



Safety Awareness Training

**Food & Workplace
Safety**

HACCP Logs and Procedures & Sanitation Checklist

2024-2025 October 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: Sanitation Checklist

- What is the Monthly Cafeteria Sanitation Checklist?
- Explain how to complete the checklist.
- Explain the importance of the Food Official Inspection Report.

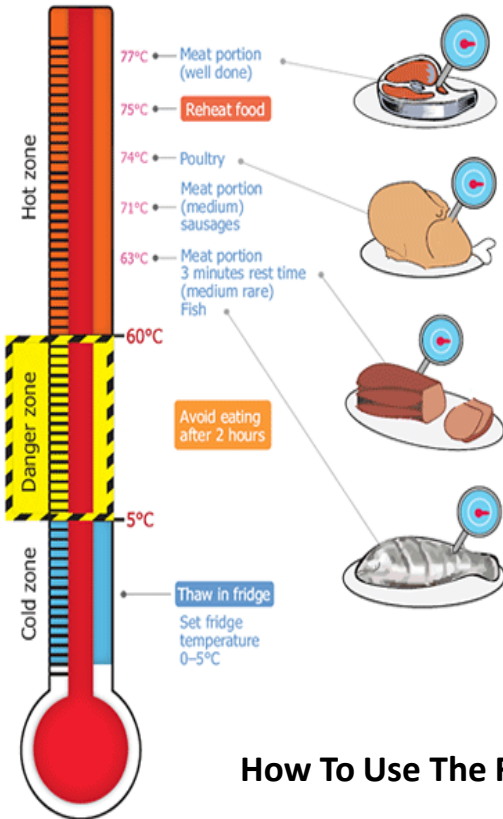
What Is HACCP And Why Are HACCP Logs And Procedures Important?

Hazard Analysis Critical Control Point (HACCP) is the process of identifying areas within the operation that can become potential food hazards to consumers.

Control major food risks, such as:

- microbiological*
- physical contaminants*
- chemical*

By reducing foodborne hazards, public health protection is strengthened.



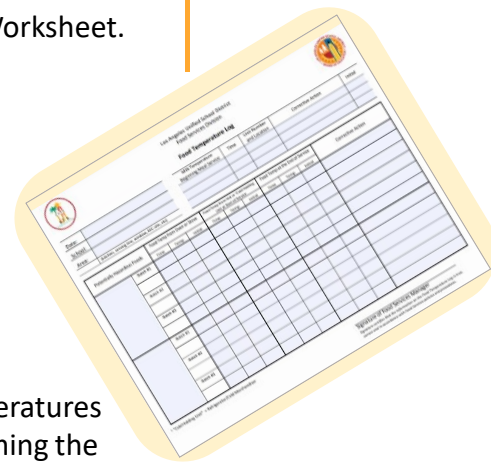
Food Temperature Log

Food Temperature Log is a tool that allows cafeterias to monitor food temperatures; ensuring foods are safe during storing, prep, and service.

Maintaining proper food temperatures is essential in preventing harmful bacteria from compromising the safety of food items.

Food items on the Food Temperature Log must match the Production Record Worksheet.

Proper temperature control helps reduce the risk of people getting sick.



How To Use The Food Temperature Logs

The Food Services Manager decides the frequency the temperatures are monitored and designates who is responsible for performing the logs and when to begin proper temperature monitoring.

Food Temperature Logs vary in format according to the operations cooking, cooling, and holding. The designated employee enters all the information required in each log. Those are:

Date

Equipment

Food involved

Time

During the monitoring process, if a discrepancy between the temperature taken and safe food temperature required, inform the manager immediately.

After informing the manager, the employee takes immediate action to discard or reheat the food ensuring safe practices for storage, preparation or consumption.

Any temperature abuse must be recorded in the comment section with the corresponding action to ensure that the standard has been met.

At the end of each working day the Food Services Manager must review the Food Temperature Logs and sign them.

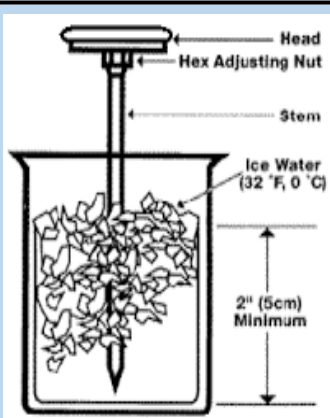
Thermometer Calibration Log

Temperature control is important to food safety and using a thermometer is interictal of temperature control. A calibrated thermometer is as important to food safety as using them.

Complete **Thermometer Calibration Log** daily.

Steps To Completing The Thermometer Calibration Log

1. One person calibrates all thermometers at the start of each day.
2. Record each thermometer reading in correspond row to the identification number on thermometer.
3. Check off the corrective action taken (recalibrated or discarded) in the "Corrective Actions" column
4. Write in initial at the bottom of the log.



Calibration Steps

1. Fill container with crushed ice and water.
2. Put thermometer stem in ice water and submerge sensing area for 30 seconds.
3. Rotate the head of the thermometer until it reads 32°F.



It was first used in the 1960s by the Pillsbury Company to produce the safest and highest quality food possible for astronauts in the space program. The National Academy of Sciences, National Advisory Committee for Microbiological Criteria for Foods, and the Codex Alimentarius have endorsed HACCP as the best process control system available .



Refrigerator And Freezer Temperature Log

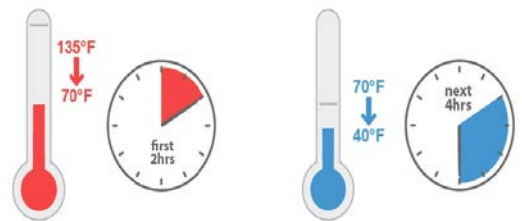
Along with food temperatures, refrigerator and freezer temperatures must be taken at the beginning and end of each day. Taking the refrigerator temps ensure the food is safe when stored, and it can give you a heads up if there's is an issue with the unit.

Corrective actions taken and recorded if temperatures are not within range.

Avoid having foods fall in the temperature danger zone.

Relocate product to a working unit.

FOOD SAFETY - TWO STAGE COOLING



Food must be first cooled from 135°F to 70°F within 2 hours
Food must then be cooled to 41°F or lower within the next 4 hours
FDA Food Code 53-501.14 Cooling

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Los Angeles Unified School District
Food Services Division

Refrigerator and Freezer Temperature Log (Two Week)

School Name: _____ Location Code: _____
Month: _____ Begin Date: _____ Thru End Date: _____ Year: _____

Desired Refrig Temp: 37°F to 39°F
Desired Freezer Temp: 5°F to 0°F
FOR REPAIRS CALL: (213) 745-1600

One person checks all the AM temperatures and one person checks all the PM temperatures.
The same person can check both AM and PM temperatures. The person checking writes his/her initials at the bottom of the log for each day.

UNIT IDENTIFICATION (Serial # and description (Refrigerator or freezer)	MON				TUE				WED				THU				FRI				CORRECTIVE ACTION AND COMMENTS (Write and # and date temp was out of range (e.g. 45°F in freezer - 10°F F))	DATE CORRECTED
	SAT	SUN	SAT	SUN	SAT	SUN	SAT	SUN	SAT	SUN	SAT	SUN	SAT	SUN	SAT	SUN	SAT	SUN	SAT	SUN		
#1	AM																					
	PM																					
#2	AM																					
	PM																					
#3	AM																					
	PM																					
#4	AM																					
	PM																					
#5	AM																					
	PM																					
#6	AM																					
	PM																					
#7	AM																					
	PM																					
#8	AM																					
	PM																					
#9	AM																					
	PM																					
#10	AM																					
	PM																					
AM INITIALS																						
PM INITIALS																						

Cooling Log

Cooling logs are used so potentially hazardous foods are properly cooled to reduce the risk of foodborne illnesses. Cooling foods need to be cooled quickly to reduce the time in the temperature danger zone.

- Cool from 135° to 70° within 2 hours
- Cool from 70° to 40° within 4 hours



SAFETY REVIEW

Sanitation Checklist

Monthly Cafeteria Sanitation Checklist

The Monthly Cafeteria Sanitation Checklist is a tool managers use to monitor the condition of the cafeteria.

The checklist consist of 43 items, including refrigeration temperatures and hot food items served that day. Please review the attached form with your workers and familiarize them with all the items.

- A cafeteria worker or manager must conduct the sanitation faculty inspection
- Rotate the assignment among staff
- The cafeteria manager should review, verify, and sign the document
- All checklists must be completed in their entirety; do not skip any items
- Do an end-of-day walkthrough
- A copy must be kept in the cafeteria safety box

You are the health inspector of your cafeteria.

Take *PRIDE* and *OWNERSHIP* of that responsibility.

The checklist can be obtained on the Food Services web site.

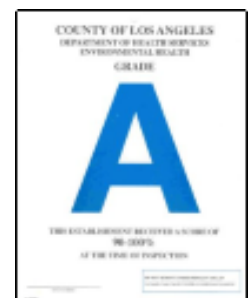
Training & Resources — HACCP



Food Official Inspection Report

In addition to the Monthly Cafeteria Sanitation Checklist, the County of Los Angeles Department of Health Services, Environmental Health also conduct unannounced “Food Official Inspection Report” and issue health permits.

By using the checklist regularly your cafeteria will be ready.





Focus of the Month for October 2024

This month, our primary goal is to uphold food safety standards using **HACCP** principles to prevent **Foodborne Illnesses**. We've identified the most common errors for review, aligning them with the seven checkpoints for food safety and emphasizing their priority.

Foodborne Illness Protocol

- **Contact Area Food Services Supervisor:** Please call or text them immediately.
- **AFSS contact Regional and Nutrition Specialist for your area:** Please call or text them immediately.
- **Food Services Manager (FSM) - Preserve Potentially Contaminated Food:** Set aside any leftovers of the potentially contaminated food. Label these as "DO NOT USE," along with the date, and store them in the refrigerator to preserve them for microbial testing.
- **FSM-Document Product Information:** Take a photo of the label or printed information on the case the product came in (LOT #).
- **FSM-Provide Temperature Logs:** Have the equipment and food temperature logs associated with storage and cooking of the food item suspected of causing the illness readily available for review.

HACCP

- **Hazard Identification:** Identify critical food safety hazards present in the cafeteria
- **Critical Control Points:** Ensure proper cooking temperatures are reached for all foods served.
- **Monitoring Procedures - Regular Temperature Checks:** Monitor cooking and storage.
- **Corrective Action - Immediate Response to Deviations:** Take action if critical control points are not met, such as adjusting cooking temperatures or discarding contaminated food.
- **Documentation:** Maintain basic records of temperature logs and corrective actions taken.

AFSS: Please review the focus of the month in your monthly meeting.

Managers: Please post on a visible area and discuss with your crew.