

Word of Life Lutheran School

Food Safety Policy

**Word of Life Lutheran School
December 22, 2010**

This program was developed on December 22, 2010 by Principal Phil Krueger for Word of Life Lutheran School. The following program follows the USDA guidance on developing a food safety program based on the Process Approach. All standards in this plan are based on the State of Wisconsin and City of Milwaukee food codes as for 2010.

The following people are employed by Word of Life Lutheran School:

Peggy Gramling

Lunchroom Administrator

December 22, 2010

The following equipment is used for the heating, storage and serving of food:

Refrigerator/Freezer

Stove

Milk Cooler

Hot holding unit

2 steamers

The holding unit and the steamers are supplied to Word of Life Lutheran School by the caterer Quality Catering for Kids. The refrigerator, stove and milk cooler are owned and maintained by Word of Life Lutheran School.

The following serving utensils are also owned and used by Word of Life Lutheran School:

5 Serving spoons

2 bread knives

10 measuring cups

Sporks, plates and napkins as needed

Menus for the month are posted on the school website www.wordoflifeschool.com

Menus are chosen from a series of options made available by Quality Catering for Kids. Health and nutrition information on these meals is available through the website www.qualitycateringforkids.com website.

Foods are prepared at the Quality Catering for Kids kitchens that are regularly inspected by the State of Illinois. The prepared meals are then transported to Word of Life Lutheran School in a manner in which heated foods are kept at a safe serving temperature. Heated foods and refrigerated foods are kept at controlled temperatures while foods served at room temperature are properly covered.

Upon arrival at Word of Life School, steamers, the hot holding unit, the refrigerator and stove are used to keep foods at the proper temperature. Temperatures are checked periodically prior to serving to ensure proper heat levels.

Food is served by our Lunchroom Administrator and a student. The Lunchroom Administrator properly trains the students in food safety and handling methods. Lunchroom employees only handle food with gloved hands and covered heads. Proper handwashing is practiced prior to serving with a hotwater sink and antibacterial soap provided by the school. Employees, volunteers and students with cold or flu symptoms will be excluded from serving lunch.

Foods kept at or below 41* F will be handled with the following control standards:

1. Cold holding
2. Employee personal hygiene practice
3. Washing of fresh foods and vegetables
4. Limiting of time in the temperature danger zone
5. Verification of receiving temperature of foods
6. Date marking of any ready-to-eat foods

Foods held or served at 135* F or above:

1. Cooking
2. Hot holding
3. Personal hygiene
4. Limiting time in the temperature danger zone
5. Verification of receiving temperature of foods
6. Proper storage of foods

Foods held in the Danger Zone (41* - 135* F)

1. Cooking
2. Cooling
3. Hot holding
4. Reheating if necessary
5. Cold holding
6. Personal hygiene
7. Limiting time in the temperature danger zone
8. Verifying receiving temperature of food
9. Proper storage of food

Word of Life Lutheran School is responsible for developing solutions to problems. These solutions will be reviewed and updated yearly. Foodservice staff will be responsible for documenting problems and solutions during the food preparation processes as well as any actions taken while performing standard operating procedures.

Employees and substitute staff will be trained on a continual basis in making the right decisions and the importance of finding and fixing problems. A list of common problems and solutions to problems will be attached to this food plan and also may be included in standard operating procedures.

All food service staff will be held responsible for recordkeeping duties as assigned. Overall, the Lunchroom Administrator will be responsible for making sure that critical information is being recorded and that records are filed in the proper place. Employees and substitute staff will be trained on record keeping. Record keeping procedures are outlined below:

1. Information on temperatures, times and corrective actions taken to correct problems will be kept on clip boards in the kitchen for easy use.
2. Weekly forms will be filed and replaced on a weekly basis.
3. All completed forms will be turned in to the Word of Life Lutheran School Administrative Assistant.
4. A list of all volunteers and students trained in proper handling of the food and proper serving techniques will be kept by the Lunchroom Administrator.
5. The school Lunchroom Administrator will review the school food safety program at the beginning of each school year and when any significant changes occur in the operation. The Food Safety Program Review Checklist will be used and kept on file.

Daily Food Safety Log

Date	Receive Temperature	Serving Temperature	Corrective Action Taken or Initial

Weekly Food Service Checklist

Date / Initial	Items Checked
	Temperature logs filled out and returned to Administrative Assistant Inventory finished and order request turned in to Administrative Assistant Training log updated
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Food Safety Review Checklist

1. Documents to review
 - a. Standard Operating Procedures
 - b. Correcting Problems
 - c. Daily Food Safety Log
 - d. Training List
 - e. Weekly Food Service Checklist
2. Monitoring Record Keeping. Choose at random four weeks from the previous year.

Type of Record	Monitoring Frequency and Procedure Initialed and Dated	Record Location

Describe the strengths or weaknesses with the current monitoring or recordkeeping methods.

Who is responsible for verifying that the required records are being completed and properly maintained?

Describe the training that has been provided to support the food safety program.

Do the managers and staff demonstrate knowledge of the plan?

Have there been any changes to the menu or operation (new equipment, etc.)?

Was the plan modified because of these changes?