

Area: Health Services

Subject: HS31 - Food Safety and Sanitation

Reference: 1304.23 (e)(1-2)

Policy: SCOE and Delegate Agencies will post evidence of compliance with applicable laws regarding food safety and sanitation.

Procedure:

1. Program staff posts evidence of compliance with all applicable Federal, State, Tribal, and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handlers in designated food preparation locations. In addition, the program contracts only with food service vendors that are licensed in accordance with State, Tribal or local laws. Registered Dietician conducts annual inspections of food service areas.
2. Staff will maintain food temperature records for all meals served on site.
3. Food service gloves shall be worn when serving or preparing food.
4. To ensure that all applicable food safety and sanitation laws are maintained, all food must be prepared in center facilities, purchased and provided in unopened packaging and/or prepared in commercial kitchen facilities.
5. When serving infants and toddlers, facilities are available for the proper storage and handling of breast milk and formula, and staff, parent and volunteers shall receive proper training by Dietician.
6. SCOE and Delegates will maintain records on all staff and regular classroom volunteers for TB clearance.

Supervised by: Registered Dietician, Director of Health Services

Performed by: Grantee/Delegate Center Staff, Registered Dietician, Grantee/Delegate Directors

Forms needed: Food Service Evaluation Checklists, Classroom Nutrition Program Checklist, TB Clearance Parent/Personnel Files, Daily Attendance Records, Purchase Orders, Inventory, Billing/Reports, Food Temperature Record

Frequency: Annually (prior to centers opening), upon employment, ongoing