

## Food Safety Plan

School District: WLB ESD #92School: WLBThis program was developed (Date) June 2021 - revised Jan 2024 by(Name) Heather Baker (Title) Supt.for the (Name of District) WLB ESD #92and is intended for use at the (School) WLB.

The program follows the USDA guidance on developing a food safety program based on the Process Approach. All standards in this plan are based on the

(Year, State or Local Food Code) \_\_\_\_\_,

## School Foodservice Staff

**Directions:** Identify the name of the foodservice staff and their positions.

**Name**

Tabitha Matson  
Lisa Courtwright

**Position**

Head Cook  
Meal Counts  
Free/Red

Date \_\_\_\_\_

### Categorize Menu Items According to Food Preparation Processes

#### Menu Items

**Directions:** Identify where your recipes and monthly menus will be located and the length of time they will be kept on file.

Recipes in the foodservice office are located \_\_\_\_\_ (Where) and will be kept on file for \_\_\_\_\_.

Monthly menus are located \_\_\_\_\_ and will be kept on file for \_\_\_\_\_.

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#### The Process Approach

The (Name of School) \_\_\_\_\_ will assign each menu item using Process #1 – No Cook Preparation Process Worksheet, Process #2 – Same Day Service Preparation Process Worksheet, and Process #3—Complex Food Preparation Process Worksheet. The Worksheets will be posted (Location) \_\_\_\_\_ and a copy will be kept on file (Location) \_\_\_\_\_. Changes to the menu items will be reflected in the worksheet on a continuous basis.

All foodservice personnel, including permanent and substitute employees, will be given an overview of the Process Approach. Periodic refresher training for employees will be provided (Frequency) annually

An easily accessible copy of an explanation of the Process Approach taken from the USDA Guidance document will be available (Location) Diot #27.

**Process #1 – No Cook**  
Keep food at or below 41 °F Degrees.

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Menu Item	Recipe Number	Controlling Hazards for Process #1
		<b>Temperature controls:</b> <ul style="list-style-type: none"><li>• Cold holding</li></ul> <b>SOPs:</b> <ul style="list-style-type: none"><li>• Personal hygiene</li><li>• Washing fresh fruits and vegetables</li><li>• Limiting time in the temperature danger zone</li><li>• Verifying receiving temperatures of food</li><li>• Date marking of ready-to-eat food</li></ul>

**Process #3 – Complex Food Preparation**  
**Limit time in the Danger Zone (41 °F – 135 °F)**

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Menu Item	Recipe Number	Temperature			Controlling Hazards for Process #3
		Cooking	Cooling	Reheating	
					<b>Temperature controls:</b> <ul style="list-style-type: none"> <li>• Cooking</li> <li>• Cooling</li> <li>• Hot holding</li> <li>• Reheating, if applicable</li> <li>• Cold holding</li> </ul> <b>SOPs:</b> <ul style="list-style-type: none"> <li>• Personal hygiene</li> <li>• Limiting time in the temperature danger zone</li> <li>• Verifying receiving temperatures of food</li> <li>• Proper storage of food</li> </ul>

## Standard Operating Procedures (SOPs)

The (Name of School) WLB food safety SOPs are checked below. Employees will be trained to follow all applicable food safety SOPs. A complete set of the food safety SOPs will be attached to this food safety program.

### Facility-Wide SOPs

- SOP*
- ☐ Cleaning and Sanitizing Food Contact Surfaces
  - ☐ Controlling Time and Temperature During Preparation
  - ☐ Date Marking and Ready-to-Eat, Potentially Hazardous Food
  - ☐ Employee Health Policy
  - ☐ Handling a Food Recall
  - ☐ Personal Hygiene
  - ☐ Preventing Contamination at Food Bars
  - ☐ Preventing Cross-Contamination During Storage and Preparation
  - ☐ Receiving Deliveries
  - ☐ Serving Food
  - ☐ Storing and Using Poisonous or Toxic Chemicals
  - ☐ Using and Calibrating Thermometers
  - ☐ Using Suitable Utensils When Handling Ready-to-Eat Foods
  - ☐ Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods
  - ☐ Washing Fruits and Vegetables

### Specific SOPs to the Food Preparation Process

- SOP*
- ☐ Cooking Potentially Hazardous Foods
  - ☐ Cooling Potentially Hazardous Foods
  - ☐ Holding Hot and Cold Potentially Hazardous Foods
  - ☐ Reheating Potentially Hazardous Foods
  - ☐ Preventing Cross-Contamination During Storage and Preparation
  - ☐ Transporting Food to Remote Sites (Satellite Kitchens)

**Correcting Problems**

**Directions:** Indicate the date a problem occurs. Provide a description of the problem and the activities implemented to correct the problem.

Date	Problem	Action Taken



## **Recordkeeping**

All foodservice staff will be held responsible for recordkeeping duties as assigned. Overall, the foodservice manager will be responsible for making sure that critical information is being recorded and that records are filed in the proper place. Employees and substitute staff will be trained on recordkeeping. Recordkeeping procedures are outlined below and also may be included in standard operating procedures.

### **Recordkeeping Procedure**

- All pertinent information on temperatures, times, and actions taken to correct problems will be kept on clip boards in the kitchen for easy use.
- All applicable forms for daily records will be replaced on a weekly basis or sooner, if necessary.
- In the case of weekly records, forms will be replaced on a monthly basis.
- All completed forms will be filed in the manager's office.
- The foodservice manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- The foodservice manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

## Reviewing and Revising the Food Safety Program

The school foodservice manager will review the school food safety program at the beginning of each school year and when any significant changes occur in the operation. The Food Safety Program Review Checklist included in this document will be used for the review.

Source: U. S. Department of Agriculture, Food and Nutrition Service. (June 2005). *Guidance for school food authorities: Developing a school foodservice program based on the process approach to HACCP principles*.