

ST. JOSEPH ACADEMY
(SJA)

Department:	Food and Nutrition
Number:	600.6
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- 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: Tabiat Jones
President/CEO

Date 2/17/2022