

FOOD SAFETY PLAN
YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND
YBDS

CLEANING AND SANITIZING FOOD CONTACT SURFACES

1. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
 - Before each use
 - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
 - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
 - Any time contamination occurs or is suspected

2. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
 - Wash surface with detergent solution.
 - Rinse surface with clean water.
 - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
 - Place wet items in a manner to allow air drying.

3. In the 3-compartment sink, the setup and use of the sink is in the following manner:
 - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
 - In the second compartment, rinse with clean water.
 - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.

MONITORING:

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
 - Visually monitor that the water in each compartment is clean.
 - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
 - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
 - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to Using and Calibrating Thermometers SOPs.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.

YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND ~ YBDS

2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
 - Drain and refill compartments periodically and as needed to keep the water clean.
 - Adjust the water temperature by adding hot water until the desired temperature is reached.
 - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log. The foodservice manager will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Food Contact Surfaces Cleaning and Sanitizing Log. The log will be kept on file for at least 1 year. The foodservice manager will complete the Food Safety Checklist daily and be kept on file for a minimum of 1 year.

CONTROLLING TIME AND TEMPERATURE DURING PREPARATION

1. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
2. Use clean and sanitized equipment and utensils while preparing food.
3. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross-Contamination During Storage and Preparation SOP.
4. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
5. Prepare foods as close to serving times as the menu will allow.
6. Prepare food in small batches.
7. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
8. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least two internal temperatures from each pan of food at various stages of preparation.
3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.

CORRECTIVE ACTIONS:

1. Retrain any foodservice employee found not following the procedures in this SOP.

FOOD SAFETY PLAN
YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND
YBDS

2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.
4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
5. Discard food held in the temperature danger zone for more than 4 hours.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The foodservice manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Production Log daily. The foodservice manager will complete the Food Safety Checklist daily, and kept on file for one year.

COOKING POTENTIALLY HAZARDOUS FOODS

1. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
 - a. 145 °F for 15 seconds
 - Beef
 - b. 155 °F for 15 seconds
 - Ground products containing beef or fish
 - Fish nuggets or sticks
 - Eggs held on a steam table
 - Cubed or Salisbury steaks
 - c. 165 °F for 15 seconds
 - Poultry
 - Stuffed fish, or beef
 - Pasta stuffed with eggs, fish, or beef (such as lasagna or manicotti)
 - d. 135 °F for 15 seconds
 - Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
3. Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product which usually is in the center.
4. Take at least two internal temperatures of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue cooking food until the internal temperature reaches the required temperature.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log.

Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day and to be kept on file for a minimum of 1 year.

COOLING POTENTIALLY HAZARDOUS FOODS

1. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
2. Prepare and cool food in small batches.
3. Chill food rapidly using an appropriate cooling method:
 - Place food in shallow containers no more than 4 inches deep and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Stir the food in a container placed in an ice water bath.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
 - Pre-chill ingredients and containers used for making bulk items such as salads.
4. Chill cooked, hot food from:
 - 135 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 135 °F to 70 °F within 2 hours.
 - 70 °F to 41 °F or below in remaining time. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6 hour cooling process.
5. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. Monitor temperatures of products every hour throughout the cooling process by inserting a probe thermometer into the center of the food and at various locations in the product.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.

FOOD SAFETY PLAN
YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND
YBDS

2. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
 - Above 70 °F and 2 hours or less into the cooling process; and
 - Above 41 °F and 6 hours or less into the cooling process.
3. Discard cooked, hot food immediately when the food is:
 - Above 70 °F and more than 2 hours into the cooling process; or
 - Above 41 °F and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log. Foodservice employees will record if there are no foods cooled on any working day by indicating “No Foods Cooled” on the Cooling Temperature Log. The foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the temperature log each working day. The Cooling Temperature Logs are to be kept on file for a minimum of 1 year.

DATE MARKING READY-TO-EAT, POTENTIALLY HAZARDOUS FOOD

1. Label food with a calendar date.
2. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 41 °F or below.
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
7. Calculate the 7-day time period by counting only the days that the food is under refrigeration.

MONITORING:

A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Foods that exceed the 7-day time period will be discarded.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

HANDLING A FOOD RECALL

1. Review the food recall notice and specific instructions that have been identified in the notice.
2. Hold the recalled product using the following steps:
 - Physically segregate the product, including any open containers, leftover product, and food items in current production that items contain the recalled product.
3. Mark recalled product “Do Not Use” and “Do Not Discard.” Inform the entire staff not to use the product.
4. Do not destroy any USDA commodity food without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or State or local health department.
5. Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
6. Obtain accurate inventory counts of the recalled products including the amount in inventory and amount used.
7. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

MONITORING:

Foodservice employees and foodservice manager will visually observe that school sites have segregated and secured all recalled products.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.
3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
5. * Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendar days of the recall.
 - * Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs.
 - * Complete and maintain all required documentation related to the recall including:
 - Recall notice
 - Records of how food product was returned or destroyed

FOOD SAFETY PLAN
YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND
YBDS

- Reimbursable costs
- Public notice and media communications
- Correspondence to and from the public health department and State agency

VERIFICATION AND RECORD KEEPING

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

HOLDING HOT AND COLD POTENTIALLY HAZARDOUS FOODS

- Hold hot foods at 135 °F or above
- Hold cold foods at 41 °F or below

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot foods held for service:
 - Verify that the air/water temperature of any unit is at 135 °F or above before use.
 - Reheat foods in accordance with the Reheating for Hot Holding SOP.
 - All hot potentially hazardous foods should be 135 °F or above before placing the food out for service.
 - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
5. For cold foods held for service:
 - Verify that the air/water temperature of any unit is at 41 °F or below before use.
 - Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP.
 - All cold potentially hazardous foods should be 41 °F or below before placing the food out for display or service.
 - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
6. For cold foods in storage:
 - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.

YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND ~ YBDS

- Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 41 °F or below.
- Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
 - Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
 - Discard the food if it cannot be determined how long the food temperature was below 135 °F.
3. For cold foods:
 - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Use a quick-chill unit like a blast chiller.
 - Stir the food in a container placed in an ice water bath.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
 - Discard the food if it cannot be determined how long the food temperature was above 41 °F.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 1 year.

PERSONAL HYGIENE

1. Report to work in good health, clean, and dressed in clean attire.
2. Change apron when it becomes soiled.
3. Wash hands properly, frequently, and at the appropriate times.
4. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.

FOOD SAFETY PLAN
YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND
YBDS

5. Avoid wearing artificial fingernails and fingernail polish.
6. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
7. Do not wear any jewelry except for a plain ring such as a wedding band.
8. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
9. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
10. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
11. Taste food the correct way:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
 - Wash hands immediately.
12. Wear suitable and effective hair restraints while in the kitchen.

MONITORING:

- A designated foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP.
- The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard affected food.

VERIFICATION:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation.

PREVENTING CONTAMINATION AT FOOD BARS

1. Follow Employee Health Policy, Personal Hygiene, and Washing Hands SOPs.
2. Place all exposed food under sneeze guards.
3. Provide an appropriate clean and sanitized utensil for each container on the food bar.
4. Replace existing containers of food with new containers when replenishing the food bar.
5. Assist students who are unable to properly use utensils.
6. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
7. Avoid using spray chemicals to clean food bars when in use.

MONITORING:

YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND ~ YBDS

1. Monitor and record temperatures of food in accordance with the Holding Hot and Cold Potentially Hazardous Foods SOP.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.
3. Continually monitor students' use of the food bar to ensure that customers are not:
 - Touching food with their bare hands
 - Coughing, spitting, or sneezing on the food
 - Placing foreign objects in the food

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to students how to properly use utensils.
4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135 °F.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are assigned to maintain food bars during all hours of operation. Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The foodservice manager will complete the Food Safety Checklist daily. This form is to be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. The Hot and Cold Holding Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 1 year.

PREVENTING CROSS-CONTAMINATION DURING STORAGE AND PREPARATION

1. Wash hands properly. Refer to the Washing Hands SOP.
2. Avoid touching ready-to-eat food with bare hands. Refer to Using Suitable Utensils When Handling Ready-To-Eat Foods SOP.
3. Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons, and lunch meats during receiving, storage, and preparation.
4. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
5. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
6. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.

FOOD SAFETY PLAN
YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND
YBDS

7. Use only dry, cleaned, and sanitized equipment and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP for proper cleaning and sanitizing procedure.
8. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
9. Place food in covered containers or packages, except during cooling, and store in the walk-in refrigerator or cooler.
10. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
11. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
12. Store damaged goods in a separate location. Refer to Segregating Damaged Goods SOP.

MONITORING:

A designated foodservice employee will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Separate foods found improperly stored.
3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist daily. The Food Safety Checklist will be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Damaged and Discarded Product Log is to be kept on file for a minimum of 1 year.

RECEIVING DELIVERIES

1. Schedule deliveries to arrive at designated times during operational hours.
2. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
3. Organize freezer, refrigeration space, and store rooms before deliveries.
4. Keep receiving area clean and well lighted.
5. Do not touch ready-to-eat foods with bare hands.

YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND ~ YBDS

6. Determine whether foods will be marked with the date arrival or the “use by” date and mark accordingly upon receipt.
7. Compare delivery invoice against products ordered and products delivered.
8. Transfer foods to their appropriate locations as quickly as possible.

MONITORING:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
3. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
4. Check the integrity of food packaging.
5. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reject the following:
 - Frozen foods with signs of previous thawing
 - Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust
 - Punctured packages
 - Foods with out-dated expiration dates
 - Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

REHEATING POTENTIALLY HAZARDOUS FOODS

1. Heat processed, ready-to-eat foods from a package or can, such as canned green beans, to an internal temperature of at least 135 °F for 15 seconds for hot holding.
2. Reheat the following products to 165 °F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
3. Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed 2 hours.
4. Serve reheated food immediately or transfer to an appropriate hot holding unit.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least two internal temperatures from each pan of food.

FOOD SAFETY PLAN
YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND
YBDS

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue reheating and heating food if the internal temperature does not reach the required temperature.

SERVING FOOD

1. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
2. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
3. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
4. Store utensils with the handles up or by other means to prevent contamination.
5. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
6. Serve food with clean and sanitized utensils.
7. Store in-use utensils properly. Refer to the Storing In-Use Utensils SOP.
8. Date mark and cool potentially hazardous foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Foods, and Cooling Potentially Hazardous Foods SOPs.

MONITORING:

A designated foodservice employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Replace improperly handled plates, cups, or utensils.
3. Discard ready-to-eat food that has been touched with bare hands.
4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, Potentially Hazardous Foods; Cooling Potentially Hazardous Foods; and Holding Hot and Cold Potentially Hazardous Foods SOPs.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will periodically check the storage and use of utensils during service. In addition, the foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

STORING AND USING POISONOUS OR TOXIC CHEMICALS

1. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
2. Limit access to chemicals by use of locks, seals, or key cards.
3. Maintain an inventory of chemicals.
4. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
5. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the State or local health department.
6. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
7. Do not use chemical containers for storing food or water.
8. Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *2001 FDA Food Code*.
9. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
10. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
11. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

MONITORING:

Foodservice employees and foodservice manager will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard any food contaminated by chemicals.
3. Label and properly store any unlabeled or misplaced chemicals.

USING AND CALIBRATING THERMOMETERS

1. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 °F (-18 °C) to 220 °F (104 °C) and is appropriate for the temperature being taken. For example:
 - Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets and hot dogs, must be taken using a thermistor or thermocouple with a thin probe.
 - Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They may not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.

FOOD SAFETY PLAN
YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND
YBDS

- Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
- 2. Have food thermometers easily-accessible to foodservice employees during all hours of operation.
- 3. Clean and sanitize food thermometers before each use. Refer to the Cleaning and Sanitizing Food Contact Surfaces SOP for the proper procedure to follow.
- 4. Store food thermometers in an area that is clean and where they are not subject to contamination.

MONITORING:

1. Foodservice employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
2. To use ice-point method:
 - Insert the thermometer probe into a cup of crushed ice.
 - Add enough cold water to remove any air pockets that might remain.
 - Allow the temperature reading to stabilize before reading temperature.
 - Temperature measurement should be 32 °F (± 2 °F) [or 0 °C (± 1 °C)]. If not, adjust according to manufacturer's instructions.
3. To use boiling-point method:
 - Immerse at least the first two inches of the probe into boiling water.
 - Allow the temperature reading to stabilize before reading temperature.
 - Reading should be 212 °F (± 2 °F) [or 100 °C (± 1 °C)]. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.
4. Foodservice employees will check the accuracy of the food thermometers:
 - At regular intervals (at least once per week)
 - If dropped
 - If used to measure extreme temperatures, such as in an oven
 - Whenever accuracy is in question

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.
5. Retrain employees who are using or calibrating food thermometers improperly.

USING SUITABLE UTENSILS WHEN HANDLING READY-TO-EAT FOODS

YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND ~ YBDS

1. Use proper hand-washing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
4. Wash hands and change gloves:
 - Before beginning food preparation
 - Before beginning a new task
 - After touching equipment such as refrigerator doors or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
 - When handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred

MONITORING:

A designated foodservice employee will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

WASHING FRUITS AND VEGETABLES

1. Wash hands using the proper procedure.
2. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
3. Follow manufacturer's instructions for proper use of chemicals.
4. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
 - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
 - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.

FOOD SAFETY PLAN
YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND
YBDS

5. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
6. Remove any damaged or bruised areas.
7. Label, date, and refrigerate fresh-cut items.
8. Serve cut melons within 7 days if held at 41 °F or below. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Food SOP.

MONITORING:

1. The foodservice manager will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation.
2. Foodservice employees will check daily the quality of fruits and vegetables in cold storage.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove unwashed fruits and vegetables service and washed immediately before being served.
3. Label and date fresh cut fruits and vegetables.
4. Discard cut melons held after 7 days.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

WASHING HANDS

1. Post hand washing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
2. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
3. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
4. Keep handwashing sinks accessible anytime employees are present.
5. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet, sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco

YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND ~ YBDS

- After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash or after handling money
 - After any time the hands may become contaminated
6. Follow proper hand washing procedures as indicated below:
- Wet hands and forearms with warm, running water at least 100 °F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.

MONITORING:

1. A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper handwashing procedure.

YBDS SCHOOL FIELD TRIP

Meal preparation

- School food service staff need to follow all applicable HACCP procedures during the preparation and storage of field trip meals.
- Chill food items that will be served cold before placing in transport containers.
 - Sandwiches
 - Cut fresh fruits and vegetables
 - Dairy Products

Meal transport

- Clean and sanitize coolers before use

FOOD SAFETY PLAN
YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND
YBDS

- Use ice/cold packs to maintain the temperature needed . Cold foods must be kept at 41°F or below
- Maintain food items at appropriate temperatures during transport and storage.
- Keep the containers tightly closed until meals are distributed.
- Store transport containers and foods out of direct sunlight and away from engines.

Meal service

- Students must eat meals at the appropriate time to ensure correct implementation of time and temperature controls for food safety. Cold foods must be kept at 41°F or below; or eaten within four hours if stored below 70°F; or eaten within one hour if kept at temperatures above 90°F.
- Staff must wash hands prior to distributing meals. Alcohol-based hand sanitizer is not a suitable substitute for handwashing because it is not effective against foodborne viruses and allergens.
- Use clean disposable gloves when distributing any unwrapped or unpackaged ready-to-serve food, such as whole pieces of fresh fruit or sandwiches packaged in bulk containers.
- Students should thoroughly wash their hands before receiving meals and eating. To avoid potential allergic reactions, ask students not to share foods.
- Discard all leftover food items returned in coolers from the field trip.

Meal counts

- Staff will have class lists of all students attending trip.
- Meals are to be packaged for each student individually, the students names get marked off the list as they receive their meal
- The completed list should be given in to the office upon return from the trip.

FOOD SAFETY CHECKLIST

Date _____ Observer _____

Directions: Use this checklist daily. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

PERSONAL HYGIENE

	Yes	No	Corrective Action
• Employees wear clean and proper uniform including shoes.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Effective hair restraints are properly worn.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Jewelry is limited to a plain ring, such as wedding band and a watch and no bracelets.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hands are washed properly, frequently, and at appropriate times.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees appear in good health.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are unobstructed, operational, and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• A handwashing reminder sign is posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Restrooms are operational and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD PREPARATION

	Yes	No	Corrective Action
• All food stored or prepared in facility is from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thawed food is not refrozen.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is tasted using the proper procedure.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Procedures are in place to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is handled with suitable utensils, such as single use gloves or tongs.	<input type="checkbox"/>	<input type="checkbox"/>	_____

YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND ~ YBDS

- Food is prepared in small batches to limit the time it is in the temperature danger zone. _____
- Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor. _____
- Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer. _____
- The internal temperature of food being cooked is monitored and documented. _____

HOT HOLDING

- | | Yes | No | Corrective Action |
|---|--------------------------|--------------------------|--------------------------|
| • Hot holding unit is clean. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Hot holding unit is pre-heated before hot food is placed in unit. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Temperature of hot food being held is at or above 135 °F. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food is protected from contamination. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

COLD HOLDING

- | | Yes | No | Corrective Action |
|---|--------------------------|--------------------------|--------------------------|
| • Refrigerators are kept clean and organized. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Temperature of cold food being held is at or below 41 °F. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food is protected from contamination. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

REFRIGERATOR, FREEZER, AND MILK COOLER

- | | Yes | No | Corrective Action |
|---|--------------------------|--------------------------|--------------------------|
| • Thermometers are available and accurate. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Temperature is appropriate for pieces of equipment. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food is stored 6 inches off floor or in walk-in cooling equipment. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Refrigerator and freezer units are clean and neat. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Proper chilling procedures are used. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • All food is properly wrapped, labeled, and dated. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • The FIFO (First In, First Out) method of inventory management is used. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND ~ YBDS

FOOD STORAGE AND DRY STORAGE

	Yes	No	Corrective Action
• Temperatures of dry storage area is between 50 °F and 70 °F or State public health department requirement.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food and paper supplies are stored 6 to 8 inches off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food is labeled with name and received date.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Open bags of food are stored in containers with tight fitting lids and labeled with common name.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The FIFO (First In, First Out) method of inventory management is used.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There are no bulging or leaking canned goods.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food surfaces are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Chemicals are clearly labeled and stored away from food and food-related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There is a regular cleaning schedule for all food surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is stored in original container or a food grade container.	<input type="checkbox"/>	<input type="checkbox"/>	_____

CLEANING AND SANITIZING

	Yes	No	Corrective Action
• Three-compartment sink is properly set up for ware washing.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water is clean and free of grease and food particles.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water temperatures are correct for wash and rinse.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Smallware and utensils are allowed to air dry.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Wiping cloths are stored in sanitizing solution while in use.	<input type="checkbox"/>	<input type="checkbox"/>	_____

UTENSILS AND EQUIPMENT

	Yes	No	Corrective Action
• All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Small equipment and utensils are washed, sanitized, and air-dried.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Work surfaces and utensils are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Work surfaces are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are cleaned and sanitized after each use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are calibrated on a routine basis.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Can opener is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Drawers and racks are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean utensils are handled in a manner to prevent contamination of			

YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND ~ YBDS

areas that will be in direct contact with food or a person's mouth. _____

LARGE EQUIPMENT

Yes No Corrective Action

- Food slicer is clean. _____
- Food slicer is broken down, cleaned, and sanitized before and after every use. _____
- Boxes, containers, and recyclables are removed from site. _____
- Loading dock and area around dumpsters are clean and odor-free. _____
- Exhaust hood and filters are clean. _____

GARBAGE STORAGE AND DISPOSAL

Yes No Corrective Action

- Kitchen garbage cans are clean and kept covered. _____
- Garbage cans are emptied as necessary. _____
- Boxes and containers are removed from site. _____
- Loading dock and area around dumpster are clean. _____
- Dumpsters are clean. _____

PEST CONTROL

Yes No Corrective Action

- Outside doors have screens, are well-sealed, and are equipped with a self-closing device. _____
- No evidence of pests is present. _____
- There is a regular schedule of pest control by a licensed pest control operator. _____

YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND ~ YBDS

Summary of Corrective Actions for HACCP-Based SOPs	
SOP	Corrective Action
Cleaning and Sanitizing Food Contact Surfaces	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly. 3. In a 3-compartment sink: <ul style="list-style-type: none"> • Drain and refill compartments periodically and as needed to keep the water clean. • Adjust the water temperature by adding hot water until the desired temperature is reached. • Add more sanitizer or water, as appropriate, until the proper sanitizer concentration is achieved.
Controlling Time and Temperature During Preparation	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot. 3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time. 4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes. 5. Discard food held in the temperature danger zone for more than 4 hours.
Cooking Critical Control Point (CCP)	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue cooking food until the internal temperature reaches the required temperature.
Cooling Critical Control Point (CCP)	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is: <ul style="list-style-type: none"> • Above 70 °F and 2 hours or less into the cooling process; and • Above 41 °F and 6 hours or less into the cooling process. 3. Discard cooked, hot food immediately when the food is: <ul style="list-style-type: none"> • Above 70 °F and more than 2 hours into the cooling process; or • Above 41 °F and more than 6 hours into the cooling process. 3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process. 4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.
Date Marking Ready-to-Eat Potentially	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP.

YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND ~ YBDS

Hazardous Food	2. Foods that are not date marked or that exceed the 7-day time period will be discarded.
Handling A Food Recall	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom. 3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product. 4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification. <ul style="list-style-type: none"> • Conform to the recall notice using the following steps: Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendars days of the recall. • Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs. • Complete and maintain all required documentation related to the recall including: <ul style="list-style-type: none"> • Recall notice • Records of how food product was returned or destroyed • Reimbursable costs 5. Public notice and media communications
Holding Hot and Cold Potentially Hazardous Foods <div style="border: 1px solid black; background-color: #d3d3d3; padding: 5px; width: fit-content; margin: 10px auto;">Critical Control Point (CCP)</div>	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. For hot foods: <ul style="list-style-type: none"> • Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable. • Discard the food if it cannot be determined how long the food temperature was below 135 °F. 3. For cold foods: <ul style="list-style-type: none"> • Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours: <ul style="list-style-type: none"> • Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler. • Use a quick-chill unit like a blast chiller. • Stir the food in a container placed in an ice water bath. • Add ice as an ingredient. • Separate food into smaller or thinner portions. 4. Repair or reset holding equipment before returning the food to the unit, if applicable 5. Discard the food if it cannot be determined how long the food temperature was above 41 °F.
Personal Hygiene	1. Retrain any foodservice employee found not following this

YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND ~ YBDS

	<p>procedure.</p> <p>2. Discard affected food.</p>
Preventing Contamination at Food Bars	<p>1. Retrain any foodservice employee found not following the procedures in this SOP.</p> <p>2. Remove and discard contaminated food.</p> <p>3. Demonstrate to customers how to properly use utensils.</p> <p>4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135 °F.</p>
Preventing Cross-Contamination during Storage and Preparation	<p>1. Retrain any foodservice employee found not following the procedures in this SOP.</p> <p>2. Separate foods found improperly stored.</p> <p>3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.</p>
Receiving Deliveries	<p>1. Retrain any foodservice employee found not following the procedures in this SOP.</p> <p>2. Reject the following:</p> <ul style="list-style-type: none"> • Frozen foods with signs of previous thawing • Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust • Punctured packages • Foods with out-dated expiration dates • Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy
Reheating Potentially Hazardous Foods	<p>1. Retrain any foodservice employee found not following the procedures in this SOP.</p> <p>2. Continue reheating and heating food if the internal temperature does not reach the required temperature.</p>
<div style="background-color: #cccccc; padding: 5px; display: inline-block;">Critical Control Point (CCP)</div>	
Serving Food	<p>1. Retrain any foodservice employee found not following the procedures in this SOP.</p> <p>2. Replace improperly handled plates, cups, or utensils.</p> <p>3. Discard ready-to-eat food that has been touched with bare hands.</p> <p>4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, Potentially Hazardous Foods; Cooling Potentially Hazardous Foods; and Holding Hot and Cold Potentially Hazardous Foods SOPs.</p>
Storing and Using Poisonous or Toxic Chemicals	<p>1. Retrain any foodservice employee found not following the procedures in this SOP.</p> <p>2. Discard any food contaminated by chemicals.</p> <p>3. Label and/or properly store any unlabeled or misplaced chemicals</p>
Using and Calibrating a Thermometer	<p>1. Retrain any foodservice employee found not following the procedures in this SOP.</p> <p>2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.</p> <p>3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.</p>

YESHIVA GEDOLAH RABBINICAL INSTITUTE OF NEW ENGLAND ~ YBDS

	<ol style="list-style-type: none"> 4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer’s instructions for having the thermometer calibrated. 5. Retrain employees who are using or calibrating food thermometers improperly.
Using Suitable Utensils When Handling Ready-to-Eat Foods	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard ready-to-eat food touched with bare hands.
Using Time Alone as a Public Health Control Critical Control Point (CCP)	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.
Washing Fruits and Vegetables	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Remove unwashed fruits and vegetables service and washed immediately before being served. 3. Label and date fresh cut fruits and vegetables. 4. Discard cut melons held after 7 days.
Washing Hands	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately. 3. Retrain employee to ensure proper handwashing procedure.