

ST. JOSEPH ACADEMY

Department:	Food and Nutrition
Number:	600.4
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- I. **Policy:** This is to ensure that St Joseph Academy's food program is using the proper food handling procedures to promote health, nutrition, and safety of all children and adults in our programs. St Joseph Academy participate in Child and Adult Care Food and National School Nutrition Programs.

- II. **Procedure:** All following steps must be followed.
 - A. All food is prepared fresh on a daily basis according to recipes and daily meal counts.
 - B. Convenience foods are monitored for expiration dates and prepared according to manufactures' recommendations.
 - C. Proper cutting boards are used to prevent cross contamination.
 - D. Raw vegetables and fruits are cut on a green cutting board.
 - E. Pre-cooked meat will be served on a regular basis. Ground beef or turkey loins will be the only raw meat to be cooked in the kitchen.
 - F. All foods will be cooked to proper internal temperature to meet state and federal guidelines.
 - G. All temperatures will be recorded on production sheets daily.
 - H. All food returned from classrooms and school cafeteria will be discarded.
 - I. All food with expired date will be discarded.
 - J. Any entree' left overs will be discarded. All cold product kept under 40 degrees will be saved.
 - K. All production sheets will be completely completed after each meal.
 - L. The safely manual will be updated yearly and review by all food service employees yearly.
 - M. All frozen products will be thawed in walk in or under cold running water. Food will never be stored at room temperature.
 - N. All deliveries will be put away immediately upon delivery and inspected for damage or food stored at dangerous temperatures.

Approved by:


President/CEO

Date

