

Kitchen, Warehouse, & Equipment Policy & Procedures

Policy

The kitchen, warehouse and equipment will be maintained to ensure the safety of food served. Facilities must be kept safe at all degrees to properly maintain the flow of food.

Procedure

Food service employees must:

1. Ensure that all handwashing sink areas are supplied with soap dispensers and disposable towels or functioning air dryers at all times.
2. Maintain toilet facilities so that they function properly and are clean.
3. Take temperatures of water routinely to ensure that hot (minimum of 110°F) and cold (70°F) running water is available at all sinks.
4. Check to make sure there is no possibility of back siphonage.
5. Check to make sure all food waste and rubbish are stored in rodent and insect-proof containers with tight fitting lids.
6. Record temperatures of all cooling equipment at least daily to ensure proper calibration of thermometers and proper equipment operation. See temperature record for freezer, temperature record for refrigerator/freezer, and temperature record for refrigerator.
7. Observe temperatures of all heating equipment routinely to ensure proper functioning and thermometer calibration.
8. Observe temperatures of all holding equipment at least daily to ensure proper functioning and calibration.

The Site Supervisor will:

1. Assure all equipment in the food service facility is well maintained.
2. Contract with an equipment repair company or work with the school district's maintenance department to have preventive maintenance done for all equipment, including calibration.
3. Log all preventative maintenance.
4. Review temperature logs daily to ensure that they are accurate and identify problem areas.
5. Follow up on any equipment issues or needs.
6. Maintain all facility and equipment documentation with HACCP records.