

# FOOD AND NUTRITION PROCEDURES

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## Miami-Dade County Public Schools

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Subject: PERSONAL HYGIENE

For Action By: PRINCIPALS, FOOD SERVICE ADMINISTRATORS, FOOD SERVICE MANAGERS, ALL FOOD SERVICE EMPLOYEES

Refer Questions to: FOOD SERVICE ADMINISTRATORS, DEPARTMENT OF FOOD AND NUTRITION

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**PURPOSE:** To prevent contamination of food by foodservice employees.

**SCOPE:** This procedure applies to foodservice employees who handle, prepare, or serve food.

**KEY WORDS:** Personal Hygiene, Contamination

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this Standard Operating Procedure.
2. Report to work in good health, good personal hygiene, and dressed in clean and appropriate uniform.
3. Change apron when it becomes soiled.
4. Wash hands properly, frequently, and at the appropriate times. Refer to Handwashing SOP.
5. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough. Artificial nails and fingernail polish are not permitted.
6. Wear single-use gloves when preparing and serving food and change gloves frequently.
7. Do not wear any jewelry except for a plain ring, plain earrings (no dangling) and a watch. No bracelets or necklaces are permitted.
8. Treat and bandage wounds and sores immediately. When hands have open wounds, scabs or are bandaged, disposable gloves must be worn at all times and change gloves frequently.
9. Employees are not permitted to eat, drink, or chew gum in the work areas.
10. There will be no use of tobacco products on school premises, as per School Board Rule 6Gx13- 4-1.06.
11. Taste food as follows:
  - Place a small amount of food into a small disposable container.
  - Step away from exposed food and food contact surfaces.
  - Use a spoon to taste the food. Discard the used spoon and container.
  - Wash hands immediately.

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## PERSONAL SANITATION & PREVENTION OF FOOD CONTAMINATION (Continued)

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12. Wear suitable and effective hair restraints while in the kitchen.

### MONITORING:

1. Manager needs to inspect employees when they report to work to be sure that each employee is following this SOP.
2. Manager will monitor that all food service employees are adhering to the personal hygiene policy during all hours of operation.

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard affected food.
3. Retrain employee to ensure proper handwashing procedure.

### VERIFICATION AND RECORD KEEPING:

The Manager will verify that foodservice employees are following this SOP by visually observing employees during all hours of operation. The Coordinator will review the Food Safety Checklist to verify that monitoring is being conducted. The Food Safety Checklist is to be kept on file for a minimum of one (1) year.