacco, or use of tobacco products shall occur on the site premises.
2. Eat and drink in designated areas only.
3. Refrain from chewing gum or eating candy during work in the food production/kitchen area.

Procedures for Responding to Vomiting and/or Diarrheal Events:

Responsibilities of person in charge when a food employee reports symptoms of vomiting or diarrhea.

1. The NSS must stop working at once and leave the food establishment.
2. Allow a return to work no sooner than 24 hours after vomiting and diarrhea have ended.

Procedures in Discarding:

Food contaminated by food employees, consumers, or other people through contact with their hands, bodily discharges, such as nasal or oral discharges, or other means shall be discarded immediately.

Corrective Actions

Retrain any NSS not following the procedures in this SOP.

Verification and Record Keeping

The employee health and personal hygiene instructions must be kept on file for at least four (4) years plus the current year.

Memphis-Shelby County Schools
Department of Nutrition Services
HACCP-Based Standard Operating Procedure 1.4
Hand Washing

Policy:

Hands shall be washed properly and often with soap and water to prevent foodborne illness from contaminated hands.

The Supervisor must:

1. Observe the handwashing practices of the nutrition staff during all hours of operation.
2. Ensure handwashing sinks are properly supplied during all hours of operation. The following items are:
 - a. Hot and cold water available
 - b. Hand washing signage
 - c. Soap
 - d. Disposable paper towels
 - e. Trash can with lid

Procedure:

1. Train NSS on using the procedures in this SOP.
2. Follow Shelby County Health Department requirements.
3. Post handwashing signs and/or posters in a language understood by the nutrition staff near the handwashing sinks, in food preparation areas, and restrooms.
4. **Use designated hand-washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.**
5. Provide warm running water, soap, and dry with a disposable clean paper towel. No cloth towels are allowed for drying hands. Supply a waste container at each hand-washing sink or near the door in restrooms.
6. Keep handwashing sinks accessible at all times.
7. When to Wash Hands:
 - a. Before starting work
 - b. During food preparation
 - c. When moving from one food preparation area to another
 - d. Before putting on or changing gloves
 - e. After using the toilet
 - f. After sneezing, coughing, or using a handkerchief or tissue.
 - g. After touching hair, face, or body parts
 - h. After smoking, eating, drinking, chewing gum, chewing tobacco, or using tobacco products.
 - i. After handling ready-to-eat foods.
 - j. After any cleaning activity, such as sweeping, mopping, or wiping counters.

- k. After touching dirty dishes, equipment, or utensils
 - l. After handling trash
 - m. Anytime, the hands may become contaminated.
8. Follow proper handwashing procedures as noted below:
- a. Wet hands and forearms with warm, running water at least 100°F and apply soap.
 - b. Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10 seconds. Rinse thoroughly under warm running water for 10 seconds. Including prosthetic devices for arms and hands for at least 20 seconds.
 - c. Dry hands and forearms thoroughly with single-use disposable paper towels.
 - d. Turn off the water using paper towels.
 - e. Use a paper towel to open the door when exiting the restroom.

Corrective Action

NS must retrain and document any NSS found not following the procedures in this SOP.

Verification and Record Keeping

The hand-washing log must be kept on file for at least four (4) years, plus the current year.

Memphis-Shelby County Schools
Department of Nutrition Services
HACCP-Based Standard Operating Procedure 2.1
Cleaning and Sanitizing Food Contact Surfaces

Policy:

To prevent food borne illness by ensuring that all food contact surfaces are thoroughly cleaned and sanitized.

The Supervisor must:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment, utensils and indirect food contact surfaces to ensure that the surfaces are clean and sanitized.
2. Ensure the 3-compartment sink is set up correctly.
 - a. Visually check that the water in each compartment is clean.
 - b. If using chemicals to sanitize, test the sanitizer concentration by using the proper test kit for the chemical.
3. Ensure the dish machine is operable:
 - a. Visually check that the water and the interior parts of the machine are clean and free of debris.
 - b. Continually check the temperature and pressure gauges, if applicable, to ensure that the machine is running according to the data plate.
 - c. Continually check to ensure that the food contact surfaces are reaching the correct cleaning and sanitizing temperature.
 - i. Place a thermometer on a dish rack and run the rack through the dish machine for temperature accuracy.
 - ii. For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using a proper test kit.
4. Ensure indirect food-contact surfaces are cleaned daily (floors, walls, ceilings) utilizing the correct procedures.
 - a. Cleaning Procedures:
 - i. Sweep up debris and discard it.
 - ii. Rinse surfaces with potable water.
 - iii. Clean surfaces with an approved cleaner, according to manufacturer's directions.
 - iv. Rinse surfaces with potable water.
 - v. Sanitize surfaces and let air dry.
5. Ensure that all coolers, freezers and milk boxes are cleaned following the assigned cleaning schedule.

Procedure:

1. Train NSS on using the procedures in this SOP.
2. Follow Shelby County Health department requirements.
3. Follow manufacturer's instructions about the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.

4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, utensils, thermometers, carts, and equipment:
 - a. Before each use
 - i. Wash surface with detergent solution
 - ii. Rinse the surface with clean water
 - iii. Sanitize surface areas using a sanitizing solution made up of **1-2 tablespoon of chlorine (bleach) per gallon of water.**
 - iv. Place wet items in a manner to allow air-drying
 - b. Any time contamination occurs or is suspected.
5. If a 3-compartment sink is used, set up and use the sink in the following manner:
 - a. In the first compartment, wash with a clean detergent solution at or above 110 o F.
 - b. In the second compartment, rinse with clean water.
 - c. In the third compartment, sanitize with a sanitizing solution. Test the chemical sanitizer concentration by using a proper test kit.
6. If a dish machine is used:
 - a. Check with the dish machine manufacturer to verify that the information on the data plate is correct.
 - b. Refer to the information on the data plate for deciding wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
 - c. Follow manufacturer's instructions for use.
 - d. Ensure that food contact surfaces reach a surface temperature of 160 F or above if using hot water to sanitize.

Corrective Actions

1. Retrain any nutrition employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that meets food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
 - a. Drain and refill compartments periodically and as needed to keep the water clean.
 - b. Adjust the water temperature by adding hot water until the desired temperature is reached.
 - c. Add more sanitizer or water, as proper, until the proper concentration is achieved.
4. In a dish machine:
 - a. Drain and refill the machine periodically and as needed to keep the water clean.
 - b. Contact the Department of Nutrition Services equipment department to have the machine repaired if the machine is not reaching the proper wash temperature shown on the data plate.
 - c. For a hot water sanitizing dish machine, retest by running the machine again. If the proper surface temperature is still not achieved on the second run, contact the Department of Nutrition Services central office to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
 - d. For a chemical sanitizing dish machine, check the level of sanitizer staying in the bulk container. Fill it, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through the machine. Retest the sanitizer. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the Department of Nutrition Services central office

to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

Verification and Record Keeping

The cleaning and sanitizing food contact surfaces log must be kept on file for at least four (4) years plus the current year.

Wiping Cloths



1. Cloths used for wiping tableware, such as plates or bowls used to serve the customer, shall be clean, dry, and used for no other purpose.



2. Cloths used for wiping/cleaning on kitchenware, food-contact surfaces, and equipment shall be cleaned and rinsed after each use in a sanitizing solution. The **Sanitizing Solution Formula** is: **1-2(one-two) Tablespoon of bleach to 1 (one) Gallon of water. The CLOTHS are STORED in SANITIZING SOLUTION.**

3. Use the proper **Sanitizing Bucket**. A **Sanitizing Bucket** with **Cloth** should be at **Every Workstation**.



REMEMBER: BETWEEN USAGES, CLOTHS ARE STORED IN THE SANITIZING SOLUTION. CHANGE THE SANITIZING SOLUTION AFTER SEVERAL USES, OR WHEN THE SOLUTION BECOMES DIRTY, TO INSURE THE PROPER SANITIZER STRENGTH.

Sanitizing Cooking & Working Surfaces During Water Outage

1. Supplies Needed



Bottled Water



Sanitizing Buckets



Sanitizing Solutions and Detergent

Sanitizing Wipes

2. Pour 2- ½ bottles of water into each bucket.

(NOTE: Sanitizing Wipes can also be used as an alternative.)

3. Make your sanitizing solution per your HACCP Manual Section 2 (SOP 2.1 Cleaning and Sanitizing Food Contact Surfaces)

Boil Water Alert: Follow Steps Listed Below:

1. Please run your faucet water for 2 minutes prior to using it.
2. Check water filters (in faucets, refrigerators and elsewhere) and replace them if necessary.
3. Discard any ice made during the boil water notice from the ice machines
4. Allow ice machine to run a full cycle (fill back up with ice) then dump that ice
5. Clean & sanitize your ice machine

If the water is discolored:

1. Flush water pipes by running the water until it is clear.
2. Do not wash clothes/ towels if the water is discolored. Wait until the water runs clear at the tap. Wash a load of dark clothes first.

Memphis-Shelby County Schools

Department of Nutrition Services

HACCP-Based Standard Operating Procedure 4.1

Storing Dry, Refrigerated, and Frozen Goods

Policy:

All food, chemicals, and supplies should be stored to ensure quality and maximize the safety of the food served to children.

The Supervisor must:

1. Monitor temperature logs of storage rooms, freezers, and refrigerators.
2. Review logs to make sure there are no temperature deviations.
3. Document all corrective action taken on the proper forms.
4. Include cleaning and sanitizing all storage areas in the master cleaning schedule.
5. Follow up on all reported problems.
6. File logs with HACCP records.

Procedure:

1. NS and NSS place food in the proper storage area (Dry storage, refrigerator, or freezer) quickly to avoid bacterial growth.
 - a. **41°F or lower – refrigerator temperatures**
 - b. **0°F or below – freezer temperatures**
 - c. **50° to 70°F– dry storage temperatures**
2. Place foods into proper storage areas at once upon receipt in the following order from top to bottom:
 - a. Refrigerated Foods- prepared or ready-to-eat foods.
 - b. Frozen Foods- storage should be organized and uniform.
 - c. Dry Foods-storage should be organized, uniform, and **dented cans should be documented and discarded.**
 - i. Inform the AM
 - ii. Fill out the Damage and Discard Log along with the Spoilage and Vandalism Form
3. Keep all food items on clean shelves & dunnage racks at least 6" off the floor.
4. Use First In/First Out (FIFO) – Rotation of products in all storage areas ensures that the oldest products are used first. Products with the earliest use-by or end dates are stored in front of products with later dates. Date boxes and cans with receiving date (**Example: mm/dd/yy**) facing front with the date visible.
5. Store food in the original container or a food grade container. This can also be done after a package is opened. **Food must NEVER be put in chemical containers, and chemicals are NEVER in food storage containers.**
6. Time/temperature control for safe foods, can only be stored no more than **3** days at 41°F from the date of preparation. **DO NOT USE FOOD PAST THE USE-BY OR EXPIRATION DATE.**
7. Store pesticides and chemicals away from food handling and storage areas. Pesticides and chemicals must be stored in their original, labeled containers.

8. **Store personal food items, medicine, breast milk, etc., in a labeled, covered container. Personal items should be on a labeled shelf separate from the child nutrition-approved food items.**
9. **Storeroom Sanitization:**
 - a. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from garbage storage areas.
 - b. Dispose of items beyond the end or “use by” dates.
 - c. Check for signs of rodents or insects. If there are signs of rodents or insects, notify the plant manager.
10. **Temperature Control:**
 - a. Check and record the temperatures of all refrigerators, freezers, milk boxes and dry storerooms at the beginning and ending of each shift.
 - b. Record temperatures on the proper temperature log with the employee's initial.
 - c. Notify the unit supervisor at once of any unacceptable temperatures.
 - d. **Refrain from overloading freezer and cooler equipment.**
 - e. Keep units closed as much as possible to keep proper temperatures.

Corrective Actions:

NS must retrain any NSS that does not follow this SOP's procedures.

Verification and Record Keeping:

Storing dry, refrigerated, and frozen goods logs must be kept on file for at least four (4) years, plus the current year.

Memphis-Shelby County Schools
Department of Nutrition Services
HACCP- Based Standard Operating Procedure 5.7
Cooking Time/ Temperature Control for Safety

Policy:

To prevent foodborne illnesses by ensuring that all foods are cooked to the proper internal temperature.

The Supervisor must:

1. Use a clean, sanitized, and calibrated thermometer.
2. Take at least **2** internal temperatures from the batch or the thickest part of the meat.

Procedure:

1. Train NSS on using the procedures in this SOP.
2. Follow the Shelby County Health Department requirements.
3. If a recipe has a combination of meat products, cook the product to the highest required temperature.
4. Follow the recipe, ensuring that pans are not overstuffed. This will cause cooking times to vary, interfering with safe food temperatures.
5. Shelby County Health Department requirements are based on the *2009 FDA Food Code*, cook products to the following temperatures:
 - a. 145°F for 15 seconds
 - i. Beef and pork
 - b. 155°F for 15 seconds
 - i. Ground products have beef, pork, or fish.
 - ii. Fish portions or sticks
 - c. 165°F for 15 seconds
 - i. Poultry
 - ii. Pasta stuffed with pork, or beef (such as lasagna or manicotti)
 - d. 135°F for 15 seconds
 - i. Fresh, frozen, or canned foods that are going to be held on a steam table or in a hot box.

Corrective Actions

Retrain any NSS not following the procedures in this SOP.

Verification and Record Keeping

Cooking time/temperature control for safety logs must be kept on file for a minimum of four (4) years plus the current year.

Memphis-Shelby County Schools
Department of Nutrition Services
HACCP-Based Standard Operating Procedure 5.8
Hot and Cold Holding Foods

Policy:

To prevent foodborne illnesses by ensuring that all time/temperature control for safety are held under the proper temperature.

The Supervisor must:

1. Train NSS on using the procedures in this SOP.
2. Monitor these procedures daily.
3. Ensure the temperature HACCP logs are completed correctly to file properly.

Procedure:

1. The Shelby County Health department's requirements are:
 - a. Hold hot foods at 135°F or above
 - b. Hold cold foods at 41°F or below
2. Preheat steam tables and hot boxes.
3. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
4. Take temperatures of foods by inserting the thermometer at the thickest part, and at various locations.
5. Place probe thermometer inside hot or cold holding units for 5 minutes.
6. For hot foods held for service:
 - a. Verify that the hot holding box and well water units air/water temperature of any unit is at 135°F or above before use.
 - b. Reheat foods by the TPHC for safe food handling.
 - c. All hot TPHC food should be 135°F or above before placing the food out for display, service, or placed in hot box.
 - d. Take the internal temperature of food and record on the temperature logs every **hour** during the meal service period.
7. For cold foods held for service:
 - a. Verify that the units are at 41°F or below before use.
 - b. Chill foods, with the Cooling Foods SOP (if applicable)
 - c. All cold TPHC food should be 41°F or below before placing the food out for display or service.
 - d. Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
8. For cold foods in storage:
 - a. For cold storage refer to the Cooling Foods SOP (5.10) and take the internal temperature of the food before placing it into any walk-in cooler or reach in cold holding unit.

Corrective Actions

Retrain any NSS found not following the procedures in this SOP.

Verification and Record Keeping

The holding food log must be kept on file for at least four (4) years plus the current year.

Memphis-Shelby County Schools
Department of Nutrition Services
HACCP-Based Standard Operating Procedure 5.9
Preparing Cold Foods

Policy:

Temperatures of all cold foods will be taken during preparation to ensure safety of all food served to children. All foods will be prepared using proper practices and procedures to ensure safety and sanitization.

The Supervisor must:

1. Train NSS on using the procedures in this SOP.
2. Monitor the procedures daily.
3. Take corrective action, as necessary.
4. Ensure the temperature HACCP logs are completed correctly to file properly.

Procedure:

1. Pre-chill ingredients for foods served cold (sandwiches and salads) to 41°F or below before combining with other ingredients.
2. Prepare food at room temperature for 2 hours or less, working with **small batches** of food items. **TOTAL time of food at room temperature must not exceed 4 hours.** This includes time spent receiving, assembly and holding.
3. Prepare raw products away from other products. This reduces the opportunity of cross contamination with any ready-to-eat foods.
4. Discard thawed products that were above 41°F and held on the serving line for more than 4 hours.
5. **Deli meat sandwiches must be recorded on a TPHC Log once they are ready to be served. Refer to SOP 6.3 (Time as a Public Health Control)**

Maintain food contact surfaces:

1. Clean and sanitize all surfaces, cutting boards, utensils, and any piece of equipment after each use. Cleaning and sanitizing steps **MUST** be done separately to be effective.

Take temperatures:

1. Use a calibrated thermometer to take the temperatures of designated food products.
2. Wipe the thermometer stem with an alcohol wipe prior to and after taking the temperature of each food; or wash stem, rinse, and sanitize.
3. Record temperatures on the temperature log.

Corrective Actions

Retrain any NSS found not following the procedures in this SOP.

Verification and Record Keeping

The preparing cold foods log must be kept on file for at least four (4) years plus the current year.

Memphis-Shelby County Schools
Department of Nutrition Services
HACCP-Based Standard Operating Procedure 5.10
Cooling Foods

Policy:

To prevent foodborne illnesses by ensuring that time/temperature control for safety foods are cooled properly.

The Supervisor must:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. Monitor temperatures of products every hour throughout the cooling process by inserting a probe thermometer into the center of the food and at various locations in the product.

Procedure:

1. Train NSS on using the procedures in this SOP.
2. Follow Shelby County Health department requirements.
3. Chill food rapidly using a proper cooling method:
 - a. Use small, shallow containers in thin layers
 - b. Use metal containers instead of plastic containers
 - c. Cut large pieces of meat into smaller ones
 - d. Use an ice bath or frozen metal pans.
 - e. Pre-chill ingredients such as salads, sandwiches, or canned fruit should only be pulled as needed to maintain appropriate temperatures for cold food. *Refer to SOP 6.9 for reference.*
 - f. Foods should be only covered in parchment paper or pan liners
4. The Shelby County Health department requirements are based on the *2009 FDA Food Code* for chilled, cooked, and hot food from:
 - a. 135 °F to 70 °F within 2 hours. Take corrective action at once if food is not chilled from 135 °F to 70 °F within 2 hours.
 - b. 70 °F to 41 °F or below within 4 hours. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action at once if food is not chilled from 135 °F to 41 °F within the 6-hour cooling process. Food must be discarded immediately.
5. Chill prepared, RTE foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action at once if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

Corrective Actions

Retrain any NSS found not following the procedures in this SOP.

Verification and Record Keeping

The cooling food logs must be kept on file for at least four (4) years plus the current year.

Memphis-Shelby County Schools
Department of Nutrition Services
HACCP-Based Standard Operating Procedure 5.11
Reheating Foods

Policy:

To prevent foodborne illnesses by ensuring that all foods are reheated to the proper internal temperature.

The Supervisor must:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take internal temperatures from each pan of food hourly.

Procedure:

1. Train NSS on using the procedures in this SOP.
2. The Shelby County Health Department requires that all foods be reheated to an internal temperature of at least 165 °F for 15 seconds for hot holding.
3. Reheat the following products to 165 °F for 15 seconds:
 - a. Any food that is cooked, cooled, and reheated for hot holding
 - b. Leftovers are reheated for hot holding
 - c. Products made from leftovers
 - d. Precooked, processed foods that have been previously cooled, such as cook/chill items.
4. Reheat all foods rapidly. The total time the food's temperature is between 41°F and 165°F may not exceed 2 hours.
5. Serve reheated food at once or transfer to a proper hot holding unit.

Corrective Actions

Retrain any NSS found not following the procedures in this SOP.

Verification and Record Keeping

The reheating food logs must be kept on file for at least four (4) years plus the current year.

Memphis-Shelby County Schools
Department of Nutrition Services
HACCP-Based Standard Operating Procedure 5.12
Use and Handling of Leftovers/Date Marking labels

Policy:

The purpose of this process is to outline the policies and procedures to be followed in safely utilizing leftover food in the MSCS school cafeterias. A leftover is defined as a remnant or unused portion of food remaining from a previous meal. All leftovers must be properly labeled and dated with use by dates prior to being stored and **discarded after 3 days**. These procedures apply to any nutrition services employee involved in the daily operation of the school cafeteria. All NSS will reheat leftover food to 165°F for 15 seconds to assure the safety of the food.

The Supervisor must:

1. Check temperatures of randomly selected reheated items to be certain 165°F was achieved and that the product is held at 135°F or higher.
2. Review temperature logs to assure proper reheating temperatures are achieved.
3. File temperature logs with HACCP records.

Procedure:

Date Marking Labels:

1. The date marking labels should not be placed on aluminum pans. Make sure date marking labels are placed on top of the aluminum foil or plastic wrap once food is prepped for the next day. According to S.O.P (Standard Operating Procedure) 6.1 leftover/cooked food should be ***discarded after a 3-day period once food has been prepared. (Must count weekends and holidays as actual days)***
 - a. **Step 1:** Write the name of the item.
 - b. **Step 2:** Write the actual date and time. (Be sure to check am or pm.)
 - c. **Step 3:** Write the “use by” date and time. (This is the 3rd day and time, starting with the day it was prepared). This is the day and actual time that the leftover food will be discarded. Meaning if the discard day and time is Tuesday at 11:45 a.m., **do not** use after 11:45a.m. Using leftovers before 11:45a.m. is good, to use after this time is not accepted.
 - d. **Step 4:** Prior to placing the leftover container in the cooler, the (NSS) member that completed the date marking labels must print their last name on the date marking label
 - e. **Step 5:** Ensure that the cling wrap is tightly fitting the leftover container. Once tightly fitted, the Nutrition Supervisor signs their last name on the Mgr. line. Place container in the cooler.

NSS reheating food should:

1. Notify the manager in regard to any food that may be questionable, before beginning food production or service.
2. Remove leftover food from the freezer/refrigerator.
3. Check the temperature of the food to make sure it is lower than 41°F using a calibrated thermometer.
4. Reheat the TCS food product to 165°F for 15 seconds using an oven, stove, or steamer.
5. Serve the food at once, or place the food on a steam table or in a preheated hot cabinet and recheck the temperature to make sure the temperature is at or above 135°F.

6. Check the temperature of the food before serving if the food has been held.
7. Discard any time/temperature control for safety food held in the temperature danger zone (41°F to 135°F) for more than 4 hours. This includes time during receiving, storage, preparation, cooking, holding, cooling, and reheating the food. This should be noted on the Damaged or Discarded Product Log.
8. Reheat foods only once, as putting food through the temperature danger zone increases its susceptibility to growth of pathogens.

Corrective Actions

Retrain any NSS found not following the procedures in this SOP.

Verification and Record Keeping

Use of handling leftovers/labeling log must be kept on file for at least four (4) years plus the current year.