
PREVENTING FOOD BORNE ILLNESSES (CNS-P007)
DCSS – Child Nutrition Services

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1.0 SCOPE:

- 1.1 This procedure outlines the process to prevent the risk of food-borne illnesses.

2.0 RESPONSIBILITY:

- 2.1 CNS Site Supervisors
- 2.2 CNS Food Assistants

3.0 APPROVAL AUTHORITY:

- 3.1 CNS Director
- 3.2 CNS Lead Supervisors

4.0 DEFINITIONS:

- 4.1 Internal temperature: The temperature of the thickest part of the food item (usually the center).
- 4.2 Time and temperature control: To maximize food safety and minimize the growth of micro organisms in food, time and temperature must be controlled and monitored throughout the flow of food, including receiving, storage, preparation, cooking, cooling and re-heating.
- 4.3 Temperature danger zone: The temperature at which bacteria multiply rapidly. This temperature is from 40° (F) to 140° (F)

5.0 PROCEDURE:

5.1 Purchasing

- 5.1.1 Work with the vendor to establish a food delivery schedule for each site.
- 5.1.2 Tell the vendor what is expected.
- 5.1.3 Request the vendor to provide a print copy of the standardized procedure for food sanitation to ensure the safety of the products they sell.
- 5.1.4 Include food safety standards in the purchase specification agreement.
- 5.1.5 Request a copy of the vendor's most recent health sanitation report.
- 5.1.6 Visit the warehouse periodically, if possible, to see that it is clean and organized.
- 5.1.7 Reject all products that do not meet requirements.

5.2 Receiving

The goals of receiving are to make sure foods are fresh and safe when they enter the foodservice operation and to transfer foods to proper storage as quickly as possible.

- 5.2.1 Train one or more employees to follow the established receiving procedures.
- 5.2.2 The person who receives a food delivery is responsible for controlling the quality and the safety of the foods that are accepted. To insure food safety and food quality, employees

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who are responsible for receiving deliveries must be trained to accept only the products that meet specifications, quality standards, and sanitation requirements.

- 5.2.3 Have a food thermometer for documenting temperatures on delivery.
- 5.2.4 Have a clean cart or hand truck for transporting goods from the receiving area to storage.
- 5.2.5 Have the receiving ticket ready when the delivery is scheduled.
- 5.2.6 Keep the receiving area well lighted and clean to discourage pests.
- 5.2.7 Inspect the delivery truck when it arrives. Make sure the truck looks and smells clean.
- 5.2.8 Inspect foods immediately upon delivery. Inspect food items to be sure they meet temperature requirements, food specifications, and food quality standards. Check the “use-by” date.
- 5.2.9 Check expiration dates of milk, eggs, and other perishable goods.
- 5.2.10 Check to be sure shelf dates have not expired.
- 5.2.11 Make sure frozen foods are in airtight, moisture-proof wrappings.
- 5.2.12 Reject foods that have been thawed and refrozen. Signs of thawing and refreezing include large ice crystals, solid areas of ice, or excessive ice in containers.
- 5.2.13 Reject cans that have any of the following signs of deterioration: swollen sides or ends, flawed seals or seams, dents, or rust.
- 5.2.14 Use a food thermometer to check the temperature of refrigerated and frozen foods including dairy products, fresh meat, fish, and poultry products. When eggs are delivered, the interior temperature of the truck should be 45 °F or lower.
- 5.2.15 Examine packaging for content damage and insect infestations.
- 5.2.16 Reject dairy, bakery, and other foods delivered in flats or crates that are dirty.
- 5.2.17 Remove empty containers and packing material immediately to a separate trash or recycling area.

5.3 Storing

- 5.3.1 Food storage affects both quality and safety. Food stored improperly will lose its quality, spoil more rapidly, and can cause a food-borne illness when harmful microorganisms are allowed to grow.
 - 5.3.1.1 Maintain the storage room temperature between 50 °F and 70 °F. Use a wall thermometer to check the temperature of the dry storage area. Keep the storerooms clean and dry. Sweep and scrub walls, ceiling, floors, shelves, light fixtures, and racks on a routine basis.
 - 5.3.1.2 Have a regular cleaning schedule for all surfaces and floors.
 - 5.3.1.3 Store all food and paper supplies 6 to 8 inches off the floor.

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5.3.1.4 Keep food in labeled containers approved for food storage; containers should have tight-fitting lids.

5.3.1.5 Arrange food in refrigerators to allow for maximum air circulation. Refrigerators should contain open, slotted shelving to allow cold air to circulate around food. Do not line shelves with foil or paper or overload the refrigerator; leave space between items to provide air circulation.

5.3.1.6 For best practice, all refrigerated foods should be labeled with the name of the food item, date, time, and temperature. Store food in clean, non-absorbent, covered containers that are approved for food storage. Be sure all containers are properly sealed.

5.4 Preparing

5.4.1 The preparation step of the foodservice process includes many opportunities for the safety of food to be compromised. Food handlers must be on alert to prevent contamination of food; avoid time in the temperature danger zone; and use safe food handling practices.

5.5 Cooking

5.5.1 Even when foods are handled correctly up to this step in the food preparation process, bacteria and other contaminants may still be present. Cooking foods to the safe internal temperature will destroy any existing bacteria but may not kill toxins or bacterial spores.

5.5.1.1 Follow equipment manufacturer's directions and standardized recipes to avoid overloading baking pans.

5.5.1.2 Stir foods cooked in deep pots frequently to ensure even heat distribution and thorough cooking. Avoid overloading fryers. Allow the oil temperature to return to the required level between batches.

5.5.1.3 Regulate size and thickness of each portion to make cooking time predictable and uniform. Cook like-size portions together.

5.5.1.4 Never interrupt the cooking process. Partially cooking poultry or meat, for example, may produce conditions that encourage bacterial growth.

5.5.1.5 Use a food thermometer to monitor the accuracy of heating equipment. Use a food thermometer to check that food reaches the required safe internal temperature during cooking.

5.5.1.6 Always cook food to the required safe internal temperature and appropriate time.

5.5.1.7 Use a serving utensil or single-use glove to avoid cross-contamination.

6.0 ASSOCIATED DOCUMENTS:

6.1 None

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
None	None	None	None	None

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8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
09-May-07	A	Initial Release

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