

PLYMOUTH COMMUNITY SCHOOL CORPORATION

SCHOOL KITCHEN SAFETY

How safe is your school kitchen? As part of the Hazard Analysis Critical Control Points (HACCP) system, the U.S. Department of Agriculture encourages schools to identify and correct safety problems in the kitchen and on the cafeteria line. Here's a sample HAACP checklist, adapted from *Serving It Safe: A Manager's Tool Kit*.

Personal Dress and Hygiene

- A. Employees wear proper uniform, including proper shoes and hair restraint.
- B. Fingernails are short, unpolished, and clean.
- C. Jewelry is limited to watch, simple earrings, and plain ring.
- D. Hands are washed, or gloves are changed, at critical points.
- E. Open sores, cuts, or splints and bandages on hands are completely covered while handling food.
- F. Hands are washed thoroughly, using proper hand-washing procedures at critical points.
- G. Eating, drinking, and chewing gum are allowed only in designated areas away from work areas.
- H. Employees take appropriate action when coughing or sneezing.
- I. Disposable tissues are used and disposed of when coughing/blowing nose.

Food Storage and Dry Storage

- A. Temperature is between fifty (50) degrees and seventy (70) degrees.
- B. Food and paper supplies are stored at least six (6) to eight (8) inches off the floor.
- C. All food is labeled with name and delivery date.
- D. The FIFO (First In, First Out) method of inventory is practiced.
- E. There are no bulging or leaking canned goods in storage.
- F. Food is protected from contamination.
- G. All surfaces and floors are clean.

- H. Chemicals are stored away from food and other food-related supplies.

Large Equipment

- A. Food slicer is clean to sight and touch.
- B. Food slicer is sanitized between uses when used with potentially hazardous foods such as raw meat or poultry.
- C. All other pieces of equipment are clean to sight and touch – equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers, and steam equipment.
- D. Exhaust hood and filters are clean.

Refrigerator, Freezer, and Milk Cooler

- A. Thermometer is conspicuous and accurate.
- B. Temperature is accurate for the piece of equipment.
- C. Food is stored six (6) inches off the floor in walk-in refrigerators and freezers.
- D. The unit is clean.
- E. Proper chilling procedures have been practiced.
- F. All food is properly wrapped, labeled, and dated.
- G. The FIFO (First In, First Out) method of inventory is practiced.

Food Handling

- A. Frozen food is thawed under refrigeration or in cold running water.
- B. Food is not allowed to be in the “temperature danger zone” for more than four (4) hours.
- C. The proper method is used to taste food.
- D. Cross-contamination of food is not allowed.
- E. Food is handled with utensils, clean gloved hands, or clean hands.
- F. Utensils are handled to avoid touching parts that will be in direct contact with food.
- G. Reusable towels are used only for sanitizing equipment surfaces, not for drying hands, utensils, floor, etc.

Utensils and Equipment

- A. All small equipment and utensils, including cutting boards, are sanitized between uses.
- B. Small equipment and utensils are air dried.
- C. Work surfaces are clean to sight and touch.
- D. Work surfaces are washed and sanitized between uses.
- E. Thermometers are washed and sanitized between each use.
- F. Can opener is clean to sight and touch.
- G. Drawers and racks are clean.
- H. Small equipment is inverted, covered, or otherwise protected from dust or contamination when stored.

Keeping Food Hot

- A. Hot-holding unit is clean.
- B. Food is heated to 165 degrees before placing in hot holding.
- C. Temperature of food being held is above 140 degrees.
- D. Food is protected from contamination.

Cleaning and Sanitizing

- A. Three-compartment sink is used and properly set up for dish-washing (wash, rinse, sanitize).
- B. Chlorine test kit or thermometer is used to check sanitizing rinse.
- C. The water temperatures are accurate.
- D. If heat-sanitizing, the utensils are allowed to remain immersed in 170 degree water for thirty (30) seconds.
- E. If using the chemical sanitizer, it is the proper dilution.
- F. The water is clean and free of grease and food particles.
- G. The utensils are allowed to air dry.
- H. Wiping cloths are stored in sanitizing solution.

Garbage Storage and Disposal

- A. Kitchen garbage cans are clean.

- B. Garbage cans are emptied as necessary.
- C. Boxes and containers are removed from site.
- D. Loading dock and area around dumpster are clean.
- E. Dumpster is closed.

Pest Control

- A. Screens are on open windows and doors and in good repair.
- B. No evidence of pests is present.

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