

Share Table Standard Operating Procedure

Preventing Contamination at Share Tables

Purpose

- To confirm that Food Service staff are properly utilizing and maintaining the share table.
- To monitor that all food will be shared and redistributed in a manner to ensure food safety.

Scope

This procedure applies to any Food Service staff who are responsible for maintaining and monitoring the self-serve share tables.

Key Words

Contamination, Self-Service, Share Tables

Instructions

1. Share tables are tables in student common eating areas where students can take their unwanted pre-packaged foods, unopened milk, and/or whole fruit and leave the items for other students who would like more food to eat in addition to their required serving.
 - a. Foods that may be placed on the share table include:
 - i. Unopened pre-packaged non-temperature controlled for safety (TCS) food products (crackers, cereal, etc.)
 - ii. Unopened milk
 - iii. Unopened juice cartons or boxes
 - iv. Unopened yogurt cups
 - v. Whole uncut fruits
2. Because of the time limitations of the meal period, food safety concerns are lessened in some aspects.
 - a. To ensure food safety, Food Service staff will:

- i. Maintain temperature control throughout the “life” of TCS foods (milk, juice, yogurt, etc.) on the share table with an ice bath.
 - ii. Ensure that the held foods do not exceed a 4 hour time window from the time the foods are removed from refrigerated temperature control.
 - iii. Take random temperature samples of the TCS foods every 2 hours to maintain proper temperature for redistribution.
 - iv. Rewash any and all whole fruit where the “packaging” is natural (peel or skin) and is intended to be consumed (i.e. apples, pears) that have been handled by students and placed on a share table.
 - v. Carefully inspect all items to confirm that they are not cut, punctured or that the skin is not otherwise compromised before they are taken back into the kitchen for redistribution
3. If any TCS food products have reached an internal temperature higher than 41 degrees F within 4 hours, those items must be reduced to 41°F within 4 hours from the student selection time.
4. Any TCS items that cannot be reduced to 41°F before the 4 hours window should be discarded immediately.

Monitoring

1. Monitor and record the temperatures of usable returned left over foods on the appropriate logs.
2. Monitor and record the total number of servings left over per food item.
3. Monitor leftover food and record the quantity discarded or used the next day.

Corrective Action

1. Retrain any Food Service staff found not following the procedures in this SOP.
2. Retrain Food Service staff to ensure they know how to fill out left overs on the production records.
3. Follow up with Food Service staff..

Verification and Record Keeping

- Any items, such as cereal, milk, etc., taken back into the kitchen inventory must be tracked.
 - After the items are counted for each day, Kitchen Leads will add a note in the comments box on the daily production records detailing how many and which items were brought from the share table back into the kitchen inventory.
- Kitchen Lead will verify that Food Service staff are assigned to maintain the Share Table during meal service. Food Service staff will record temperatures of prepared/served and unused food servings and document them on the Daily Production Record.
- This form, paper or electronic is to be kept on file for a minimum of 3 years.

Date Implemented _____ By _____

Date Reviewed _____ By _____

Date Revised _____ By _____