

Field Trip / Sack Lunch Standard Operating Procedure

Preventing Contamination in Sack Lunches

Purpose

- To confirm that Food Service staff are properly cleaning and sanitizing the insulated bags for sack lunches.
- To prevent foodborne illness by ensuring that all items in prepared sack lunches are protected from temperature abuse and contamination.
- To guide Food Service staff and teachers/school staff to work together to ensure that sack lunches or food served outside the cafeteria is safe to eat.

Scope

This procedure applies to any Food Service staff/teachers/school staff who are responsible for sack lunches.

Key Words

Contamination, Temperature, Sack Lunches

Instructions

All Food Service staff must prepare and store sack lunches according to standard operating procedures, particularly in regards to taking, recording, and maintaining correct temperatures. Food Service staff will provide insulated bags and cold packs to keep food at proper temperatures.

Teachers or school staff who order sack lunches must

1. Select a menu from options provided and submit a Sack Lunch Request Form at least two weeks prior to the field trip.
2. Provide a roster with students. Check those that are receiving a sack lunch. Note allergy students if any.
3. Observe appropriate food handling techniques including:
 - a. Washing hands prior to distributing meals or using gloves to distribute meals.

- b. Maintaining cold temperatures of food.
- c. Returning all insulated totes, ice packs and leftovers to the Food Service department after the event.

The Kitchen Lead will

1. Take the order form from a teacher/staff member
2. Enter bulk order into POS
3. Prepare appropriate menu options
4. Record temperatures in production log
5. Pack out lunches and milk for pick up by teacher/school staff or students
6. Discard any returned food unless it is a whole fruit that can be washed and reused
7. Fill out waste log
8. Wash and sanitize coolers for next use. Let dry properly.
9. Follow up as necessary

Monitoring

1. Monitor and record temperatures of food in the Production log.
2. Continually monitor ice packs to ensure food is within the correct temperature.

Corrective Action

1. Retrain any Food Service employee/teacher/school staff found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Discard the food 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 fill sack lunch orders. Food Service staff will record temperatures in the production log. This form is to be kept on file for a minimum of 3 years.
- 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 Production Log and the Damaged or Discarded Product Log is to be kept on file for a minimum of 3 years.

Date Implemented _____ By _____

Date Reviewed _____ By _____

Date Revised _____ By _____