

Wayne Westland Community School

Fresh Fruit and Vegetable Program

Standard Operating Procedure

Policy: Food service employees, teachers, school staff, and volunteers with FFVP preparation, set up, service, and clean up responsibilities will work together to ensure that the snack is safe to eat, and appropriate food safety measures are followed when there are leftover items.

Teachers, school staff, and volunteers will follow ordering procedures established by food service for FFVP. The food service manager/kitchen leads will be notified in advance when there are field trips or other events that preclude service of fresh fruits or vegetables at a previously designated time. Anticipated changes in counts due to illnesses or other situations will also be communicated in a timely manner.

Teachers, school staff, and volunteers with set up, service, and clean up duties will:

1. Observe appropriate food handling techniques such as:
 - a. Washing hands prior to assembling and/or distributing meals.
 - b. Keeping cold items, including leafy greens and cut fruits and vegetables, holding transporters until it is time to serve.
 - c. Serving fresh fruits and vegetables as soon as possible after delivery to classroom or designated serving area.
 - d. Encouraging students to wash hands prior to service and after consuming fresh fruits and vegetables.
 - e. Discarding leftover fruits and vegetables served to students or exposed to sources of contamination as soon as possible in designated receptacles.
 - f. Following established procedures for returning or discarding menu items that have not been served to students.
 - g. Using cleaner in spray bottle and paper toweling obtained from food service to wipe desks and contact surfaces.
 - h. Following procedures for removing trash from classrooms or designated service areas, which may include moving portable trash receptacles from one classroom to the other.
2. Promptly return containers, utensils, and other items to the school food service.

The food service manager/kitchen lead will:

1. Plan fruits and vegetables with food safety in mind. Do not serve raw seed sprouts to pre-school students.
2. Arrange for an appropriate time for delivery when items are served in other locations.
3. Obtain suitable food containers, utensils, and portable holding equipment for items that must be kept cold, including leafy greens and cut fruits or vegetables.
4. Review safe handling procedures listed above with food service employees, teachers, school staff, and volunteers with FFVP transport, set up, serving, and clean up responsibilities.
5. Routinely visit classrooms or other serving areas to determine if appropriate food safety measures are followed and evaluate set up, assembly, service, and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training to address needs and follow up with administration when there are non-compliant findings.
6. Monitor food waste to determine if changes in the serving size and/or total amount of fruits or vegetables is warranted.
7. Monitor temperature logs for cold items to review recorded temperatures and ensure cold items, including leafy greens and any cut fruits or vegetables, are maintained at 41° F or below. Follow

up with food service personnel if logs have not been completed, there is questionable information recorded, or if appropriate corrective action has not been taken.

All school food service employees who prepare and/or pack items for the FFVP will:

1. Follow standard operating procedure established in the food safety plan for personal hygiene, washing and handling fresh fruits and vegetables, and holding leafy greens and cut fruits and vegetables under refrigeration.
2. Prepare and pack fruits and vegetables according to the order and make necessary modifications for anticipated changes in counts, serving sizes, and/or quantities that students will consume.
3. Follow all standard operating procedures during food preparation to minimize contamination and time potentially hazardous foods, including leafy greens and cut fruits and vegetables are left between 41° F.
 - a. Keeping cold items under refrigeration until time of service.
4. Use gloves or utensils to prevent bare hand contact when handling fruits and vegetables that are ready to serve.
5. Place all potentially hazardous items, including leafy greens and cut fruits or vegetables, in portable cold storage units with ice packs or other devices to maintain temperature during delivery.
6. Follow procedures for taking and recording temperatures of cold items on logs prior to delivery.

All school food service employees receiving returned food items and transporters will:

1. Discard any products that remain in the transporter and make note and notify the manager/supervisor of the number of items discarded, if excessive, so appropriate changes are made in the menu and/or the number of items packed.
2. Discard any items that appear to have been served to students and any leafy greens or cut fruits or vegetables.
3. Follow standard operating procedures established for cleaning and sanitizing, transporters, and other items used.
4. Store transporters, and other items to minimize contamination.

Operating procedures implemented on *specify date*: _____