

Bulk Milk Standard Operating Procedure

Purpose

- To confirm that Food Service staff are properly utilizing and maintaining the bulk milk machine.
- To prevent foodborne illness by ensuring that all items held on the bulk milk station are protected from contamination.

Scope

This procedure applies to anyone who is responsible for maintaining and monitoring the self-service milk station.

Key Words

Contamination, Self-Service, Bulk Milk Station

Pre-Planning

- Have the location for the milk machine determined prior to arrival.
 - a. The machine will require an outlet.
 - b. If cafeteria space is multi-purpose, the machine should be wheeled into a locked kitchen and plugged in overnight.
- Machine will contain a locking mechanism and will require a padlock to keep product safe and uncontaminated
- Educate food service and school staff on how the bulk milk machine will work, the benefits of bulk milk and logistics of students taking bulk milk in the lunchline
- Work with milk vendors to develop criteria on bid language for bulk milk, and estimate appropriate usage amounts of bibs

Instructions

1. Train Food Service staff on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow Employee Health Policy, Personal Hygiene, and Washing Hands SOPs. *Employee health policy is not included in this resource.
4. Milk machines must be used as part of the service line flow and should be the last item offered prior to the POS station.
5. Follow manufacturer's instructions for operating and pre-chilling equipment before use.
6. Have Food Service staff record temperature at beginning and end of service daily on Bulk Milk Temperature Log.
7. Provide clean and sanitized reusable or disposable/compostable cups for self service.
8. Wash and sanitize milk bib holders (if not using boxes) and area before replacing empty bags with full bags.
9. Use a cart and help from other Food Service staff to team lift the milk box onto the cart.
 - a. Push the cart close to the milk machine.
 - b. The team lifts the container into the milk machine.
 - c. Make sure your nozzles are in the correct place.
10. Replace empty milk bags with full milk bags for service. Label them with the expiration date.
11. Utilize only two milk dispenser spots at a time to help control milk waste.
12. Assist students who are unable to properly use the milk station.
13. Ensure that students use a clean cup when getting milk or seconds.
14. Store cups in a manner to prevent customers from touching the food contact surfaces.
15. Avoid using spray chemicals while in use. Use a fresh sanitizer bucket with towel to sanitize handles before, in-between and after meal service.
16. Wash and sanitize the bulk milk station at the end of each day's service. Refer to the Cleaning and Sanitizing Food Contact Surfaces SOP .
17. Properly store or dispose of milk bags after service.

Monitoring

1. Monitor and record temperatures of food in accordance with the Cold Potentially Hazardous Foods SOP.
2. Continually monitor cups to ensure that they are stored on a clean and sanitized surface.
3. Continually monitor students use of the Bulk Milk Station to ensure that students are not:
 - a. Using a cup then putting it back with the clean cups.
 - b. Coughing, spitting, wiping mouth and touching or sneezing on cups, or dispensers.
 - c. Using cups or water bottles from home.
 - d. Using the same cup for subsequent trips.

Corrective Action

1. Retrain any Food Service employee found not following the procedures in this SOP.
2. Remove and discard contaminated cups.
3. Demonstrate to students how to properly use cups and dispensers.
4. Discard the milk if it cannot be determined how long the food temperature was above 41°F.

Verification and Record Keeping

- The Kitchen Lead will verify that Food Service staff are assigned to maintain the bulk milk machine during all hours of operation. Food Service staff will record temperatures of milk and document corrective actions taken on the Bulk Milk Station Temperature Log.
- The Kitchen Lead will verify that Food Service staff lock the Bulk Milk Station unless being cleaned or refilled.
- Food Service staff will document any discarded food on the Damaged or Discarded Product Log. The Kitchen Lead will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. The Bulk Milk Station Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 3 years.

Date Implemented _____ By _____

Date Reviewed _____ By _____

Date Revised _____ By _____