

## 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:

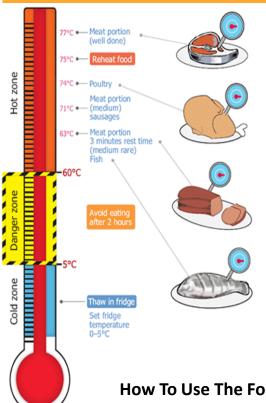
microbiological

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.



# Head Hex Adjusting Nut Stem Ice Water (32 'F, 0 'C) 2" (5cm) Minimum

#### **Calibration Steps**

- 1. Fill container with crushed ice and water.
- 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.

Pillsbury

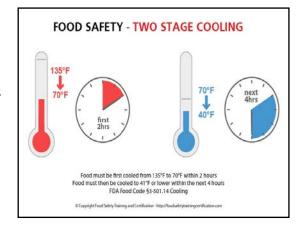
#### **Refrigerator And Freezer Temperature Log**

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.





#### **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
- $\triangleright$  Cool from 70° to 40° within 4 hours

#### **Pest Control Inspection Log**

The **Pest Control Inspection Log** helps keep track of pest infestations in the kitchen. When communicating with Pest Control Operators (PCO), they may arrive after everyone in the cafeteria staff have left. Having a pest control inspection log, you are helping the PCO locate issues and infestations. The PCO will enter the rest of the information. By recording all the information correctly, you can help

the PCO locate, eliminate and deter pest in the cafeteria.

#### How to complet Pest Control Inspection Log

Date

when pest was seen

Pest

- > type of pest did you see
  - cockroaches, ants, rats, etc.

Reported by:

who reported the pest

Location

where pest was seen



#### **Equipment Cleaning Log**

Cleaning, sanitizing, and disinfecting are important in preventing cross-contamination and reduce the spread of a foodborne illness. The *Equipment Cleaning Log* tracks the daily, weekly and monthly cleaning of equipment and cleaned by which staff member. Following the cleaning log ensures equipment stays clean, safe and in good condition.

The employee follows the daily, weekly, and monthly schedule, and signs off when work is done

The manager assigns the worker and equipment

#### Did You Know?

All refrigerators, milk coolers, freezers, and ovens must have two functional thermometers.

- Add a secondary thermometer if needed
- Ensure the appropriate thermometer is used

#### **Damaged Or Discarded Product Log**

In kitchens, food expires, burns, and can get recalled. Use the *Damaged or Discarded Product Log* to record incidents.

Product that is:

Recalled

Damaged

Contaminated

Product loss due to:

Equipment breakdown

Time/temp. abuse

Break-in or vandalism

Corrective actions and comments must be filled out and manager/designee sign off.





#### **HACCP Logs and Procedures Review**

What does HACCP mean?

How do you calibrate a thermometer using ice method? Explain how to complete the food temperature log

(Hint: There are 6 steps)



### 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.

	los Angeles Unified School District Food Services Division Monthly Cafeteria Sanitation Checklist			4
Sch	ool Name: Date:			
Lac	ration Code: AFSS:		Leca	I Oletrict:
_		Meets	Does Not	Comments
		itenderd	Standard	Comments
_	General Housekeeping All caleteris staff and student workers wash their hands after all breaks.	_	_	
	presenting of the food after any despite lake any data to the persons.		l	l
1	between glove dianges, and after touching face or body.  All restructus have filled and permanently mounted dispensers for paper towels, tollet	_	<del></del>	
2	paper, seat covers and soap. All littchens, bethrooms and hand washing sinks have bot and cold running water.			
	Employee performs are clean and maintained on a delta legis. The tollet forbal	_	-	<b>-</b>
4	plumbing is operational and backflow devices are present.  All insect and rodent infestations are identified and aggressive corrective action taken.			
è	Dressing rooms are clear, organized and free of debris,			
-	Cold Food Storage All food, which must be defrosted, is thansed under refrigeration.	_	_	Freezer Temps
á	All fixed, which must be definated, is thoused under refrigeration.  All cold flood is refrigerated at a temperature of 41° or below.  All refrigerators, including walk-ins and mits coolers have an accurate themsometer.			telitogrator leng
9	All refrigerators, including walk-ins and milk coolers have an accurate themsometer.			Mills Cooler Temps
	Food Preparation /Lefturers Working calibrated food themsometers are available and used prior to daily			
50	meal services.  All hot fixed is at a temperature of 160° or above (Temperature of today's hot entitle	_	_	
11				l'emperature:
12	No food is defrosted, cooked and then refrusers. Potentially hazardous leftovers are discarded	_	_	
14	Food Temperature Logs completed daily.			
	Food Handling and General Sanitation All counters are cleaned and sanitized after each food item is prepared.			
-	All percent food have are properly covered territored cart food storage have or per-		_	
17	liners) labeled and dated. All food products are panned or prepared with gloved hands or utensils.	_	_	l'emperature:
100	All employees wear hair restraints (hair nets or caps).			
29	All employees wear appropriate clean clothing daily.  All employees is resident cleaned and in end cases.	_	_	
21	All equipment is regularly cleaned and in good repair.  Santifying test this are available and used on a regular balls.  All discovers, shelves and bins are regularly cleaned, santified and unlined.			
22	All drawers, shelves and bins are regularly cleaned, sanitized and unlined.  All floors are swept and mopped on a daily basis, including all corners and	_	_	
28	to seboards.			
24	All floor drains are cleaned on a weekly back and are free of all debris. All refrigerators and freezers, including walk-ins and milk coolers are dean,	-	-	
25	sanitary and in good repair. All utensis are properly stored (no cardiboard boxes or with crates).		_	
	Food and Supply Storage	_		
27	All deliveries are rutated and stored immediately.  All deaning supplies are stored separately from all food and utensils.			
ğ	All investory is stored at least 6 inches off the floor.			
8	All storerooms are regularly deaned including any sheking. No food or paper goods are stored in employee dressing rooms.			
21	Containen	_	_	_
22	All open food products are placed in air-tight containers and labeled and dated appropriately.			
	Food Security Plan and Employee Training			
	Controlled access to be making equipment.  Only authorized personnel allowed to find middle forecastation areas.			
25	Access to hazardous chemicals limited to authorized staff.	_		l
26	MSOS available on all chemicals. Refrigeration temperatures monitored daffs.			
20	Personal Items prohibited in food production areas/stored only in designated areas.	-	-	
-	Food security training provided to all employees.  Emergency phone numbers posted.			
41	Emergency pitone numbers posted.  Food Incident reporting procedures/forms in place.  Responsible person to sheek doors and windows at doding.	-	-	
42	Responsible person to check doors and windows at dooing.			
43	"FOS Sect Management Fractises" are posted in visible location.  Manager or Designer Name planns print  Manager or Designer Name planns print			

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

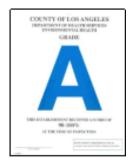
Training & Resources → HACCP



#### **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.