HACCP Part 4: Continuing Education and Professional Development

Continuing education is an important part of the HACCP plan. Continuing education should include an overview of specific safe food handling procedures, prerequisite programs, and monitoring procedures. Employees should also be aware of the hazards communication program, such as proper handling of chemicals and the location of Safety Data Sheets (SDS). Hazards communications continuing education can be included as part of new employee orientation, during scheduled food safety continuing education, or during a separate hazards communication continuing education. Remember to include these food safety continuing education hours as part of the required annual USDA professional standards tracking for employees.

Insert the following continuing education documentations in this Section: Continuing Education and Professional Development.

#### Employee Health Policy Continuing Education (Refer to Part 1: Prerequisite Programs and Appendix A for additional information.)

#### File copies of the signed Employee Health Policy Agreement – required annually

#### Note the date of the signed Employee Health Policy Agreement for substitute employees on the “Substitute List”.

### Food Safety Checklist for Employees

### Continuing education should begin immediately when employees are hired and continually throughout their employment. Orientation is a process of teaching new employees about what is expected of them on the job. It is important to include food safety in the orientation of all new employees. The PIC, school nutrition manager, or supervisor must complete a Food Safety Checklist for Employees (Handout 1 or 2 in the *Part 1: Prerequisite Programs*) for all new employees and if used annually. The checklist is to be reviewed and signed by both the new employee and their PIC/manager/supervisor. File the completed New Employee checklist in Part 4: Continuing Education and Professional Development. A checklist must be kept on file until the employee is no longer employed in your operation. It is strongly recommended to use the checklist as an annual reminder of good food safety practices with returning employees. Keep only the most recently completed Food Safety Checklist on file for the duration of employment.

Whoever hires a substitute, or their designee, should complete and maintain the Food Safety Checklist for New Employees. This person should also create a "Substitutes List", which includes the name of all substitutes and their contact information. The list should include columns next to the substitute's name showing the date the Food Safety Checklist and Employee Health Policy were completed. The Central Office may keep the required checklists on file and note this on the list. The "Substitute List" is given to all site managers and/or PIC to file in the HACCP Section: Continuing education. If the substitute does not have a date of completion for the Food Safety Checklist and Employee Health Policy by their name, the manager and/or the PIC must work with the substitute to complete these documents send a copy to the Central Office. The Central Office then updates the "Substitute List" for the next time the information is distributed.

#### Allergen Awareness Continuing Education for line servers and cashiers

#### Refer to Part 1: Prerequisite Programs for continuing education requirements and to <http://childnutrition.ncpublicschools.gov/information-resources/haccp-food-safety/haccp-continuing-education/haccp-continuing-education-aids> for ready to use resources. This continuing education is required for employees who serve or cashier on the serving line to make them aware of how to respond properly to students selecting packaged foods without labels.

#### Employee Food Safety continuing education(s)

#### Refer to Part 1: Prerequisite Programs for continuing education requirements and to <http://childnutrition.ncpublicschools.gov/information-resources/haccp-food-safety/haccp-continuing-education/haccp-continuing-education-aids> . Many of these resources have partially completed Food Safety and HACCP Continuing Education Reports included in the teaching materials.

#### Insert the following items in the continuing education and professional development section of the HACCP Plan:

* Name of the food safety continuing education
* A copy of the continuing education agenda and dates continuing education held
* Name of the instructor
* A list of employees who attended the continuing education
* A copy of the certificate if the continuing education was a certification course

#### Hazard Communications Continuing education(s) (if provided)

#### Insert the following items in the continuing education and professional development section of the HACCP Plan:

* Name of the continuing education
* A copy of the continuing education agenda and dates continuing education held
* Name of the instructor
* A list of employees who attended the continuing education

#### Pesticide / Pest Management Continuing education(s) (if provided)

#### Insert the following items in the continuing education and professional development section of the HACCP Plan:

* Name of the continuing education
* A copy of the continuing education agenda and dates continuing education held
* Name of the instructor
* A list of employees who attended the continuing education

**FOOD SAFETY AND HACCP CONTINUING EDUCATION REPORT**

**Complete this report (or equivalent) for all Food Safety / HACCP related continuing education and insert in Part 4: Continuing Education and Professional Development**

|  |  |
| --- | --- |
| Continuing Education Title/Name |  |
| Date: |  |
| School/Location: |  |
| Instructor Name: |  |
| Source of Continuing Education: |  |
| Number of Hours: |  |
| List Topics or Objectives Covered:  (Attach agenda or outline if available)  Continuing education Agenda/Outline is attached: □ Yes □ No |  |

*A copy of the continuing education certificate may be attached providing the information above.*

|  |  |
| --- | --- |
| **NAME** | **SCHOOL** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Insert signed copies of Employee Health Policy Agreements behind this page.

All employees must review the Health Policy Annually. Refer to Part 1: Prerequisite Programs and Appendix A: Employee Health Policy Documents for additional information. An Employee Handbook may be downloaded from the US Food and Drug Administration at <http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm113827.htm> **School Nutrition Food Employee/Conditional Employee Health Policy Agreement**

**Reporting: Symptoms of Illness**

I agree to report to the Person in Charge (PIC)when I have:

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, or exposed body part (*such as boils and infected wounds, however small).*

Note: Diarrhea and vomiting from noninfectious conditions do not apply to this policy; however, a physician should make the diagnosis of the noninfectious condition causing the diarrhea and vomiting and the employee should provide written documentation to the PIC indicating the condition is noninfectious.

**Reporting: Diagnosed “Big Six” Illnesses**

I agree to report to the PIC when I have been diagnosed with:

1. Norovirus
2. Typhoid fever (caused by *Salmonella* Typhi)
3. *Shigella* spp. infection
4. *E*. *coli* infection (*Escherichia coli* O157:H7 or other EHEC/STEC infection)
5. Hepatitis A
6. Non-typhoidal *Salmonella*

Note: The **PIC must report to the Health Department** when an employee has one of these illnesses.

**Reporting: Exposure of “Big Six” Illnesses**

I agree to report to the PIC when I have been exposed to any of the illnesses listed above through:

1. An outbreak of norovirus, typhoid fever caused by *Salmonella* Typhi, *Shigella* spp. infection, *E*. *coli* infection, Hepatitis A, or non-typhoidal *Salmonella*.
2. Living with or caring for someone who has been diagnosed with norovirus, typhoid fever caused by *Salmonella* Typhi, *Shigella* spp. infection, *E*. *coli* infection, Hepatitis A, or non-typhoidal *Salmonella*.
3. A household member attending or working in a setting with an outbreak of norovirus, typhoid fever caused by *Salmonella* Typhi, *Shigella* spp. infection, *E. coli* infection, Hepatitis A, or non-typhoidal *Salmonella*.

**Exclusion and Restriction from Work**

If you have any of the symptoms or illnesses listed above, you may be **excluded**\* or **restricted**\*\* from work.

*\*If you are excluded from work you are not allowed to come to work.*

*\*\*If you are restricted from work you can come to work, but your duties may be limited.*

**Returning to Work**

If you are excluded from work for having symptoms of diarrhea and/or vomiting, you will not be able to return to work until **24 hours have passed** since your last episode of diarrhea and/or vomiting or you provide medical documentation from a physician.

If you are excluded from work for exhibiting symptoms of a sore throat with fever or for having jaundice (yellowing of the skin and/or eyes), norovirus, typhoid fever caused by *Salmonella* Typhi, *Shigella* spp. infection, *E. coli* infection, Hepatitis A, and/or non-typhoidal *Salmonella,* you will not be able to return to work until **medical documentation from a physician is provided.** An employee confirmed with norovirus should not return to work for 3 days.

If you are excluded from work for having been exposed to norovirus, typhoid fever caused by *Salmonella* Typhi, *Shigella* spp. infection, *E. coli* infection, Hepatitis A, and/or non-typhoidal *Salmonella,* you will not be able to return to work until the following post-exposure times: 48 hours for norovirus; 3 days for *E*. *coli* or *Shigella*; 14 days for typhoid fever (caused by *Salmonella* Typhi) or non-typhoidal *Salmonella*; and 30 days for Hepatitis A or if cleared after an Igg vaccination.

**Agreement**

I understand I must:

1. Sign this agreement annually.
2. Report when I have or have been exposed to any of the symptoms or illnesses listed above; and
3. Comply with work restrictions and/or exclusions given to me.

I understand if I do not comply with this agreement, it may put my job at risk.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Name (printed) | Employee Signature | Date |
|  |  |  |
| Person in Charge Name (printed) | Person in Charge Signature | Date |

**Insert completed and signed Food Safety Checklists for Employees behind this page.**

**If the checklists are used as a refresher for returning employees, insert those here also. Keep *only* the most recent employee checklist on file in the HACCP Plan for the duration of employment.**

**Refer to pages 7 through 14 of this section or Part 1: Prerequisite Programs, Handouts 1 and 2 for copies of the checklist.**

## HANDOUT 1: Food Safety Checklist for Employees

Required for all employees including substitutes within 2 days of starting work.

(Note: it is recommended to use this form as a refresher for all employees

at the start of the school year.)

|  |  |
| --- | --- |
|  |  |
| Name of Employee | Position |

|  |  |
| --- | --- |
| PROCEDURE | \*DATE EXPLAINED |
| Employee Health Policy | |
| Employee Health -- If you have a sore throat with fever, diarrhea, vomiting, or nausea, tell person in charge as these are all possible symptoms of foodborne illness. You must tell the person in charge if you have been diagnosed with a foodborne illness caused by – *E. coli* O157:H7, *Shigella*, typhoid fever caused by *Salmonella* Typhi, norovirus, Hepatitis A virus, or non-typhoidal *Salmonella*. If you have one of the four symptoms of foodborne illness, you will *only* be allowed to work when you no longer exhibit the symptoms. This includes a period of being symptom free for at least 3 days if diagnosed with norovirus. If you have been diagnosed with one of the big six pathogens, you must provide medical documentation before you can return to work. Read and sign the annually *Employee Health Policy Agreement*. |  |
| HACCP Plan | |
| Location of the HACCP plan and using the information – Each school has a Hazard Analysis Critical Control Point (HACCP) plan to ensure food safety. Review the contents of the plan and show where the plan is located. |  |
| Employee’s role in carrying out the HACCP plan requirements – employees share HACCP/food safety responsibilities with the person in charge Food safety is monitored regularly on varied frequencies – daily, weekly, monthly, annually. Refer to the plan for more details. |  |
| Personal Hygiene | |
| Illness policy—Follow all the instructions contained in the *Employee Health Policy*. |  |
| Clean clothes worn at work -- Work aprons are *not* to be worn to work; they must be put on after arriving to work. Work aprons must always be removed when going to the bathroom and when taking out garbage. |  |
| Hair restraint – cover all hair -- A hair restraint, such as a hair net, cap, or wrap around visor, must be worn in a way to keep hair from getting into food. Long hair must be pulled back and restrained. Wigs and hairspray are not substitutes for a hair restraint. |  |
| Bathe daily and no perfume allowed – Employees must be clean and not wear perfume or other highly scented topical cosmetics. |  |
| Jewelry – limited to plain wedding band -- No jewelry on the hands and forearms can be worn while working. This includes rings, bracelets, watches, and medical alert bracelets. The only exception is a plain wedding band, with no gemstones, can be worn. A medical alert bracelet can be worn as an ankle bracelet or on a chain as a necklace *if* the chain is long enough to tuck into one’s shirt. |  |
| Fingernails – short, unpolished, clean with no artificial nails -- Long fingernails, artificial fingernails, and polished fingernails are not allowed. Employees must keep their nails clean, trimmed, and filed. |  |
| Open sores, cuts, abrasions, or burns must be completely covered when handling food -- If you have an infected cut/lesion/boil on your hands or forearms, bandage it and wear non-latex single-use gloves over it. |  |
| Smoking policy -- Smoking in food storage, food preparation, and dishwashing areas is not allowed. Smoking is only allowed in an area designated by the person in charge. Most schools do not allow smoking anywhere on school property. |  |
| Sneezing/coughing and associated appropriate behaviors -- Any time you sneeze, cough, touch your hair or body, you must properly wash your hands. Proper hand washing means washing for at least 20 seconds with hand soap and warm water at the hand washing sink and drying with a clean paper towel. |  |
| Eating, drinking, and gum chewing only in designated areas – Only beverages contained in a lidded cup with a straw can be consumed while working. While in use, the drink cup must be stored in a location designated by the person in charge and nowhere else. Eating is also not allowed except in areas designated by the person in charge. Gum chewing is not allowed at any time anywhere in the operation. |  |
| Break and meal policy – where and when breaks and meals occur – Eating is not allowed while working except during breaks in an area designated by the person in charge. |  |
| Locker room and storage of personal items – Personal belongings can only be stored in an area designated by the person in charge |  |
| Hand washing and Glove Use | |
| Handwashing procedures – when, where, and how to wash hands -- Hands must be washed for at least 20 seconds using hand soap and water at a handwashing sink and then be dried with a clean paper towel. Hands must be washed:   * after using the bathroom; * after coughing, sneezing, smoking, eating, or drinking; * before putting on gloves; * when switching between raw and ready-to-eat food ; * after handling garbage or trash; * after handling dirty equipment or utensils; and * before and during food preparation. * any time you leave the food preparation area and return (such as going on the dock, going to the cash register, etc.) |  |
| Use of disposable gloves – when to change -- Hands must be properly washed before putting on non-latex, single-use gloves. Always change gloves when they tear; before beginning a new task; every four hours when doing the same task; and after handling raw meat, fish, or poultry. |  |
| Use of hand antiseptics – If hand antiseptics are used, wash hands before use. Use only hand antiseptics which are approved for use around food. |  |
| Cleaning and Sanitizing | |
| Laundry and linen use – Linens are to be stored in a clean dry area at least six inches off the floor. Linens can only be washed in a washing machine and then dried in a dryer. The only exception is wiping cloths can be washed in three-compartment sink and line-dried away from food. |  |
| Wet wiping cloths - All wet wiping cloths must be stored in sanitizer solution when they are NOT in use.  Cloths used under a cutting board are being used to prevent a cutting board from slipping instead of for wiping; however, they are considered in use while they are placed under the cutting board. Using a cloth underneath the board would be in compliance with the Food Code if the board and surface under the board are washed rinsed and sanitized at least every 4 hours or every time cutting tasks are changed to sufficiently prevent cross-contamination or cross-contact AND the cloth is stored in sanitizing solution when not in use. Rubber mats which can be washed, rinsed and sanitized to place under cutting boards to prevent slippage may also be used to stabilize the cutting board. |  |
| Cleaning and sanitizing – Follow the Master Cleaning Schedule for  assigned tasks. |  |
| Use of test strips to determine sanitizer strength – The proper chemical test strips must be used to check the strength of sanitizing solutions prepared in the three-compartment sink, wiping cloth buckets, and spray bottles. Each time new sanitizing solution is made the strength of the solution must be checked. |  |
| SDS location and proper use of hazardous chemicals -- Safety Data Sheets (SDS) are in each school cafeteria. The storage location varies across sites; the person in charge should inform employees about the location in each facility. A SDS is required for all hazardous chemicals, including bleach, floor cleaners, air fresheners, and the items in the first aid kit. When handling any hazardous chemicals, you must use the product as stated on the label, wear proper protective gear, and properly store them. |  |
| Receiving and Storage | |
| Criteria for receiving foods – If assigned the task of checking shipments of food when it arrives, inspect foods within ten minutes of its arrival. Detailed criteria are outlined in HACCP Part 2: *Safe Food Handling Procedures*. TCS foods arriving cold must be 41oF or colder, frozen foods must be 0oF or colder, and hot foods at least 135oF. Food not at proper temperatures or in a damaged container, is past dated, or for which the label is missing must be rejected. Moldy produce and baked goods must also be rejected. Rejected foods are stored in an area designated by the person in charge. |  |
| Storage conditions – cleanliness, foods on floor, and temperature of refrigerators and freezers  Never remove labels from food packages or chemical containers.  Rotate products so the oldest food is in front and newest in back; discard past-dated food.  Keep refrigerators at 39oF or colder, freezers at 0oF or colder, and hot-holding cabinets at least 135oF.  Store food, single-use articles, and clean items at least six inches off the floor in clean and dry storage areas.  Store cleaning supplies and other chemicals separate from all food, equipment, dishes, utensils, linens, and single-use items.  Do not remove cleaning supplies and chemicals from their original containers unless mixing for use.  Do not overload freezers and do not put hot food inside the freezer.  Keep refrigerator and freezer doors closed as much as possible.  Store raw foods below cooked or ready-to-eat foods. |  |
| Preparation | |
| Location of standardized recipes and procedures and how to use them – Always follow standardized recipes approved for this facility. Ask the person in charge for clarification if recipes are not clearly understood. |  |
| Handling ready-to eat-foods – Avoid bare hand contact and properly use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment to handle ready-to-eat foods. |  |
| Use of separate sanitized cutting boards, knives and utensils for raw meats, fish and poultry – Clean and sanitize items between uses. |  |
| How to measure and record food temperatures, storage, cooking, and holding – Foods must be at proper temperatures. All foods being hot-held must be at 135oF or hotter and cold foods at 41oF or colder. Cooking temperatures are noted on the standardized recipe or standardized procedure, which must be used to prepare food. |  |
| How to handle leftovers, monitor and record temperatures, discard and/or store, reheating procedures - – All leftovers must be used within 72 hours and pre-prepared foods within four weeks. Food temperatures must be recorded on the daily production record. |  |

\*  If not part of job responsibility, note as not applicable (N/A).

I understand these policies and procedures and I agree to follow these policies and procedures because of their importance to keeping food safe for our children. I understand following these policies and procedures are a condition of employment in this school and school district.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Employee Signature | Date | Person in Charge Signature | Date |

## HANDOUT 2: Food Safety Checklist for Employees – Spanish

DOCUMENTO 2: Lista de Control de la Seguridad en los Alimentos para empleados

Obligatorio para todos los empleado**s** nuevos, incluyendo los sustitutos dentro de los 2 días posteriores al inicio del trabajo.(Nota: se recomienda utilizar este formulario como repaso para todos los empleados al comienzo del año escolar)

|  |  |
| --- | --- |
|  |  |
| Nombre del Empleado | Posición |

|  |  |
| --- | --- |
| PROCEDIMIENTO | \* FECHA EN QUE SE EXPLICO |
| Política de salud del empleado | |
| Salud del empleado –Si usted tiene dolor de garganta con fiebre, diarrea, vomito o nausea debe informar a su persona responsable ya que estos son posibles síntomas de enfermedades transmitidas por alimentos. Usted debe informarle a su persona responsable si a sido diagnosticado con una enfermedad transmitida por los alimentos causada por – *E. coli* 0157:H7, *Shigella*, *Salmonella* Typhi, Norovirus, non-typhodial *Salmonella,* o virus de hepatitis A. Sí usted tiene uno de estos cuatro síntomas que causan las enfermedades transmitidas por alimentos, solo se le permitirá trabajar cuando ya no se presente ningún síntoma. Si usted a sido diagnosticado con uno de los seis grandes agentes patógenos, usted deberá proporcionar la documentación médica antes de poder volver al trabajar. Lea y firme el acuerdo de politica de salud del empleado. |  |
| HACCP Plan | |
| Localización del HACCP plan y como se utiliza la información– Cada escuela tiene un Sistema de Análisis de Peligros y Puntos Críticos de Control (HACCP) para garantizar la seguridad de los alimentos. Revisar el contenido del plan y mostrar donde esta localizado el mismo. |  |
| La responsabilidad del empleado es seguir los requerimientos del HACCP plan. – Empleados comparten responsabilidades de HACCP/ seguridad de los alimentos con su persona responsable. La seguridad de los alimentos es monitoreada regularmente en varias etapas – Diariamente, semanalmente, mensualmente y anualmente. Consultar el plan para mas detalles. |  |
| Higiene Personal | |
| La politica de enfermedad—Seguir todas las instrucciones que contiene la politica de salud de los empleados. |  |
| Ropa limpia usada en el trabajo: los delantales de trabajo no deben usarse para el trabajo; deben ponerse después de llegar al trabajo. Los delantales de trabajo siempre se deben quitar al ir al baño y al sacar la basura. |  |
| Recoger el cabello – cubra todo el cabello – Utilice una redecilla, cachucha o visera que se abroche hasta atrás de su cabeza para evitar que el cabello caiga en la comida. Cabello largo se debe de recoger hacia atrás y amarrarlo con una liga. Las pelucas y spray para el cabello no son sustitutos para recoger el cabello. |  |
| Báñese a diario y no se permite perfume: los empleados deben estar limpios y no usar perfume u otros cosméticos tópicos muy perfumados. |  |
| Joyas-solamente un sencillo anillo de matrimonio – No usar joyas en manos o brazos cuando se este trabajando. Esto incluye: anillos, brazaletes, relojes y brazaletes médicos. La única excepción es: Un sencillo anillo de matrimonio sin piedra puede ser usado, una pulsera medica puede ser usada en el tobillo o en una cadena en el cuello si es lo suficientemente larga para esconderla en la camisa/blusa. |  |
| Uñas- cortas, sin esmalte, limpias sin unas artificiales—Uñas largas, artificiales o con esmalte no son permitidas, empleados deben mantener uñas limpias, cortas y limadas. |  |
| Llagas abiertas, cortaduras, raspones o quemaduras deben de estar completamente cubiertas cuando estén trabajando con alimentos. – Si tiene una herida infectada como: cortadas, lesión brotando en sus manos o antebrazo. Cubra con una venda adhesiva y use un guante sin látex de un solo uso para proteger el vendaje. |  |
| Reglas para fumadores – No se permite fumar en el área de almacenamiento, área de preparación de alimentos o en el área de lavado. Fumar esta solamente permitido en el área designada por su persona responsable. Algunas escuelas no permiten fumar en la propiedad de la escuela. |  |
| Estornudo/ tos y comportamiento apropiado asociado con el mismo—Cada vez que usted estornude, tosa, se toque el cabello o su cuerpo usted debe de lavarse apropiadamente las manos. Apropiadamente significa: Lavárselas al menos por 20 segundos con jabón para las manos y agua tibia en el lavamanos y secárselas con una servilleta limpia. |  |
| Comer, beber y goma de mascar solo se permite en áreas designadas – Solamente se permiten bebidas en vaso con tapa y un popote cuando sé este trabajando, así mismo las bebidas deben tener un lugar designado por su persona responsable y ningún otro lugar. Comer tampoco esta permitido en el área de trabajo, solamente en el área designada por su persona responsable La goma de mascar no esta permitido en ningún momento o lugar. |  |
| Reglas para descanso y comida –Cuando y donde el descanso y la comida están permitidos– No se permite comer cuando sé esta trabajando, solamente cuando se tiene un descanso y en el área designada por su persona responsable. |  |
| Área para guardar artículos personales – Artículos personales se deben de mantener en el área designada por su persona responsable. |  |
| Lavarse las Manos y Usar Guantes | |
| Procedimiento para lavarse las manos –Cuando, donde y como lavarse las manos—Las manos deben lavarse en el lavamanos por 20 segundos usando jabón para las manos y agua tibia y secarse con una toalla de papel limpia.  Las manos se deben de lavar:  Después de usar el servicio sanitario;  Después de toser, estornudar, fumar, comer o beber;  Antes de ponerse los guantes;  Cuando intercambia entre comida cruda y comida preparada;  Después de trabajar con basura;  Después de trabajar con equipo / utensilios sucios; y  Antes y durante la preparación de alimentos;  Siempre que usted abandone el área de preparación de alimentos y regrese (como ir a la caja registradora, etc.) |  |
| El uso de guantes desechables – Cuando cambiarlos—Las manos deben de lavarse apropiadamente antes de ponerse los guantes desechables. Siempre cambiar los guantes cuando se rompen, antes de empezar una nueva tarea; cada cuatro horas cuando estas haciendo la misma tarea, después de trabajar con comida cruda, pescado o pollo. |  |
| Uso de antisépticos para manos: Si se usan antisépticos para manos, lávese las manos antes de usar. Use solo antisépticos para manos que estén aprobados para su uso cerca de alimentos. |  |
| Limpiando y Desinfectando | |
| Lavado y uso de la mantelería– La mantelería debe de estar almacenada en un área limpia y seca por lo menos seis pulgadas del piso. La mantelería debe solamente ser lavada a maquina y usar una maquina secadora para secarlas. La única excepción es que las servilletas limpiadoras pueden ser lavadas en un fregadero de tres compartimentos y secarlos extendidos lejos de la comida.  Paños húmedos para limpiar: todos los paños húmedos deben almacenarse en una solución desinfectante cuando NO se estén usando.  Los paños utilizados debajo de una tabla de cortar se usan para evitar que una tabla de cortar se deslice en lugar de limpiar; sin embargo, se consideran en uso mientras se colocan debajo de la tabla de cortar. Utilizar un paño debajo de la tabla cumpliría con el Código de alimentos si la tabla y la superficie debajo de la tabla se lavan, se enjuagan y desinfectan al menos cada 4 horas o cada vez que se cambian las tareas de corte para evitar la contaminación cruzada o el contacto cruzado. la tela se almacena en una solución desinfectante cuando no se usa. Las esteras de goma que se pueden lavar, enjuagar y desinfectar para colocar debajo de las tablas de cortar para evitar el deslizamiento también se pueden usar para estabilizar la tabla de cortar. |  |
| Limpiando y Desinfectando – Siga el horario principal de limpieza para tareas designadas. |  |
| Uso de tiras evaluadoras para determinar el nivel del desinfectante –Se debe de usar la tira apropiada para checar el nivel de la solución desinfectante preparada en los tres compartimentos del fregadero, la cubeta de las servilletas limpiadoras y las botellas de spray. Cada vez que una nueva solución desinfectante es hecha se debe de checar el nivel desinfectante. |  |
| Localización del SDS y el uso apropiado de químicos peligrosos -- Las hojas de datos de seguridad de materiales están en cada cafetería de la escuela, el lugar donde se localiza varia en diferentes sitios; Su persona responsable debe de informar a cada empleado en donde se localiza en su cafetería. Un SDS es recomendado para todos los químicos peligrosos, incluyendo blanqueador, limpiadores de piso, aromatizantes de aire y los artículos de primeros auxilios. Cuando maneje cualquier químico peligroso debe de usar el producto como se establece en la etiqueta, usar apropiado equipo de protección y almacénelos apropiadamente. |  |
| Recibimiento y Almacenaje | |
| Criterios para recibir alimentos: si se le asigna la tarea de verificar los envíos de alimentos cuando llegan, inspeccione los alimentos dentro de los diez minutos posteriores a su llegada. Los criterios detallados se describen en HACCP, Parte 2: Procedimientos de manejo seguro de alimentos. Los alimentos TCS que llegan fríos deben ser de 41oF o más fríos, los alimentos congelados deben ser de 0oF o más fríos, y los alimentos calientes de al menos 135oF. Debe rechazarse la comida que no está a la temperatura adecuada o en un recipiente dañado, tiene fecha pasada o para la cual falta la etiqueta. Los productos mohosos y horneados también deben ser rechazados. Los alimentos rechazados se almacenan en un área designada por la persona a cargo. |  |
| Condiciones de almacenamiento – Líneas de limpieza, comida en el piso y temperaturas de refrigeradores y congeladores:   * Nunca quite etiquetas de los paquetes de comida o envases químicos. * Rotación de los productos para que la comida mas vieja este en el frente y la mas nueva atrás; Eliminar cualquier comida que este pasada de fecha de expiración. * Mantener los refrigeradores a 39° F o menos, congeladores a 0º F o menos y los gabinetes que mantienen el calor tengan por lo menos a 135º F. * Almacene comida, artículos desechables y articulo limpio por lo menos 6 pulgadas del piso en áreas de almacenamiento limpias y secas. * Almacene los productos limpiadores y otros químicos separados de la comida, equipo, platos y utensilios, mantelería y cualquier otra cosa que se use por separado. * No cambie los productos de limpieza y químicos de su envase original al menos que se mezclen para su uso. * No sobrecargue los congeladores y no ponga comida caliente en ellos. * Mantenga cerradas las puertas de los refrigeradores y congeladores lo mas que se pueda. * Almacene comida cruda debajo de los alimentos cocinados o listos para consumirse. |  |
| Preparación | |
| Ubicación de recetas y procedimientos establecidos y cómo usarlos: siga siempre recetas establecidas aprobadas para esta instalación. Pregúntale a la persona a cargo por la aclaración si las recetas no se entienden claramente. |  |
| Manipulación de alimentos listos para comer: evite el contacto directo con las manos descubiertas y use los utensilios adecuados, como pañuelos de papel, espátulas, pinzas, guantes de un solo uso o equipo dispensador para manipular alimentos listos para comer. |  |
| Usar diferentes tablas para cortar debidamente desinfectadas, cuchillos y utensilios para carne cruda, pescado y pollo–Limpie y desinfecte los artículos entre usos. |  |
| Como medir y registrar las temperaturas de la comida, almacenamiento, cocción y mantenimiento– La comida debe de estar a una apropiada temperatura, todas las comidas que se mantienen calientes debe de estar a 135oF o más y comidas frías a 41oF o menos. Las temperaturas de cocción están anotadas en los procedimientos de las recetas establecidas, y se deben de utilizar para preparar la comida. |  |
| Como manejar el sobrante de comida, monitorear y registrar temperaturas, eliminar y/o almacenar, procedimiento de recalentado. - – Todo el sobrante de comida se debe de usar en 72 horas y comidas pre-cocinadas en cuatro semanas. La temperatura de la comida debe de ser anotada en el record de producción diario. |  |

\*  Si no es parte de la responsabilidad de su trabajo, escriba no aplica (N/A)

Entiendo estas políticas y procedimientos y acepto seguir estas políticas y procedimientos debido a su importancia para mantener la seguridad alimenticia de nuestros niños. Entiendo que seguir estas políticas y procedimientos es una condición de empleo en esta escuela y distrito escolar.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Firma del empleado | Fecha | Firma del persona responsable | Fecha |

**Insert the substitute list behind this page.**

**Include:**

* **Name**
* **Contact Info**
* **Employee Checklist Completion Date**
* **Employee Health Policy Signature Date**

**Approved Substitute Employee List**

**New Employee Checklists and Employee Health Policies for substitute employees are on file at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Contact Information | Date New Employee Checklist was completed (Refer to Part 1: Prerequisite Programs.) | Date Employee Health Policy Signed  (Refer to Part 1: Prerequisite Programs.) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |