



Safety Awareness Training

Food & Workplace
Safety

Flow Of Food & Proper Lifting Techniques

2024-2025 May Edition

In This Issue

As part of the District's continuing commitment to food and workplace safety, an in-depth training on various safety topics will be discussed and reviewed monthly. Please review the monthly newsletter as to why and how to keep our students, faculty and staff safe.

Training requirements

Food Services Manager or Sr. Food Service Worker duties:

- Allocate 15-30 minutes each month to conduct training
- Conduct a separate 5-minute breakout session on the **Safety Review** topic once or twice a month
- Trainings must be completed each month
- File all training materials in the Miscellaneous Folder
- Store training materials with end of year files at the end of the school year
- Complete the survey on the Food Services website to indicate that training is complete

All employees must:

- Sign the 2-part sign-in sheet. One for the Monthly Safety & Sanitation training and for the other column for Spotlight on Safety breakout session



SAFETY REVIEW: Proper Lifting Techniques

- Common causes of back injuries
- Causes of lifting or overexertion injuries
- Review and discuss proper lifting techniques

Food Safety: The Flow of Food

Serving safe food in the cafeteria starts long before you serve the first meal. Many things can happen to a product on its path through the establishment, from **purchasing** and **receiving**, through **storing**, **preparing**, **cooking**, **holding**, **cooling**, **reheating**, and **serving**—this is known as the flow of food. The safety of the food served will depend largely on understanding food safety concepts throughout the flow of food, especially the prevention of cross-contamination and time and temperature abuse.

Purchasing

It is the manager's responsibility to ensure that the food purchased comes from approved suppliers.

Through the district's strict quality control process, all vendors have been approved for all our products.



Receiving

Receiving is the process of acquiring food into your cafeteria which includes inspecting, accepting and/or rejecting the delivered items.

All refrigerated deliveries are required to be received at 41°F or lower.

Compare the invoices with receiving tickets **before** the delivery person leaves the cafeteria.

Store frozen/refrigerated items within 20-30 minutes and shelf stable deliveries as soon as possible.

Check all deliveries for:

- Packaging is intact
- Signs of thawing, re-freezing, and spoilage
- Evidence of insect or rodent contamination

Reject products that:

- Do not meet receiving temperatures
- Do not meet food quality, and packaging standards
- Are past use by or best by dates

Storage

Contamination of goods often happen during the storage stage. These factors are but not limited to:

- Pests
- Cleaning materials
- Mold
- Time/temperature abuse

All products require the following:

- Date with month, day and year (MM/DD/YY)
- Use FIFO
- Products removed from original packaging require a date written on outer packaging

The following steps also must be followed:

- Clean and organize storage areas prior to receiving deliveries
- Practice FIFO
- Keep receiving area clean and has proper lighting



Preparing Cooking/Reheating

During preparing, cooking and reheating stages, cross-contamination and time-temperature abuse are at their greatest risk.

Before preparing any food item, refer to the recipe and follow the instructions.

Always make sure that proper temperatures are reached as referred in the recipe.



Serving

After cooking, serving is the final step in the flow of food. When serving, items must at proper holding temperatures too reduce risk of contamination from time and temperature abuse.

Food served exceeding the temperature range can cause burns in younger children. Follow district serving temperatures guidelines.

Hot Food Serving Temperature

E.E.C. -5th Grade

Secondary Schools

135°F – 137°F

135°F-160°F

District Policies and Procedures

For Food Warehouse deliveries, the food order clerk and/or driver should be notified if there is a discrepancy or issues. The driver will either return the damaged product or there will be an arrangement for later pick up.

For outside vendor deliveries, the Food Service Manager or designee will make appropriate corrections on the invoice before signing and printing his/her name on the invoice. Send the original to the Food Services Division office with **Weekly Reports** and maintain copies in cafeteria manager's office files.

- Only serve food purchased through district authorized vendors
- Do not store or prepare personal food items in the cafeteria
 - This policy also applies to teachers and other school staff members
- All food quality issues require a Quality Control Incident Report and sent to the Nutrition Specialist assigned to your local district
- Do not serve any food item to students or adults when food safety or quality is in doubt
- Post delivery schedule on or near the food service manager's desk
- Food staff must note any missing or damaged items at the time of receipt



SAFETY REVIEW

Proper Lifting Techniques



Common Causes Of Back Injuries

There are many common practices/conditions that contribute to a back injury. Bad lifting techniques are frequently associated with bending from the waist to pick up items. This leads to lower back, strained back muscles and tendons, or even torn ligaments.



Common Causes Of Lifting Or Overexertion Injuries

The most common causes of lifting injuries in food service are excessive bending, twisting at the waist, and overreaching. Unsafe lifts place stress on the tendons, muscles and ligaments.



Proper Lifting Techniques For Food Services

Prevention begins by following these simple best management practices:

- Use proper storage practices to avoid excessive bending and overreaching
- Store heavy items properly on the middle shelves
- Repackaging the product to avoid lifting heavy and bulky products
- Remember the Safe Lifting Zones

Proper Lifting Technique Tips:

- Focus on the lift
- Move close to the load
- Feet shoulder-width apart
- Squat down to use your leg muscles to lift the load
- Make sure your body is close to the load and grasp it with both hands
- Maintain an "S" curve during lifting
- Tighten the stomach
- Lift the head
- Rise up with your legs
- Keep the load close to your body

Helpful
Tips

When Carrying And Lowering The Load Into Place:

- Keep your back's "S" curve in proper position
- Use your feet, not your waist, to change direction
- Avoid leaning over
- Keep load close to the body and avoid overreaching
- Set the load down in one slow motion



Focus of the Month

Depleting Inventory for End-of-Year Success

As the school year comes to a close, efficient depletion of inventory in the cafeteria is critical for minimizing waste and preparing for the upcoming school year. Here's how food service staff can ensure a successful inventory depletion process:



Steps to Deplete Inventory Before the School Year Ends

Step 1: Assess and Prioritize Inventory

- Take a full inventory and identify items to use first (perishables, overstocked, expiring soon).

Step 2: Forecast and Plan Smart

- Update meal forecasts daily using current data.
- Plan menus around existing stock and be flexible with substitutions.

Step 3: Use What You Have

- Follow FIFO to rotate stock.
- Limit new orders; only order essentials to finish the school year.
- Use *Manager's Choice* days to utilize extra inventory.

Step 4: Stay Connected and Adjust

- Communicate inventory goals with your team.
- Monitor inventory daily and adjust menus as needed.



- 💡 Highlight priority items on your inventory sheet so they stand out during planning.
- 💡 Use theme days (like "Pasta Day" or "Sandwich Day") to help move large quantities of similar items.
- 💡 Make it fun—set a weekly goal for reducing inventory and celebrate wins as a team!
- 💡 Use PAR levels to stay stocked, not overstocked.

