

Cafeteria Service Line Standard Operating Procedure

Preventing Contamination at the Cafeteria Service Line

Purpose

- To confirm that Food Service staff are properly utilizing and maintaining the Cafeteria Service Line.
- To prevent foodborne illness by ensuring that all items held on the service line are protected from contamination.

Scope

This procedure applies to any Food Service staff who are responsible for maintaining, monitoring, and serving at the Cafeteria Service Line.

Key Words

Contamination, Staff Service, Cafeteria Service line

Instructions

1. Train Food Service staff on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the Personal Hygiene and Washing Hands SOPs.
4. Follow manufacturer's instructions for heating and pre-chilling food service bar equipment before use.
5. Wash all fruits and vegetables by following the procedures in the Washing Fruits and Vegetables SOP.
6. Prepare all cut fruits and vegetables by following the procedures in Preparing Cold Foods SOP.
7. Reheat or cook all hot foods by following the procedures in the Preparing Hot Foods SOP.
8. Place all exposed food under sneeze guards.
9. Take temperatures of all food items and record on the Temperature/Production record.

10. Hold hot food at 135°F or above but not greater than 140°F.
11. Hold cold food at 41°F or below.
12. Provide an appropriate clean and sanitized utensil for each container on the service line.
Replace utensils if dropped with clean and sanitized ones.
13. Replace existing containers of food with new containers when replenishing the service line.
14. Assist students who are unable to properly use utensils.
15. Ensure that students use a clean tray when returning to the Cafeteria Service Line.
16. Store eating utensils with the handles up or in a manner to prevent students from touching the food contact surfaces.
17. Record quantity of food used, quantity of leftovers, and temperatures at the end of service on the Temperature/Production record. Be sure to include waste.
18. Avoid using spray chemicals to clean food bars when in use. Use a fresh sanitizer bucket with towel to sanitize handles before, in-between and after meal service.
19. Thoroughly clean and sanitize the service line according to the Cleaning and Sanitizing equipment SOP.

Monitoring

1. Monitor and record temperatures of food in accordance with the Cold Potentially Hazardous Foods SOP and the Hot Potentially Hazardous Foods SOP.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.
3. Continually monitor students to ensure that students are not:
 - a. Touching food with their bare hands
 - b. Coughing, spitting, or sneezing on the food
 - c. Placing foreign objects in the food
 - d. Using the same tray for subsequent trips

Corrective Action

1. Retrain any Food Service employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.

Verification and Record Keeping

- The Kitchen lead will verify that Food Service staff are assigned to maintain the service line during all hours of operation.
- Food Service staff will record temperatures of food items and document corrective actions taken on the Temperature/Production Log. This form is to be kept on file for a minimum of 3 years.
- Food Service employees 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 Food Temperature/Production 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 _____