

OPELOUSAS FAMILY WORSHIP CENTER, INC
HAACP PLAN

Cooking Potentially Hazardous Foods

FAMILY WORSHIP CHRISTIAN ACADEMY

Purpose: To prevent food borne illness by ensuring that all foods are cooked to the appropriate internal temperature

Scope: This procedure applies to foodservice employees who prepare or serve food.

Key Words: Cross-Contamination, Temperatures, Cooking

Instructions:

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. Follow State or local health department requirements regarding internal cooking temperatures.
4. If State or local health department requirements are based on the *2001 FDA Food Code*, cook products to the following temperatures:
 5. 145 °F for 15 seconds
 - a. Seafood, beef, and pork
 - b. Eggs cooked to order that are placed onto a plate and immediately served
 6. 155 °F for 15 seconds
 - a. Ground products containing beef, pork, or fish
 - b. Fish nuggets or sticks
 - c. Eggs held on a steam table

d. Cubed or Salisbury steaks

7. 165 °F for 15 seconds

a. Poultry

b. Stuffed fish, pork, or beef

c. Pasta stuffed with eggs, fish, pork, or beef (like lasagna or manicotti)

8. 135 °F for 15 seconds

a. Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer (preferably a thermocouple).
2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
3. Take at least two (2) internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
4. Take at least two (2) internal temperatures of each large food item, like a turkey, to ensure that all parts of the product reach the required cooking temperature.

Corrective Action: Continue cooking food until the internal temperature reaches the required temperature.

Verification and Record Keeping: Foodservice employees will record product name, time, the two (2) temperatures/times, and any corrective action taken on the Cooking - Reheating Temperature Log. Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking – Reheating Temperature Log are kept on file for a minimum of one year.

Date Implemented: 01/10/2017 By: Carla Donato

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Cooling Potentially Hazardous Foods

FAMILY WORSHIP CHRISTIAN ACADEMY

Purpose: To prevent food borne illness by ensuring that all potentially hazardous foods are cooled properly

Scope: This procedure applies to foodservice employees who prepares, handles, or serves food.

Key Words: Cross-Contamination, Temperatures, Cooling, Holding **Instructions:**

Train foodservice employees who prepare or serve food on how to use a food thermometer and how to cool foods using this procedure.

1. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
2. Prepare and cool food in small batches.
3. Chill food rapidly using an appropriate cooling method:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk- in or reach- in cooler
 - Use a quick-chill unit like a blast chiller
 - Stir the food in a container placed in an ice water bath
 - Add ice as an ingredient
 - Separate food into smaller or thinner portions
 - Pre-chill ingredients and containers used for making bulk items like salads
4. Follow State or local health department requirements regarding required cooling parameters.
5. If State or local requirements are based on the *2001 FDA Food Code*, chill cooked hot food from:
 - 135 oF to 70 oF within 2 hours. Take corrective action immediately if food is not chilled from 135 oF to 70 oF within 2 hours.

- 70 oF to 40 oF or below in remaining time. The total cooling process from 135 oF to 40 oF may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 oF to 40 oF within the 6 hour cooling process.
6. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 oF to 40 oF or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 oF to 40 oF within 4 hours.

FAMILY WORSHIP CHRISTIAN ACADEMY

Monitoring:

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 thermometer into the center of the food and at various locations in the product.

Corrective Action:

1. Reheat cooked hot food to 165 oF for 15 seconds and start the cooling process again using a different cooling method when the food is
 - Above 70 oF and 2 hours or less into the cooling process;
 - and
 - Above 40 oF and 6 hours or less into the cooling process.
2. Discard cooked hot food immediately when the food is
 - Above 70 oF and more than 2 hours into the cooling process; or
 - Above 40 oF and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 40 oF and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 40 oF and more than 4 hours into the cooling process.

Verification and Record Keeping:

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log. Foodservice employees will record if there are no foods cooled on any working day by indicating "No Foods Cooled" on the Cooling Temperature Log. Foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the temperature log each working day. The

Cooling Temperature Logs are kept on file for a minimum of one year.

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Holding Hot and Cold Potentially Hazardous Foods

FAMILY WORSHIP CHRISTIAN ACADEMY

Purpose: To prevent food borne illness by ensuring that all potentially hazardous foods are held at the proper temperature

Scope: This procedure applies to foodservice employees who prepare or serve food.

Key Words: Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

Instructions:

1. Train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot and cold holding temperatures. If State or local health department requirements are based on the *2001 FDA Food Code*:
 - Hold hot foods at 135 oF or above;
 - and
 - Cold foods at 40 oF or below.
3. Preheat steam tables and hot boxes.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot-held foods:
 - Verify that the air/water temperature of any unit is at 135 oF or above

before use.

- Reheat foods in accordance with the Reheating for Hot Holding SOP.
- All hot potentially hazardous foods should be 135 oF or above before placing the food out for display or service.
- Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.

5. For cold foods held for service:

- Verify that the air/water temperature of any unit is at 40 oF or below before use.
 - Chill foods, if applicable, in accordance with the Cooling SOP.
- All cold potentially hazardous foods should be 40 oF or below before placing the food out for display or service.
- 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.

6. For cold foods in storage:

- Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
- Chill food in accordance with the Cooling SOP if the food is not 40 oF or below.
- Verify that the air temperature of any cold holding unit is at 40 oF or below before use and at least every 4 hours thereafter during all hours of operation.

Corrective Action: For hot foods:

- Reheat the food to 165 oF for 15 seconds if the temperature is found to be below 135 oF and the last temperature measurement was 135 oF or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was below 135 oF. For cold foods:
 - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 40 oF and the last temperature measurement was 40 oF or below and taken within the last 2 hours:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler
 - Use a quick-chill unit like a blast chiller

- Stir the food in a container placed in an ice water bath
- Add ice as an ingredient
- Separate food into smaller or thinner portions
- Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was above 40 oF.

Verification and Record Keeping:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. Foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are kept on file for a minimum of one year.

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Date Marking Ready-to-Eat, Potentially Hazardous Food

FAMILY WORSHIP CHRISTIAN ACADEMY

Purpose: To ensure appropriate rotation of ready-to-eat food to prevent or reduce food borne illness from *Listeria monocytogenes*

Scope: This procedure applies to foodservice employees who prepares, stores, or serves food.

Key Words: Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, Cross- Contamination

Instructions:

1. Establish a date marking system and train employees accordingly. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
 - Labeling food with a calendar date, i.e. cut cantaloupe, 5/26/05, 8:00 a.m.,
 - Identifying the day of the week, i.e. cut cantaloupe, Monday, 8:00 a.m.,
or
 - Using color-coded marks or tags, i.e. cut cantaloupe, blue dot, 8:00 a.m. means “cut on Monday at 8:00 a.m.”.
2. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 40o F or below.
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
7. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
 - On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna – Cooked – 8/1/05.”
 - On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, “Frozen – 8/2/05.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 – Tuesday, 8/2/05, only 1 day is counted towards the 7-day time period.
 - On Tuesday, 8/16/05, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, “Thawed – 8/16/05.” All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.
8. Follow State and local public health requirements.

Monitoring:

A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

Corrective Measure: Foods that are not date marked or that exceed the 7-day time period will be discarded.

Verification and Record Keeping: Foodservice manager will complete the Food Safety Checklist daily.

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Personal Hygiene

FAMILY WORSHIP CHRISTIAN ACADEMY

Purpose: To prevent contamination of food by foodservice employees **Scope:** This procedure applies to foodservice employees who handles, prepares, or serves food

Key Words: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

1. Train foodservice employees on the employee health policy (Develop SOP for Implementing an Employee Health Policy) and on practicing good personal hygiene.
2. Follow the employee health policy.
3. Report to work in good health, clean, and dressed in clean attire.
4. Change apron when it becomes soiled.
5. Wash hands properly, frequently, and at the appropriate times.
6. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
7. Avoid wearing artificial fingernails and fingernail polish.
8. Wear single-use gloves if artificial fingernails or fingernail polish are worn. 9. Do not wear any jewelry except for a plain ring such as a wedding band.

10. Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
11. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
12. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
13. Taste food the correct way:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
 - Wash hands immediately.
14. Wear suitable and effective hair restraints while in the kitchen.
15. Follow State and local public health requirements.

Monitoring: A designated foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP. The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

Corrective Action: Any foodservice employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded.

Verification and Record Keeping: The foodservice manager will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log, which will be kept on file for a minimum of one year.

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Reheating Potentially Hazardous Foods

FAMILY WORSHIP CHRISTIAN ACADEMY

Purpose: To prevent food borne illness by ensuring that all foods are reheated to the appropriate internal temperature

Scope: This procedure applies to foodservice employees who prepare or serve food.

Key Words: Cross-Contamination, Temperatures, Reheating, Holding, Hot holding

Instructions:

1. Train foodservice employees who prepare or serve food on using a food thermometer and how to reheat foods using this procedure.
2. Follow State or local health department requirements regarding reheating temperatures.
3. If State or local requirements are based on the *2001 FDA Food Code*, heat processed, ready-to-eat foods from a package or can, such as canned green beans or prepackaged breakfast burritos, to an internal temperature of at least 135 °F for 15 seconds for hot holding.
4. Reheat the following products to 165 °F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
5. Reheat food for hot holding in the following manner if using a microwave oven:
 - Heat processed, ready-to-eat foods from a package or can to at least 135 °F for 15 seconds
 - Heat leftovers to 165 °F for 15 seconds
 - Rotate (or stir) and cover foods while heating
 - Allow to sit for 2 minutes after heating
6. Reheat all foods rapidly. The total time

the temperature of the food is between 41 °F and 165 °F may not exceed 2 hours.

7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring:

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

Reheating Potentially Hazardous Foods, continued

FAMILY WORSHIP CHRISTIAN ACADEMY

Corrective Action: Continue reheating/heating food if the internal temperature does not reach the required temperature.

Verification and Record Keeping: Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking – Reheating Temperature Log. Foodservice manager will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Cooking – Reheating Temperature Log at the close of each day. The Cooking – Reheating Temperature Logs are kept on file for a minimum of one year.

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Receiving Deliveries

FAMILY WORSHIP CHRISTIAN ACADEMY

Purpose: To ensure that all food is received fresh and safe when it enters the foodservice operation, and to transfer food to proper storage as quickly as possible

Scope: This procedure applies to foodservice employees who handles, prepares, or serves food.

Key Words: Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

Instructions:

1. Train foodservice employees who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours.
3. Post the delivery schedule including the names of vendors, days and times of deliveries, and drivers' names.
4. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
5. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
6. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
7. Keep receiving area clean and well lighted.
8. Do not touch ready-to-eat foods with bare hands.
9. Determine whether foods will be marked with the date of arrival or the "use-by" date and mark accordingly upon receipt.
10. Compare delivery invoice against products ordered and products delivered.
11. Transfer foods to their appropriate locations as quickly as possible.

Monitoring:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different than what is indicated on the delivery schedule, contact the vendor immediately.
4. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
5. Check the temperature of refrigerated foods.
 - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 oF or below. The temperature of milk should be 45 oF or below.
 - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 oF, it may be necessary to take the internal temperature before accepting the product.
 - c. For eggs, the interior temperature of the truck should be 45 oF or below.
6. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

Corrective Action:

1. Reject the following:
 - a. Frozen foods with signs of previous thawing
 - b. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
 - c. Punctured packages
 - d. Expired foods
 - e. Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

Verification and Record Keeping: Record temperature and corrective action on the delivery invoice or on the Receiving Log. Foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the Receiving Log at the close of each day. Receiving Logs are kept on file for a minimum of one year.

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Storing and Using Poisonous or Toxic Chemicals

FAMILY WORSHIP CHRISTIAN ACADEMY

Purpose: To prevent food borne illness by chemical contamination

Scope: This procedure applies to foodservice employees who use chemicals in the kitchen.

Keywords: Chemicals, Cross-Contamination, Contamination, Material Safety Data Sheet

Instructions:

1. Train foodservice employees on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits as specified in this procedure.
2. Designate a location for storing the Material Safety Data Sheets (MSDS).
3. Label and date all poisonous or toxic chemicals with the common name of the substance.

4. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
5. Limit access to chemicals by use of locks, seals, or key cards.
6. Maintain an inventory of chemicals.
7. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
8. Mix, test, and use sanitizing solutions as recommended by the manufacturer, State, or local health department.
9. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
10. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
11. Do not use chemical containers for storing food or water.
12. Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *FDA Food Code*.
13. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
14. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
15. Store refrigerated medicines in a covered, leak proof container, where they are not accessible to children, and cannot contaminate food.
16. Follow State and local public health requirements.

Monitoring: Foodservice employees and foodservice manager will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

Corrective Action: Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals.

Verification and Record Keeping: Foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. Foodservice

employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. Damaged and Discarded Product Logs are kept on file for a minimum of one year.

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Using Suitable Utensils When Handling Ready-to-Eat Foods

FAMILY WORSHIP CHRISTIAN ACADEMY

Purpose: To prevent food borne illness due to hand-to-food cross-contamination

Scope: This procedure applies to foodservice employees who prepare, handle, or serves food.

Key Words: Ready-to-Eat food, Cross-Contamination

Instructions:

1. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
4. Wash hands and change gloves:
 - Before beginning food preparation

- Before beginning a new task
- After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized
 - After contacting chemicals
- When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
 - Handling money
 - Anytime a glove is torn, damaged, or soiled
- Anytime contamination of a glove might have occurred

5. Follow State and local public health requirements.

Monitoring: A designated foodservice employee will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

Using Suitable Utensils When Handling Ready-to-Eat Foods, continued

FAMILY WORSHIP CHRISTIAN ACADEMY

Corrective Action: Employees observed touching ready-to-eat food with bare hands will be retrained at the time of the incident. Ready-to-eat food touched with bare hands will be discarded.

Verification and Record Keeping: The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. This log will be maintained for a minimum of one year.

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Washing Fruits and Vegetables

FAMILY WORSHIP CHRISTIAN ACADEMY

Purpose: To prevent or reduce risk of food borne illness or injury by contaminated fruits and vegetables.

Scope: This procedure applies to foodservice employees who prepare or serve food.

Keywords: Fruits, Vegetables, Cross-Contamination, Washing

Instructions: 1. Train foodservice employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.

2. Wash hands using the proper procedure.

3. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.

4. Follow manufacturer's instructions for proper use of chemicals.

5. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:

- Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
- Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.

6. Wash fresh produce vigorously under cold running water or by using chemicals that

comply with the *2001 FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.

7. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.

8. Remove any damaged or bruised areas.

9. Label, date, and refrigerate fresh-cut items.

10. Serve cut melons within 7 days if held at 41 oF or below (see SOP for Date Marking, Ready-to-Eat, Potentially Hazardous Food).

11. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

12. Follow State and local public health requirements.

Monitoring: Foodservice manager will visually monitor that fruits and vegetables are

being properly washed, labeled, and dated during all hours of operation. In addition, foodservice employees will check daily the quality of fruits and vegetables in cold storage.

Corrective Action: Unwashed fruits and vegetables will be removed from service and washed immediately before being served. Unlabeled fresh cut items will be labeled and dated. Discard cut melons held after 7 days.

Verification and Record Keeping: Foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this procedure.

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Washing Hands

FAMILY WORSHIP CHRISTIAN ACADEMY

Purpose: To prevent food borne illness caused by contaminated hands **Scope:** This procedure applies to anyone who handles, prepares, and serves food.

Keywords: Hand washing, Cross-Contamination

Instructions:

1. Train any individual who prepares or serves food on proper hand washing. Training may include viewing a hand washing video and demonstrating proper hand washing procedure.
2. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
3. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.

5. Keep hand washing sinks accessible anytime employees are present.

6. Wash hands:

- Before starting work
- During food preparation
- When moving from one food preparation area to another
- Before putting on or changing gloves
- After using the toilet
- After sneezing, coughing, or using a handkerchief or tissue
- After touching hair, face, or body
- After smoking, eating, drinking, or chewing gum or tobacco
- After handling raw meats, poultry, or fish
- After any clean up activity such as sweeping, mopping, or wiping counters
- After touching dirty dishes, equipment, or utensils
- After handling trash
- After handling money
- After any time the hands may become contaminated

7. Follow proper hand washing procedures as indicated below:

- Wet hands and forearms with warm, running water (at least 100 oF) and apply soap.
- Scrub lathered hands and forearms, under fingernails and between fingers for at least 10 - 15 seconds. Rinse thoroughly under warm running water for 5 - 10 seconds.
 - Dry hands and forearms thoroughly with single- use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
- Use paper towel to open door when exiting the restroom.

8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:

- Use hand sanitizers only after hands have been properly washed and dried.
- Use only hand sanitizers that comply with the 2001 FDA Food Code. Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the manner specified by the manufacturer.

Monitoring: A designated employee will visually observe the hand washing practices of the foodservice staff during all hours of operation. In addition, the designated employee will visually observe that hand washing sinks are properly supplied during all hours of operation.

Corrective Action: Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately. Employee will be retrained to ensure proper hand washing procedure.

Verification and Record Keeping: Foodservice manager will utilize the Food Safety Checklist at least once monthly to ensure that monitoring is being conducted as specified.

Date Implemented: 01/10/2017 By: Carla Donato

Date Reviewed: 08/01/2024 By: Cathy Richard and Alysia Richard

Date Revised: 08/01/2024 By: Cathy Richard & Alysia Richard

FOOD SAFETY CHECKLIST

Date _____ Observer _____ **Directions: Use this checklist daily to determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.**

PERSONAL HYGIENE

Yes No Corrective Action

- Employees wear clean and proper uniform including shoes.-----

- Effective hair restraints are properly worn.-----

- Fingernails are short, unpolished, and clean (no artificial nails). -----

- Jewelry is limited to a plain ring, such as a wedding band and a watch - no bracelets. ----- _____
- Hands are washed properly, frequently, and at appropriate times.-----

- Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food. -----

- Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas. -----
- Employees use disposable tissues when coughing or sneezing and then immediately wash hands. -----
- Employees appear in good health.-----
- Hand sinks are unobstructed, operational, and clean.-----
- Hand sinks are stocked with soap, disposable towels, and warm water. -----
- A hand washing reminder sign is posted.-----
- Employee restrooms are operational and clean.-----

FOOD PREPARATION Yes No Corrective Action

- All food stored or prepared in facility is from approved sources.----

- Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use. -----
- Frozen food is thawed under refrigeration or in cold running water. -----

- Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible. -----
- Food is tasted using the proper procedure.-----
- Procedures are in place to prevent cross-contamination.-----
- Food is handled with suitable utensils, such as, single use gloves or tongs. -----

- Food is prepared in small batches to limit the time it is in the temperature danger zone. ----- _____
- Clean reusable towels are used only for sanitizing equipment, surfaces and not for drying hands, utensils, or floor. ----- _____
- Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer. -----
----- _____
- The internal temperature of food being cooked is monitored and documented. -----
----- _____

HOT HOLDING Yes No Corrective Action

- Hot holding unit is clean.-----

- Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods. -----
----- _____
- Hot holding unit is pre-heated before hot food is placed in unit.-----

- Temperature of hot food being held is at or above 135 °F.-----

- Food is protected from contamination.-----

COLD HOLDING Yes No Corrective Action

- Refrigerators are kept clean and organized.-----

- Temperature of cold food being held is at or below 41 °F.-----

- Food is protected from contamination.----- _____

REFRIGERATOR, FREEZER, AND MILK COOLER

Yes No Corrective Action

- Thermometers are available and accurate.-----

- Temperature is appropriate for pieces of equipment.-----

- Food is stored 6 inches off floor or in walk-in cooling equipment.--

- Refrigerator and freezer units are clean and neat.-----

- Proper chilling procedures are used.-----

- All food is properly wrapped, labeled, and dated.-----

- The FIFO (First In, First Out) method of inventory management is used. -----

- Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift. -----

FOOD STORAGE AND DRY STORAGE

Yes No Corrective Action

- Temperatures of dry storage area is between 50 °F and 70 °F or State public health department requirement.-----

- All food and paper supplies are stored 6 to 8 inches off the floor.-----

- All food is labeled with name and received date.-----

- Open bags of food are stored in containers with tight fitting lids and labeled with common name.-----

- The FIFO (First In, First Out) method of inventory management is used.-----

- There are no bulging or leaking canned goods. -----

- Food is protected from contamination.-----

- All food surfaces are clean.-----

-
- Chemicals are clearly labeled and stored away from food and food related supplies.-----
 - There is a regular cleaning schedule for all food surfaces.-----

CLEANING AND SANITIZING Yes No Corrective Action

- Three-compartment sink is properly set up for ware washing.-----
- Water is clean and free of grease and food particles.-----
- Water temperatures are correct for wash and rinse.-----
- If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds.-----
- If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.-----
- Small ware and utensils are allowed to air dry.-----
- Wiping cloths are stored in sanitizing solution while in use.-----

UTENSILS AND EQUIPMENT Yes No Corrective Action

- All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.-----
- Small equipment and utensils are washed, sanitized, and air-dried.--
- Work surfaces and utensils are clean.-----
- Work surfaces are cleaned and sanitized between uses.-----
- Thermometers are cleaned and sanitized after each use.-----

- Thermometers are calibrated on a routine basis.-----

- Can opener is clean.-----

- Drawers and racks are clean.-----

- Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.---- _____

LARGE EQUIPMENT Yes No Corrective Action

- Boxes, containers, and recyclables are removed from site.-----

- Loading dock and area around dumpsters are clean and odor-free.--

- Exhaust hood and filters are clean.-----

GARBAGE STORAGE AND DISPOSAL

Yes No Corrective Action

- Kitchen garbage cans are clean and kept covered.-----

- Garbage cans are emptied as necessary.-----

- Boxes and containers are removed from site.-----

- Loading dock and area around dumpster are clean.-----

- Dumpsters are clean.-----

PEST CONTROL

Yes No Corrective Action

- Outside doors have screens, are well-sealed, and are equipped with a self-closing device.----- _____
- No evidence of pests is present.-----

- There is a regular schedule of pest control by licensed pest control operator.-----
----- _____

Damaged or Discarded Product Log

Instructions: Foodservice employees will record product name, quantity, action taken, and reason, initials, and date each time a food or food product is damaged and/or will be discarded. Foodservice manager will verify that foodservice employees are discarding damaged food properly 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.

**Product Name/Brand/Company Quantity Action Taken (Hold, Return, Discard) Reason
Initials/Date Manager Initials/Date**

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:**

HAACP PLAN ACKNOWLEDGEMENT STATEMENT

This HAACP Plan was reviewed and approved on 08-01-2022. All responsible parties agree to adhere to all HAACP Plan requirements enclosed in this document.

Cathy Richard **Date**

Cornelius Hill **Date**