

## **Suggested Approach to Using the Food Safety Materials**

1. Skim USDA Guidance (provided on CD).
2. View DVD with Participant Handbook.
3. Identify menu items that contain potentially hazardous food: chicken, turkey, beef, pork, eggs, dairy products except cheese, fresh cut melons, etc.
4. Sort identified menu items into one of the following process categories:
  - a. **No Cook:** The menu item is served cold and you have not cooked any ingredient.
  - b. **Same Day Service:** The menu item is served hot and cooked the same day it is served.
  - c. **Complex:** The menu item is served hot or cold and an ingredient was cooked on a day different from the day of service.
5. List menu items on the **No Cook, Same Day Service, or Complex** worksheets copied from the Standard Operating Procedure Manual. This will serve as a table of contents for the Process sheets for each recipe.
6. Record each menu item on a **No Cook, Same Day Service or Complex** process sheet.
7. Review log forms in Standard Operating Procedures (SOP). Review your current documentation efforts.
8. Use the provided log forms or develop your own forms to capture data not being currently documented.
9. Train staff on when and where to document times and temperatures.

Completing steps 1-9 will ensure that sponsors will be ready for food safety inspections in the 2006-07 school year. Environmental Health Specialists will be checking that recipes are divided into the process categories and time and temperature documentation is occurring.

10. Review Standard Operating Procedures (SOP) with references from the Oregon School Food Safety Requirements.
11. Find out what is currently being done for each procedure. Edit provided Standard Operating Procedures accordingly.
12. As food service staff is trained, document when, who and what on a training log.