



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

2383.3 SANITATION

Policy Directive: **20-17**

Effective Date: **May 2020**

Implements Policy: **2383**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines procedures to ensure proper sanitation with the SYSC Food Services Department.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. All Food Service staff will be trained and certified through the ServSafe Program.
 - A. This training will be considered valid for a period of 5 years, after which the staff will attend a refresher course.
 - B. Further training will be available through Internet education resources and on-site mentoring by the Food Services Manager, or designee.
 - C. The Food Service Manager will keep records and certificates of training completion in the Food Services Department.
 - D. In conjunction with the training and certification of staff:
 1. All personnel involved in the preparation of food shall receive a pre-assignment medical examination, to be retained in the individual's personnel record in Human Resources;
 2. All staff will be expected to review and sign off on USDA HACCP procedures at the time of assignment and again each year; and
 3. Concerns for compliance on an individual basis will be reviewed and followed-up through supervision and training.
- II. If a staff member experiences an illness that is easily transmissible by food or utensils they are required to obtain a physician's note indicating that they are medically cleared to return to work.
- III. Youth working in the Food Service Department will be instructed on appropriate sanitation procedures and monitored by the Food Services Manager or designee via the Kitchen Duties for Youth (Form 2388).

- IV. All food handlers are to wash their hands when reporting to duty and again after using toilet facilities, sneezing, coughing, or using any cleaning agents. Staff are required to use clean gloves while in contact with ready-to-eat foods.
- V. Food Services staff will maintain all foods within the proper temperature range as outlined in SOP 2383.2 Food Storage and Quality Control.
- VI. All food items will be handled, through the entire storage, preparation, and serving process using strict sanitation procedures. Staff are expected to:
 - A. Use clean hands, gloved hands, and/or utensils during the food preparation and serving process;
 - B. Not have bare-hand contact with any ready-to-eat foods; and
 - C. Use hair restraints supplied by the SYSC.
- VII. Dishes will be washed at 160°F and rinsed at 180°F minimum. Wash and rinse cycle temperatures are documented on the Wash and Rinse Temperature Log (Form 2398).
 - A. The log is checked before each wash cycle.
 - B. If the temperature does not rise to the minimum during the cycle, corrective action is taken:
 - 1. The items are run through the same process again; or
 - 2. Items are hand washed in the three-bay sink. The process will be wash, rinse, and sanitize.
- VIII. Waste is to be disposed of in accordance with applicable sanitation practices and codes.
 - A. Trash is consolidated taken out to the dumpster 3 times a day; and
 - B. Boxes are broken down and put by the loading dock for removal by Facilities staff.
- IX. The Food Services Manager or designee will inspect the program randomly to ensure compliance with temperature controlled storage and sanitation standards.
 - A. In addition to informal daily inspection of all food service areas, including dining, storage, and meal preparation areas, there will be:
 - 1. Daily checks of refrigerator/freezer and water temperatures (Form 2399 and Form 2398);
 - 2. Weekly inspection of all food service areas, including dining and food preparation areas, as well as equipment; and

- 3. Weekly inspection of all sanitary, temperature-controlled storage facilities for all foods.
- B. Weekly inspections will be documented on the Sanitation of Food Service and Storage Areas (Form 2395.)
 - 1. Form 2395 will be replaced monthly and the completed form will be maintained for 4 years.
- X. All temperature logs, production records, menus, and inspection forms will be maintained by the Food Services Manager.
 - A. Temperature logs are maintained for a minimum of 6 months.
 - B. All other records are maintained for 4 years.
 - C. Packing slips and product invoices will be maintained by staff within the Business Office.
- XI. Staff will follow standardized procedures for cleaning and sanitizing within the Food Services Department.
 - A. Water used to clean all surfaces, containers, and utensils must be free of grease and food particles.
 - B. Sanitizing spray will be maintained at a minimum solution of 200parts/million.
 - C. Staff will utilize the dishwasher as the primary means to sanitize all meal, serving, and preparatory utensils.
 - D. Three (3) sinks are maintained for the purposes of washing, rinsing, and sanitizing any items that are unable to be cleaned through the dishwasher.
 - E. The floors are swept and cleaned daily.
 - F. Staff will review the cleaning checklist of appliances used during the preceding shift before using the appliance and will then complete the checklist before the end of their shift for any appliances used during their shift.
 - 1. The Food Services Manager will check the checklists at least once per week to ensure compliance.

Applicable Forms	
2388	Kitchen Duties for Youth
2395	Sanitation of Food Service and Storage Areas
2398	Wash and Rinse Temperature Log
2399	Refrigerator/Freezer Temperature Log

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

For the Purpose of this Document:

“ServSafe Program” or **“ServSafe”** means the food safety training and certificate program administered by the National Restaurant Association (NRA).

Document Change Log

PD	Modification Made	Approved	Date
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