

FOOD SAFETY PROGRAMS RCCI

Target Audience



Executive director

Child nutrition director

House supervisors

Childcare workers



Estimated Time Required

45 minutes

Objectives

- ▶ Understand the Process Approach to a Food Safety Program.
- ▶ Describe steps in developing an exemplary Food Safety Program.
- ▶ Identify examples of Standard Operating Procedures necessary in a Food Safety Program.
- ▶ Name and describe the three broad food preparation processes for categorizing menu items in the Process Approach.
- ▶ Identify where Critical Control Points are needed in a standardized recipe.
- ▶ Identify Web sites that are available for assistance in developing a Food Safety Program and for recipes with identified Critical Control Points.



Tasks

- ✓ Read Instruction.
 - ✓ Review Web sites.
 - ✓ Complete and Submit online Quiz.
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Hazard Analysis and Critical Control Points



The USDA now requires all agencies who participate in the NSLP and/ or the SBP to implement a Food Safety Program based on HACCP principles.



A food safety program incorporates all of the principles of a Hazard Analysis and Critical Control Point (HACCP) plan and the measures to control or prevent food safety hazards.

What are the principles of HACCP?

HACCP is the process of developing a Food Safety Program so that all foods prepared and served to clients are prepared and served in a consistent manner that eliminates the potential of illness for the growth of microorganisms.



The temperature danger zone of food is between 41° F and 135° F

Potentially hazardous foods (phfs) require time and temperature control to prevent the growth of microorganisms.

Identify Critical Control Points (CCPs) in Standardized Recipes

Critical Control Points (CCPs) are points in food preparation and processing where a control step, such as cooking, is essential to ensure food safety. CCPs are based on time and temperature controls.

Examples of CCPs:

- Receiving temperature
- Final cooking time and temperature
- Holding temperature
- Cooling time and temperature
- Reheating time and temperature

Remember, you must be able to measure, monitor, and document a CCP.

There must be a written food safety plan for each group home or facility.



Steps in Developing a Food Safety Program



1. Create a Food Safety Program team.
2. Conduct a hazard analysis of each group home or facility to find potential food safety problems. Identify potentially hazardous foods (phfs).
3. Develop Standard Operating Procedures (SOP's) based on the Hazard Analysis review.
4. Develop Standardized Recipes.
5. Identify Critical Control Points in Standardized Recipes.
6. Staff must be trained on and monitored for use of standardized recipes.
7. Write and post a food safety plan for each group home or facility.
8. Monitor and modify plans as changes are made to recipes, menus, procedures, and/or equipment.



When developing a Food Safety Program, take **one step** at a time.



Review the new California Retail Food Code-CalCode (formerly California Uniform Retail Food Facilities Law-CURFFL) for areas critical to Food Safety Programs: [CalCode](#)



Standard Operating Procedures

A Standard Operating Procedure is a written instruction for a foodservice task that reduces a food safety hazard.

Standard Operating Procedure topics relate to any area of an operation in which food safety could be compromised.

Possible Standard Operating Procedure (SOP) Topics

Facility or Group Home SOPs:

- Personal Hygiene;
- Hand Washing;
- Receiving Deliveries;
- Date Marking Ready-to-Eat Potentially Hazardous Foods;
- Using Suitable Utensils When Handling Ready-to-Eat Foods;
- Washing Fruits and Vegetables;
- Storing and Using Potentially Hazardous or Toxic Chemicals;

SOPs Specific to the Food Preparation Process:

- Cooling Potentially Hazardous Foods;
- Cooking Potentially Hazardous Food;
- Holding Hot and Cold Potentially Hazardous Foods;
- Holding Food Without Temperature Control; (see note below)
- Reheating Potentially Hazardous Foods;
- Preventing Cross-Contamination During Storage and Preparation
- Transporting Food to group homes or other facilities



Simplify standard operating procedure development by modifying the Standard Operating Procedures (SOPs) from the National Food Service Management Institute (NFSMI) and the USDA.



NOTE: Ready-to-eat, potentially hazardous food can be displayed or held for consumption without temperature control for up to four hours under the following conditions:

1. Prior to removing the food from temperature control it has been held at 41° F (5° C) or lower, or 135° F (57° C) or higher;
 2. The food contains a label that specifies when the item must be discarded;
 3. All foods are to be served or discarded and properly stored within four hours.
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[NFSMI Standard Operating Procedures and Recordkeeping Forms SOPs & Worksheets in Microsoft Word® format \(.doc\) or PDF format \(.pdf\).](#)
[USDA HACCP Guidance for School Food Authorities](#)

Develop Standardized Recipes



A standardized recipe is a recipe which, when prepared, consistently produces the same product in quality and quantity.



In this training program, see Module 3 Menu Planning Tools for an explanation of the components of a standardized recipe.



Sample Standardized Recipe with Critical Control Points (CCPs)

STANDARDIZED RECIPE FORM

PROCESS: 2

RECIPE NUMBER: 349 RECIPE TITLE: Barbequed Chicken in Oven

YIELD: 18/4 oz servings (#Pans/Gallons/Loaves/Etc.) PORTION SIZE: 4 ounce

Note: Wash hands at appropriate times during the process per the Standard Operating Procedure

INGREDIENTS	18 Servings		DIRECTIONS
	Weight	Measure	
Chicken Thighs	7# 8 oz		1. Thaw boneless, skinless chicken thighs in refrigerator. 2. Pre heat Oven to 350° F. 3. Rinse chicken thighs in cold water. 4. Season thighs by adding salt, pepper and garlic powder to plastic bag and shaking well. 5. Place chicken thighs on cookie sheet. 6. Top each thigh with 1 T BBQ sauce. 7. Bake for 45-60 minutes or until internal temperature is 165°.
BBQ Sauce	13 oz		
Season Salt		1 ½ Tablespoons	
Black pepper, ground		1 ½ Tablespoons	
Garlic powder		1 ½ Tablespoons	
			CCP: Heat to 165° F or higher for at least 15 seconds
			Critical Limits require monitoring and documentation.



USDA Recipes with Critical Control Points:
[NSFMI School Recipe Alphabetical Index](#)
[NSFMI School Recipe Numerical Index](#)

Review Menu Items

Place each menu item into one of these three categories based on the number of times it goes through the temperature danger zone:

Process 1: **No Cook**-Food kept cold from preparation through service.

- Examples might include carrots, milk, or fresh fruit.
- Items in this process have **one** critical control point: cold holding at 41° or lower.

Process 2: **Same Day**- Food prepared hot and served the same day.

- Examples might include oatmeal, grilled cheese sandwich.
- Items in this process have **two** critical control points: the original cooking temperature and hot holding at 135° or higher.

Process 3: **Complex**- Food prepared hot and served, cooled, or possibly reheated.

- Examples might include chili, lasagna, casseroles.
- Items in this process may have up to **four** critical control points: the original cooking temperature, hot holding at 135° or higher, cooling process, and possibly reheating to 165 ° for 15 seconds.



Sort menu items by process using menu item name or recipe name.

For measurable minimum temperatures and holding times go to Page 15 of the:

[NFSMI School Food Safety Program General Information](#)

Food safety tools, worksheets, and templates.

For a step by step description on setting up a Food Safety Program, including worksheets, use the following template:



- [NFSMI Template for a School Food Safety Program-Word Format](#)
 - [NFSMI Template for a School Food Safety Program-PDF Format](#)
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Record keeping shows the whole picture in the process of food preparation.

- ▶ It can provide major protection in possible litigation and
- ▶ It provides documentation for monitoring and evaluation of employees.
- ▶ Food Safety records must be kept on file for **one year**.

Sample Record Keeping Form

Refrigeration Log						
Instructions: A designated foodservice employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. Foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log each working day. Maintain this log for a minimum of one year.						
Location/ Unit Description	Date	Time	Temperature	Corrective Action	Food Worker Initials	Manager Initials/ Date



Utilize existing forms by adding a column(s) rather than creating new forms

Train Employees and Document

- ▶ Provide ongoing staff training on all components of the Food Safety Program.
- ▶ Keep a record of attendance by having each employee sign an attendance roster.

Monitoring Your Food Safety Program

- Do you have a Food Safety Program based on the Process Approach?
 - Does the Food Safety Program include Standard Operating Procedures and Standardized Recipes?
 - Is there a certified food handler at each site?
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- Do employees at each group home participate in a training program?
- Is each site inspected two times per year by the local Environmental Health Department?
- If not, how has the district or agency tried to comply with this law?



Sponsors are required to complete the Mandatory Food Inspection Survey annually. Effective the 2008/09 program year it is done using the Child Nutrition Information and Payment System (CNIPS). See Module 5, Meal Reimbursement, for information on CNIPS.

Web site: [CNIPS](#)



- What procedures are used to monitor sanitation and food safety?

Resources

Training Information



[Cal-Pro-NET at San Jose State University](#)



Contact Persons

Cal-Code and Food Safety Inspections

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HAACP

For name and phone number of your local Child Nutrition Consultant call:
(800) 952-5609
