

FOOD AND NUTRITION PROCEDURES

Number	H-15
Reviewed	July 2008
Effective	July 2006
Page	1 of 2

Miami-Dade County Public Schools

Subject:	SERVING FOODS
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

PURPOSE: To prevent foodborne illness by ensuring that all foods are served in a sanitary manner.

SCOPE: This procedure applies to foodservice employees who serve food.

KEY WORDS: Cross-Contamination, Service

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
3. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
4. Handle trays and pans by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
5. Store utensils with the handles up or by other means to prevent contamination.
6. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Foods SOP.
7. Serve food with clean and sanitized utensils.
8. Store in-use utensils properly. Make certain they are dry before storing to avoid retaining moisture that fosters bacterial growth.
9. Date mark and cool potentially hazardous foods or discard leftovers. Refer to the Date Marking Ready-to-Eat Foods, and Cooling Foods SOPs.

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Number	H-15
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Page	2 of 2

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SERVING FOODS (Continued)

MONITORING:

The Manager will visually observe that food is being served in a manner that prevents contamination during all hours of service.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Replace improperly handled trays, pans, cups or utensils.
3. Discard ready-to-eat food that has been touched with bare hands.
4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat Foods; Cooling Foods; and Holding Hot and Cold Foods SOPs.

VERIFICATION AND RECORD KEEPING:

The Manager will periodically check the storage and use of utensils during service. In addition, the Manager will complete the Food Safety Checklist weekly. 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.