

## Oxnard School District

### HACCP GUIDELINES FOR FOOD SAFETY

|                             |   |
|-----------------------------|---|
| DRESS CODE POLICY           | Closed toe/heel non-skid shoes: no canvas. Hair is to be pulled back, hair net is optional. Clean district provided apron to be worn. Cap sleeves on shirts ok, no tank tops. Knee length shorts are allowed. Stud earrings are ok. 1 plain metal band ring is allowed: if ring has stones, gloves must be worn during all food handling. Acrylic nails and nail polish is allowed, gloves must be worn during all food handling. |
| COOKING TEMPS AND LOG       | Minimum cook temp for RTE foods is 135° F, raw TCS food cooked on site is based on minimum Cal-code temperature requirements. End point cooking temp/time is recorded on Production Record.   |
| COLD HOLDING EQUIPMENT      | Refrigerator, freezer, and milk coolers temp/times are to be recorded 2x daily on Equipment Temperature Log.  |
| HOT FOOD LOG                | N/A   |
| COLD FOOD LOG               | Cold food is held at 41° F or below. Cold TCS food and milk temp/time is recorded on Production Record.   |
| SERVING LOG                 | All hot TCS food temps/time are recorded prior to service on Production Record.   |
| COOLING LOG                 | Record temp/time of TCS left overs when placed in refrigerator to begin cooling process.  |
| RECEIVING LOGS              | Verify delivery temperature of TCS foods by recording temp/time of 2 items on invoice next to items temped. For frozen items, verify by touching (should be hard) and write "F" next to items on invoice.   |
| OUTSIDE VENDORS             | N/A   |
| SANITIZER LOGS              | The first prepared bucket and sink are to be tested and recorded on Sanitizer/Calibration Log daily.  |
| THERMOMETER CALIBRATION LOG | Thermometers are to be calibrated weekly unless dropped or exposed to extreme temperatures. Readings are to be recorded on the Sanitizer/Calibration Log.   |
| DATE MARKING                | All food is to be date marked upon receipt. Leftovers and prepared foods are to be labeled with the product name and the expiration date.   |
| DISHMACHINE LOGS            |   |
| LEFTOVER POLICY             | After proper cooling, left overs can be reheated 1x if quality permits. All reheats must be heated to a minimum of 165° F . Time as a control will be used for cold TCS foods on salad bar and will be discarded at end of service.   |
| TRANSPORT LOG               | N/A   |
| TRAINING                    | If training is not conducted by FSS's Service Technician, the site manager is to train staff. Each staff member must sign the training log and initial the training grid  |
| SPECIAL NOTES               |   |

Approved by: \_\_\_\_\_

*Suzanne Lugotoff*  
Suzanne Lugotoff, RD, SNS, Director of Child Nutrition Services  
Oxnard School District

7/21/17  
Date