

ST. JOSEPH ACADEMY  
(SJA)

Department:	Food and Nutrition
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Page:	1 of 1

- I. Policy: This policy is to be used for any question regarding any safety or sanitation procedures that are needed to manage a safe food service program. All components of the safety manual are to be followed daily.
  
- II. Procedure:
  - A. This manual must be reviewed and updated as needed yearly.
  - B. All foodservice employees must review and sign off yearly.
  - C. Hard copy of safety manual is on shelf in kitchen to be available to be reviewed at any time as needed.
  - D. Manager and Head cook has an electronic form on the computer desktop to be reviewed on an as needed basis.
  - E. This manual is available to all employees at SJA for information or to review our safe practices.

Approved by: Tabayona  
President/CEO

Date 1/8/2021