

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject:	HEALTH DEPARTMENT INSPECTIONS AND PEST CONTROL SERVICE
For Action By:	PRINCIPALS, FOOD SERVICE MANAGERS & SATELLITE ASSISTANTS
Refer Questions to:	FOOD SERVICE ADMINISTRATORS, DEPARTMENT OF FOOD AND NUTRITION

HEALTH DEPARTMENT FOOD SERVICE INSPECTIONS

The health authority shall inspect all food service establishments a minimum of two (2) times per year or as often as deemed necessary. All areas where food is served, prepared, stored and consumed by the public is subject to Health Department Inspection.

The health inspector must be accompanied by the principal or administrative designee during the inspection of the school building. Whenever possible, food service staff should correct any deficiencies found within the food service area while the inspector is on site.

After each Food Service inspection the Principal/Administrative Designee must immediately:

- Provide a copy of the Health Department Inspection to the Division of Safety and Emergency Management.
- Provide a copy of the Health Department Inspection to the Food Service Manager/Satellite Assistant.

After each Food Service inspection the Food Service Manager/Satellite Assistant must immediately:

- Obtain a legible copy of that current inspection report.
- Display current copy in a visible place for public view (per State of Florida Health Department Regulation 64E-11.013).
- Inform Department of Food and Nutrition of all items cited by faxing a completed Corrective Action document ([Attachment A](#)) and the Inspection Report within 2 days to the attention of the Food Service Operations Director. This document is required whenever the Health Department Inspector has cited corrections needed under the "Comments and Instructions" section of the Inspection Report.

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HEALTH DEPARTMENT INSPECTIONS AND PEST CONTROL SERVICE (CONTINUED)

- Accomplish food service tasks necessary to correct items cited on Health Department Inspection.
- Ensure that Maintenance Work Orders are initiated by school personnel (Food Service Manager/Satellite Assistant, Zone Mechanic or Principal/Designee) for items cited on **Satisfactory** Health Department Inspection Reports.
Note: Maintenance Work Orders shall be initiated by the Division of Safety and Emergency Management for items cited on **Unsatisfactory** Health Department Inspection Reports.
- Complete the Log Sheet of Repairs/Services ([Attachment B](#)) for items cited by the Health Department that require action by Maintenance, Zone Mechanic and/or Custodial staff. Post Log Sheet in a visible place in the Manager/Satellite Assistant's office.
- Communicate and follow-up with all persons responsible for correcting deficiencies.

DEFICIENCIES/CORRECTIVE ACTIONS

Deficiencies cited on the Food Service Inspection Report completed by the health authority must be addressed by the responsible persons at the school level (Food Service Manager/Satellite Assistant, Zone Mechanic, Custodian, or Principal/Designee) as soon as possible. Corrective action may require assistance from several district departments as indicated below.

School Site Responsibilities (Kitchen)

Food service staff is responsible for ensuring that the kitchen is cleaned daily to remove all food, dirt, dust, debris, grease build-up and excess water from floors, walls, equipment etc. Kitchen deficiencies related to cleaning must be addressed immediately by initiating intensive cleaning by the Food Service staff under the direction of the principal and District Food & Nutrition Department. Procedures and processes must be reviewed to determine the cause of the inspection deficiencies. Corrective actions must be completed to ensure satisfactory re-inspection results are obtained. The principal should consult with The Department of Food and Nutrition to determine if standard work practices are being followed.

Pest Control (Kitchen and Cafeteria)

Routine and remedial pest control for school food service areas is provided by a licensed pest control contractor. Any deficiencies related to pests must be **immediately** reported to the current Pest Control Company and The Department of Food and Nutrition for corrective action. Custodial staff should also be utilized to supplement these efforts under the direction of the Principal.

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Any evidence of pests must be cleaned and removed as frequently as necessary until pests are completely eliminated from area.

School Site Responsibilities (Cafeteria)

Custodial staff is responsible for ensuring that the cafeteria and associated rooms (i.e. stage and ancillary rooms) are cleaned daily. Cafeteria deficiencies related to cleaning must be addressed immediately by initiating intensive cleaning by the custodial staff under the direction of the Principal. Procedures and processes must be reviewed to determine the cause of the inspection deficiencies. Corrective actions must be completed to ensure satisfactory re-inspection results are obtained. The principal may also want to consult with Plant Operations to determine if standard work practices are being followed and the custodial allocation is appropriate for the school building.

Maintenance Department Responsibilities (Kitchen and Cafeteria)

Maintenance Department staff is responsible for correcting deficiencies related to the kitchen and cafeteria building. Eliminating pest entry points, replacing ceiling tiles, sealing holes and repairing equipment are examples of corrective action that must be implemented immediately by the Maintenance Department.

DEPARTMENT OF HEALTH OPERATING PERMIT

A copy of the current Department of Health Operating Permit must be displayed in a visible place for public view. In addition, a copy of the permit must be posted inside the Food Service Manager's office, and the **original** must be filed in the Health Department/Pest Control Folder.

PEST CONTROL SERVICE

After each pest control service the Food Service Manager/Satellite Assistant must immediately:

Inform Department of Food and Nutrition of any pest problems or facility issues cited by faxing a completed Corrective Action document (see attachment) and the pest control report within 2 days to the attention of the respective Food Service Operations Director. This document is required whenever the service representative has cited corrections needed.

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- Accomplish food service tasks necessary to correct items cited on the Pest Control Report.
- Complete the Log Sheet of Repairs/Services ([Attachment B](#)) for all pest control items that require action by Maintenance, Zone Mechanic and/or Custodial staff. Post Log Sheet in a visible place in the Manager/Satellite Assistant's office.

HEALTH DEPARTMENT/PEST CONTROL FOLDER

The Food Service Manager or Satellite Assistant will be required to maintain the following documents in the Health Department/Pest Control folder.

- Original of current Permit to Operate
- Copy of Health Department Food Service Inspections
- Copy of Pest Control Service Reports
- Copy of Corrective Action documents

The Health Department/Pest Control folder must be maintained and updated after each inspection/service is conducted. Follow-up on corrective actions must be documented until the deficiencies have been eliminated.