



Nutrition Services Department 2018/2019

Program Reference Manual

Wenatchee School District Nutrition Services

Mission

The Wenatchee School District Nutrition Services Department will positively influence the lives of all students and faculty by:

- ➔ Providing quality, nutritious foods
- ➔ Encouraging a fun, social environment
- ➔ Providing service that exceeds expectations
- ➔ Operating with fiscal responsibility and self-sustaining programs

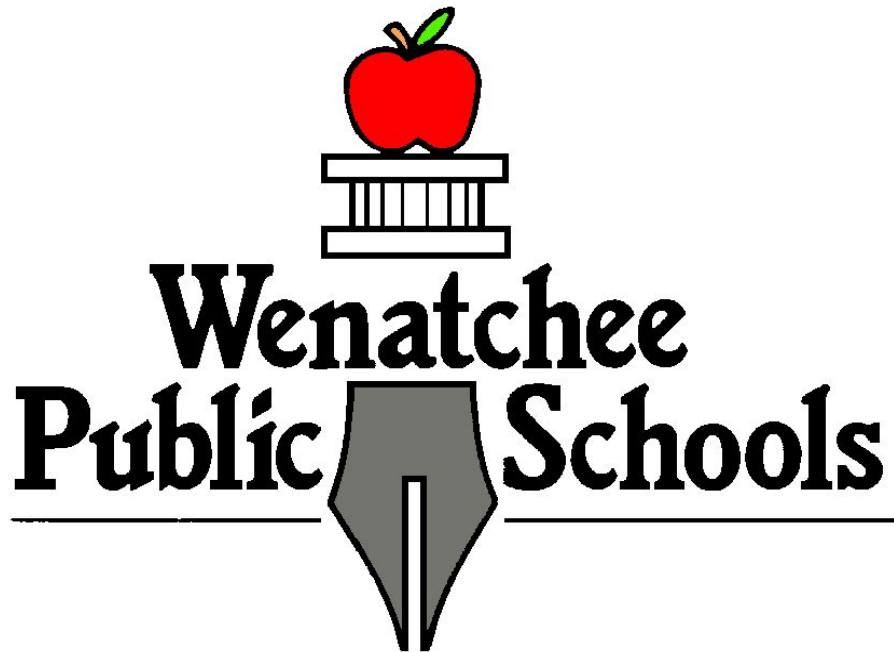
THE PURPOSE OF THE HANDBOOK

The purpose of this handbook is to provide parents, administrators and teachers, and other pertinent district employees with information, policies, and procedures the WSD Nutrition Services Programs.

The Nutrition Services Department appreciates the assistance of administrators, teachers, and other faculty and staff in following these guidelines. We encourage any comments, questions, and suggestions. If you have questions or suggestions please contact:

Wenatchee School District
Nutrition Services Department

(509) 662-9345



THE ROLE OF THE FOOD SERVICES DEPARTMENT

The Wenatchee School District's Nutrition Services Department participates in the National School Lunch Program, the School Breakfast Program, the Summer Food Program, Child and Adult Care Feeding Program, At-Risk Afterschool Meals Program, and the USDA Afterschool Snack Program. Through these Child Nutrition Programs we provide valuable to nutrition to students, especially those with the most need. These programs contribute to a better understanding of good nutrition and better eating habits. Research has proven that students who are well-nourished perform better in school.¹

Meals served to students are eligible for reimbursement from the United States Department of Agriculture (USDA). The USDA does *not* provide reimbursement for adult meals, regardless of employment with the District. However, Nutrition Services meals to district employees and adult guests at a reasonable cost and strongly encourages and appreciates their participation.

The WSD Nutrition Services Department is financially self-sustained. Through revenue sources such as paid meals, a la carte selections, catering sales, USDA reimbursement, and government commodities this department funds the following:

- All Nutrition Services related salaries and benefits
- All required uniforms for Nutrition Service Employees
- All equipment required by the government
- All food and supplies to operate campus kitchens
- Maintenance and upkeep of kitchens
- Purchases of all equipment for replacement or new innovations
- All indirect expenses (utilities, etc) as a percentage of those used in the campus kitchens

¹ Center for Disease Control. (n.d.) Healthy Kids. Successful Students. Stronger Communities. National Center for Chronic Disease and Health Promotion; Division of Population Health. Retrieved from https://www.cdc.gov/healthyschools/health_and_academics/pdf/2014_8_29_health-academics_508tagged.pdf

FREE AND REDUCED PRICE MEALS PROGRAM

All school districts participating in the National School Lunch Program or School Breakfast Program must make free and reduced price meals available to eligible children.

At the beginning of each school year the State Agency prototype of the applications for free and reduced price meals, letters to households, program notices and eligibility guidelines are updated for the new school year.

Applications are available at each school, the district office and at the Nutrition Services Office. The Nutrition Services Office also sends out applications to all households with children attending a Wenatchee school during the month of August each year through, and provides information through public notice and other communications to the community and all families enrolled in the District. For more information about this program, visit our website.

Families may apply anytime during the school year to see if they qualify for these valuable meal benefits for their children. Applications are always available at the above-mentioned locations.

Applications will be reviewed and processed at the Nutrition Office and eligibility determination is made within 10 working days of the receipt of the applications. Applications are approved or denied and filed numerically and kept on file a minimum of three years. Phone, email and letter of determination of their applications notify parents or guardians. A confidential roster is created from our application program Mealttime. Student records are updated automatically as they are processed and completed. All data is stored and backed up in the Mealttime system.

SCHOOL BREAKFAST & LUNCH

MENU PLANNING

BREAKFAST AND LUNCH

School meals are intended to "promote the health and well-being of children by providing nutritious meals."² Participating schools must serve breakfasts that are consistent with the applicable recommendations of the most recent Dietary Guidelines for Americans. This includes eating a variety of foods; choosing a diet with whole grains, vegetables and fruits and moderate in sugars and salt; and choosing a diet with 30% or less of calories from fat and less than 10% of calories from saturated fat. In addition, breakfasts must provide, on average over each school week, at least 1/4th of the daily Recommended Dietary Allowances for protein, iron, calcium, and vitamins A and C. The WSD Food Services Department plans menus according to a Food-Based Menu Planning approach.

Food-Based Menu Planning

Meal Patterns – School Districts must offer nutritious, well-balanced, and age-appropriate meals to all children they serve at Breakfast and Lunch to improve their diets and safeguard their health.

Requirements: Districts must follow a food-based menu planning approach

School Districts must offer the food components and quantities required in the lunch and breakfast meal pattern based on age/grade group:

- ❖ Kindergarten through 5th grade (k-5)
- ❖ Sixth through Eighth grade (6-8)
- ❖ Ninth through Twelfth grade (9-12)

Weekly requirements are based on a typical Five-day school week.

Breakfast and lunch meals must meet dietary specification for:

- ✓ Calories
- ✓ Saturated Fat
- ✓ Sodium
- ✓ Trans Fat

As specified in the meal patterns (see Appendix), the District must produce enough food to provide all students with a complete, reimbursable meal.

² OSPI. (2017). National School Lunch and Breakfast Program. Child Nutrition. Retrieved from <http://www.k12.wa.us/ChildNutrition/Programs/NSLBP/default.aspx>.

Meal Pattern Components

Meat/Meat Alternate

- ❖ The quantity of meat/meat alternates must be the edible portion as served.
- ❖ Cooked dry beans or peas (legumes) may be counted as either as a meat alternate or vegetable component but not as both in the same meal.
- ❖ The meat/meat alternate component is based on minimum daily servings, plus total servings over a five-day school.

Grains

- ❖ Grains must be whole-grain rich, defined as $\geq 51\%$ whole-grain with the remaining grains in the product being enriched.
- ❖ The grains component is based on minimum daily servings, plus total servings over a five-day school week.

Fruit

- ❖ All fruits are credited based on their volume as served, except that $\frac{1}{4}$ cup of dried fruit counts as $\frac{1}{2}$ cup of fruit
- ❖ Only pasteurized, full-strength fruit juice may be used, and may be credited to meet no more than one-half of the offered fruit component per week
- ❖ The fruit component is based on minimum daily servings, plus total servings over a five-day school week

Vegetables

- ❖ All vegetables are credited based on their volume as served, except leafy greens credit as half the volume served and tomato paste and puree are credited based on calculated volume of the whole food equivalency.
- ❖ Pasteurized, full-strength vegetable juice may be used to meet no more than one-half of the offered vegetable component.
- ❖ Cooked dry beans or peas (legumes) may be counted as either a vegetable or as a meat alternate but not as both in the same meal.
- ❖ Vegetable offerings at lunch over the course of the week must include the following vegetable subgroups:

- ✓ Dark green vegetables

- ✓ Red-orange vegetables
 - ✓ Beans and peas (legumes)
 - ✓ Starchy vegetables
 - ✓ Other vegetables
- ❖ The vegetable component is based on minimum daily servings, plus total servings and sub-group servings over a five-day school week.

Milk

- ❖ Milk must be fat-free (unflavored or flavored), low-fat (unflavored), fat-free or low-fat lactose-free or reduced-lactose.
- ❖ Two types of milk must be offered at breakfast and lunch.
- ❖ The milk component is based on minimum daily servings.

OFFER VERSUS SERVE

Offer vs. Serve is a program that allows students to decline up to two (2) of the five (5) food choices offered during breakfast or lunch. Through this program, students are required to take selections from three (3) of the five (5) categories, and one of the choices must be a serving of fruit or vegetables, or a combination of the two, totaling $\frac{1}{2}$ cup.³

BENEFITS

Increased customer satisfaction and less food waste. Why? Because students are more likely to eat the foods they choose. When a student selects their meal options, they are more likely to eat everything on their plate.

The “Offer vs. Serve” provision was implemented through USDA to reduce food waste and empower students to make healthy choices. Under the “Offer versus Serve” provision, the student is the decision-maker about what he/she will eat.

REGULATIONS AND GUIDELINES

Program regulations prohibit anyone (teachers, Nutrition Service employees, parents, etc.) from forcing a student to take an item. Students are the

³ USDA. (2014). Offer Versus Serve. Food and Nutrition Service. Retrieved from https://www.fns.usda.gov/sites/default/files/cn/SP41_2015a.pdf.

decision-makers. Students can be encouraged to make additional choices by Nutrition Service employees or faculty. This “right-to-choose” also extends to milk selection. Program regulations prohibit anyone (teachers, cafeteria employees, parents, etc.) from deciding which of the two varieties of milk a student will take (skim, and 1% low fat).

GENERAL REQUIREMENTS

- ❖ Meals are priced as a unit, even if a component(s) or item(s) are declined.
- ❖ Menus must be followed as written unless notified or approved by management to ensure we are meeting all the requirements as outlined by Federal and State regulations.
- ❖ Alterations to menus could result in deficiencies or excesses to the daily requirements, prohibiting students from receiving a balanced meal.
- ❖ Recipes are to be used and followed as written. The Nutrikids Recipe Book is to be kept in an area where all employees have access to it.

LUNCH

- ❖ Full amount of each component must be available to be considered as a choice.
- ❖ Student must select 3 of the 5 components in the planned serving size.
- ❖ Student must select at least ½ cup serving of fruit and/or vegetable as one of the components.

BREAKFAST

- ❖ Menu must include at least 4 food items student must select at least 3 food items
- ❖ For grains (or meat/meat alternate offered as grains) and milk, the student must select the daily minimum required amount
- ❖ Student must select at least ½ cup fruit as one of the items selected

DEFINITIONS

- ❖ **Food Component:** One of the food groups that comprise a reimbursable meal (Meat/Alternate, Grain, Fruit, Vegetable, Milk)
- ❖ **Food Item:** A specific food offered within the food components (example: muffin, apple, burrito, roll, Broccoli)

ABOUT ADULT MEALS AND SERVING SIZES

Child nutrition departments must prove that adult meals are not being subsidized by student revenue. If teachers were to be served larger portions, the cost of the meals would have to be increased. If a teacher desires a larger portion, he/she may purchase a second portion at the a la carte price.

CYCLE MENUS

All menus are based on a repeating cycle. Elementary menus are 4-week cycles, meaning that they repeat every 4 weeks. Secondary menus cycle weekly. A la carte offerings are available at secondary schools and vary daily.

Menus are designed with student tastes and preferences in mind. Students are regularly surveyed regarding their likes and dislikes, participation rates/levels are closely monitored, and changes are made to the menu as needed. Thus, the menu is always subject to change. Menus are developed with input from cafeteria managers and students.

MEAL SERVICE

All food items are to be sold within the times set for breakfast and lunch periods as established by the building administrator and cafeteria manager. It is important to close the meal periods on time so that class schedules are maintained and necessary food service reports can be completed promptly after lunch. Meal schedule must be communicated with the Director of Nutrition Services as well as the Kitchen Manager or Lead Server.

Students are asked to prepay money into their lunch accounts upon arrival to school or at other convenient times determined by each building. Faculty should also prepay in the mornings. This allows lines to move more quickly and gives students more time to eat.

MEAL COUNTING SYSTEM (POINT OF SALE)

All of our cafeterias use computerized points of sale. At the cashier's station all meals are entered into the Skyward Meal Management System which tracks all school meals and other foods sold. Students' ID numbers or barcode sheets are entered into POS computer. No money is requested if the student qualifies for free meals under the Meal Benefit Program. Students that qualify for reduced meals do not need to pay the reduced price for breakfast. Students K-3 who qualify for reduced meals will receive both breakfast and lunch at no cost. Students 4-12 who qualify for reduced meals will receive breakfast at no cost and lunch at the reduced price.

Prepaid students- the cost of lunch will be deducted from account along with any a la carte purchases.

NOTE: If a student takes fewer than the minimum number of required components, he/she must pay a la carte prices for the items chosen. The pricing structure is arranged so that a qualifying meal always costs *less* than the aggregate of each meal item purchased separately.

Cash Sales- All Wenatchee School District students and employees must enter their ID number, even when paying cash for their meal. The exception to this may be a visiting adult, such as a parent or an outside visitor, or a non-enrolled child.

Computer Stations- All computers should be stationed at the end of the service lines when possible to ensure each student is taking a complete reimbursable meal. Any alterations to this setup must have prior approval from the management with an alternate system in place to ensure compliance. At the elementary level if the cashier is set up before the point of service a person that has been trained to identify a reimbursable meal must be placed at the end of the line to ensure we are in compliance and only reimbursable meals are being served.

Both Breakfast and Lunch require a minimum of three (3) components/items, which one (1) must be fruit and/or vegetables to be reimbursable.

ALTERNATE MEAL COUNTING SYSTEM

In the event this system fails as happens occasionally with computerized systems, we revert to the following method of accounting for the student's meals:

Students will line up at the point of sale as normal. A printed copy of student's ID numbers will be available at each POS station. Students will be listed by grade a class. When a student comes through the line for a meal, the student will be marked on the roster for receiving a reimbursable meal. After the meal period and when the computer system is restored to working order the numbers will be entered into the Skyward point of sale system. At the next meal period, the school office will notify any students who owe money for the previous day's meal.

Adult Worker Meals- Employees that eat a meal must also be put in as a "Worker" to account for their meal.

STUDENT WORKER MEALS

If a student works in one of our kitchens as a "helper" they will receive their meal at no cost as a thank you for helping us out in the kitchen. Labor meals must be accounted for on each school's point of sale system and the meal must meet all the same nutritional criteria for a reimbursable meal.

VISITOR MEALS

If a student wishes to purchase a meal at a school other than their home campus, he or she will simply go through the line just as in his or her home cafeteria. Non-student visitors (parents, siblings, itinerant staff etc.) are encouraged and welcome to eat with us anytime. The cashier will ring you up at the point of sale at the lunch line.

SECOND MEALS AND EARNED STUDENT MEALS

We go to a great deal of effort to plan and prepare enough food to meet the needs for each meal period. Be assured every child will receive a meal anytime they make plans to eat with us. We cannot always guarantee each child will receive the item of his or her “first preference” but we will **always** provide a nutritious meal that meets the federal standards and our own high standards of quality. Many factors are considered as we make the daily decision of how much food to prepare; meal counts taken at each elementary classroom, history and popularity of the menu item served, and other factors play a role in the decision-making process. We also try to provide portions that will satisfy students of all age levels and meet age/grade requirements. If a child is still hungry after eating the meal provided they may purchase a second meal at full price. If a student is on the Free and Reduced Price Meals Program, his or her first meal will be provided according to the appropriate approval. The second meal, however, must be charged at full price, as the program does not reimburse for second meals served to students. Keep in mind that all students who are eligible for Free or Reduced Meal Prices entitled to both breakfast and lunch.

SACK LUNCH ORDERS FOR FIELD TRIPS

The Food Service offers sack lunches for your students as a convenience when going on field trips during the school day. Sack lunches include meat sandwiches, fruit, vegetable, sweet snack or chips, milk or juice.

Order Procedures:

1. Teachers or group send home “Sack Lunch Order Form” to be filled out by parent or guardian. Sack lunches must be offered to all students, not just the students on the meal-benefit program.
2. Teachers or group will collect order forms and enter information on the “Field Trip Lunch Survey” located on the Nutrition Services website. ALL order requests must be submitted at minimum, 2 weeks prior to the event.
3. Teachers will send copies of the received “Sack Lunch Order Forms” to the Nutrition Services Office, Attn: Kendra Macon. All forms must be received 7 days prior to the Field Trip.
4. The Nutrition Services Department will confirm receipt and approve order.

Determine how many students need sack lunches.

If an entire grade level will attend the field trip please get one total for all students attending (not class-by-class totals). To help you with this, please our “Sack Lunch

Order Form” (in English and Spanish) or any other means of your choosing to get a head count. WSD is an equal opportunity provider so please offer sack lunches to all of your students not just students you “think” may be eligible for free or reduced-priced meals. Please be aware that all lunches made will incur a charge, either to the student who ordered it or to your program/building so please order carefully.

Important Note: Because of National School Lunch Requirements, you are **required** to do the following in order to pick up your lunches:

- Your students must go through the “Service Line” just like at the normal meal times before you leave on your trip in order for us to charge each student’s account for their meal at the Point of Sale computer. The same Free, Reduced and Paid rules and criteria apply for sack lunches as they do with regular lunches.
- At the end of the line each student will receive his or her lunch. ***We cannot allow you to take the lunches unless specific arrangements have been made with Chris Lutgen, Director of Nutrition Services. Be sure to make arrangements with your building’s cashier so they can be ready to ring up the student meals when you are ready to go.***

Charges

Any child who does not have money for breakfast or lunch will be allowed to charge up to two meals on his/her account. In the Wenatchee School District no child goes without a meal. If the student has reached their charge limit, an alternative meal will be provided at no charge. This is an emergency meal and will not reflect any new charges. The Nutrition Services Department will make every effort to contact the parent/guardians of the student and take whatever steps necessary to ensure the child receives proper nutrition.

***Absolutely no Ala Carte purchases are allowed to be charged for any student.**

Emergency Meals*

Breakfast consists of cereal, milk, and at least ½ cup fruit or vegetable from the offering bar.

Lunch consists of a turkey and cheese sandwich, milk and items from the offering bar including at least ½ cup fruit and/or vegetable. An Emergency Breakfast consists of a cereal and at least one item and/or milk from the offering bar.

*Students under the Free and Reduced Meal Benefit Program are not to receive an emergency meal under any circumstances. They may receive any menu meal regardless of balance owed. Do not use the emergency meal button, they may continue to go into a negative balance.

If a student, regardless of status, has a negative balance but they come through the lunch line to pay for that day's meal, do not apply the cash to the negative balance, it is to be used for their meal purchase that day and they may have a regular menu item that day.

EQUAL ACCESS TO STUDENTS

- All students **must** be given access to meal services offered, regardless of eligibility status.
- Alternate classroom or food activities or meal services should not be planned in lieu of students having access to participate in school meal programs.
- Any alternative meal service or celebration should be planned after the scheduled meal periods for the building so as not to limit access to a nutritious meal.

ALL STUDENTS WHO REQUEST IT, WILL RECEIVE A MEAL, REGARDLESS OF THEIR ACCOUNT STATUS.

Confidentiality

Please note; at no time should a teacher, counselor or school employee other than a Nutrition Services Employee ever know the eligibility status of the student. Asking a student if they are on free or reduced lunch may lead to large and significant punitive damages to the district. Any information needed about a student may only be divulged to the school principal and only when just cause is given. The Director of Nutrition Services or a designated employee will give any information that is deemed necessary, unless an annual data sharing agreement has been completed and approved. Only individuals listed on the agreement shall have access to that information for assisting students to getting access to other resources.

Addressing Special Dietary Needs

USDA Child Nutrition Programs support access to healthy meals to all children including children with special dietary needs.

Children with a Disability:

Sponsors are **required** to provide reasonable accommodations for children who are considered to have a disability.

- ✓ Disability is defined by:
 - Section 504 of Rehabilitation Act
 - American Disabilities Act
 - Individuals with Disabilities Education Act
- ✓ The request for substitution must include:
 - The child's disability
 - An explanation of why the disability restricts the child's diet
 - The major life activity affected by the disability
 - Food(s) to be omitted from the child's diet
 - Food(s) to be substituted
 - Recommendations for alternate foods
 - Be signed by a state-recognized medical authority*

Children without a Disability

- ✓ Sponsors may make substitutions for children who do not have a disability, but have a special medical or dietary need.
- ✓ Substitutions must be made on a case-by-case basis.
- ✓ The request for substitution must include:
 - Identifies the medical or other special dietary condition which restrict the child's diet
 - Food(s) to be omitted from the child's diet
 - Food(s) to be substituted
 - Be signed by a state-recognized medical authority*

A statement, which explains the food substitution that is requested, must support each special dietary request and a recognized medical authority* must sign it.

*For the purposes of identifying the need for food substitutions in students' meals and for recommending alternate foods, a state-recognized medical authority is defined as one of the following health care professionals:

1. **A physician**, either a M.D. (Medical Doctor (RCW 18.71.011) or an O.D. (Doctor of Osteopathy)
2. **A licensed physician's assistant** who is licensed to a physician and whose orders are countersigned by a physician (RCW 18.71A)
3. **An advanced licensed registered nurse practitioner (ARNP)** who has prescriptive authority. Prescriptions shall be signed by the board (WAC 308-120-420).
4. **A licensed Naturopathic Physician** mentioned in the law relating to nursing care (RCW 18-79-260(1)).

ALLERGY INFORMATION

Our first priority is the safety of your children. Because allergies of all types can be worrisome, especially nut allergies, our goal is to provide you with as much information as possible so you can effectively manage your child's condition.

IMPORTANT: Wenatchee School District is NOT nut-free. Your child may come into contact with peanuts and tree nuts in the course of their day while attending any Wenatchee School District property.

Q: What items that are made or served by the WSD Food Service Department contain nuts?

A: The Food Services Department does not knowingly serve any peanut or tree nut products at any of our elementary schools or Valley Academy.

We may offer various peanut or tree nut products at our other secondary schools. These may include: peanut butter and jelly Sandwiches, energy wraps, muffins, factory-packaged peanuts and/or tree nuts, granola-type snack bars and/or other packaged products containing nuts and seeds and/or that may have been manufactured in the presence of peanuts and/or tree nuts.

It is important to note that ALL of the cookies we make are made on a machine that was likely used to process cookies containing peanut and tree nuts and in kitchens where peanuts and tree nuts are used.

Q: When a child gets a sack lunch from the WSD Food Services Department for a field trip or other off-site event, are nuts used in those lunches?

A: No. Our sack lunches will never knowingly contain peanuts or tree nuts (PB&J sandwiches or cookies containing nuts). However, remember that WSD is **NOT** nut-free and a child's sack lunch may be made in the presence of nuts or in kitchens where peanuts and tree nuts are used.

We also place “Nut Signs” identifying items containing nuts at the places where these items are served, similar to the example below:

Production Records are to be used and filled out entirely for each meal service. Complete all sections of the production record. The information from the production record is vital to operating and feeding all the students.

When recording item write legibly and complete the following:

Reconciling of Production Record

- ✓ Name of School
- ✓ Date and Day
- ✓ Signature
- ✓ Amount Prepared-Total must be added up at bottom of entrees
- ✓ Amount Left-Total must be added up at bottom of entrees
- ✓ Amount Used-Total must be added up at bottom of entrees
- ✓ Offerings must be listed by servings, not pounds, bags, etc.
- ✓ Total amount of put out, left and used must be recorded

Required Meetings and Trainings

As an Nutrition Services employee part of your job duties are to attend monthly meetings to communicate, collaborate and keep up to date on the nutrition service program. These meetings are designed to work as a team and ensure you have everything you need to complete your duties. The meetings are scheduled in advanced and expect full attendance.

Professional Standards/Development

Each LEA that operates the NSLP and/or SBP must meet the requirements of the Professional Standards for State and Local School Nutrition Programs Personnel rule.

These standards ensure school nutrition personnel have the knowledge and training they need to plan, prepare and purchase healthy products to create nutritious, safe, and enjoyable school meals.

TRAINING REQUIREMENTS for All School Nutrition Program Employees:

Requirements set by job category – job category definitions defined by job role and responsibilities, rather than title

Director: Individual(s) directly responsible for the management of the day to day operations of the school nutrition programs for all participating schools under the jurisdiction of the school food authority

Manager: Individual(s) directly responsible for the day to day operations of the school nutrition programs for a participating school(s)

School Nutrition program staff: Individual(s) without managerial responsibilities who are involved in routine operations of the school nutrition programs for a participating school(s);

may include individuals who prepare and serve meals, process transactions at point of service, and review the free/reduced price applications

Yearly requirements (School Year)

- Directors: ≥ 12 hrs
- Managers: ≥ 10 hrs
- All other staff: ≥ 6 hrs
- Part time staff: ≥ 3 hrs

- ✓ If hired January 1st or later, an employee may only complete half of the required training hours for that school year
- ✓ Training is required to be in one of the four Professional Standards Key Areas. Each Key Area is further defined by Key Topics and specific training subjects with objectives to assist in planning and tracking training

Key Areas

Nutrition - 1000

- Menu planning
- Nutrition education
- General nutrition

Operations - 2000

Food production
Serving food
Cashier and point of service
Purchasing/Procurement
Receiving and storage
Food safety and HACCP

Administration 3000

- Free and reduced price meal benefits
- Program management
- Financial management
- Human resources and staff training
- Facilities and equipment planning

Communications/Marketing - 4000

- Communications and marketing

Training hours in excess of the requirement may be carried over to the immediate subsequent school year

Most of your training will take place on the job and will continue as long as you are working in the Nutrition Program we encourage all employees to approach training in a positive manner with a spirit of enthusiasm and cooperation.

Food and Physical Safety

Food Worker Card

All food workers are required to have a valid food worker card to work in Washington ([Chapter 246.217 WAC](#)). It is important that your card, or a copy of it, is with you at work and available for the health department to check during a food inspection. Employees are required to keep their card current and on file. It is the responsibility of the employee to renew their card before it expires. When you renew your card, please forward a copy to the Nutrition Services Office, or hand-deliver a copy. Nutrition Services will then forward the information to Human Resources. You are entitled to reimbursement for acquiring or renewing your card. Please see the Nutrition Services Office for more information about reimbursement.

For more information about obtaining or renewing a card visit <http://www.cdhd.wa.gov/Food/Food%20Workers/Food%20Workers.aspx>

HACCP

HACCP stands for Hazard Analysis Critical Control Point, which is a procedure used to safeguard foods from the time of receipt to the time of service. Following this procedure is required by the National School Lunch and Breakfast Program. All temperatures, times and procedures need to be documented.

Breakdowns in HACCP can cause Food-Borne Illnesses.

Food-Borne Illness is a disease or illness transferred by food to people. Young children are at high risk because their immune systems are not fully developed.

5 Most Common Risk Factors for Food-Borne Illness:

1. Purchasing food from unsafe sources.
2. Failing to cook food adequately.
3. Holding food at incorrect temperatures.
4. Using contaminated equipment.
5. Practicing poor personal hygiene.

Pathogens are microorganisms that can cause illness and are the greatest threat to food safety. They include certain viruses, parasites, fungi and bacteria:

| Pathogen | Examples of Illness Caused |
|-----------|--|
| Viruses | Hepatitis A, Norovirus Gastroenteritis |
| Parasites | Anisakiasis, Cryptosporidiosis, Giardiasis |
| Fungi | Molds & Yeasts that cause food spoilage |

| | |
|----------|--|
| Bacteria | Listeriosis, Botulism, Salmonellosis, Shigellosis, Staphylococcal Gastroenteritis, |
|----------|--|

Sanitizer, at the correct concentration of 200 parts per million (ppm), or 1 tbsp. per gallon, of bleach must be used to control and keep safe levels of microorganisms on counters, towels, prep areas, drawers, dishes, utensils, and your hands.

The use of sanitizer will also help to prevent cross-contamination, which is the transfer of microorganisms from one surface to another.

All employees are required to follow all HACCP program documentation and recording procedures. All forms must be completed and submitted to the Nutrition Services Office on the last working day of the month.

Food Temperatures



Please remember to record food temperatures every day to prevent illness.

Goal: To keep all foods safe for consumption by preventing temperature abuse. (Temperature abuse: allowing food to get into the Temperature Danger Zone between 40 degrees to 140 degrees F.)

Tools: Thermometer that is working and calibrated daily, HACCP Logs, Pen

Why: To limit the risk that a child or adult may be exposed to a food-borne illness by following health department guidelines for storage, preparation and holding of food.

1. Obtain a calibrated thermometer. Wash, rinse, sanitize, and air-dry probe before every use.
2. For packaged food that is refrigerated or frozen, place thermometer between two packages, wait at least 15 seconds, and then record temperature on the HACCP Log under correct storage unit on the chart. For bulk bag product, fold

bag around thermometer, wait 15 seconds, and record. Repeat process for each unit where food is stored when kitchen is open.

3. For meat, poultry, and fish, insert thermometer into the thickest part of the product and wait 15 seconds. Record temperature under the appropriate section on the HACCP Log. Temperatures must be recorded every time food is cooked and held.
4. Follow the same process for all other foods cooked and held. Always insert the thermometer into the thickest part of the dish.
5. If a thermometer is dropped, it must be recalibrated, washed, rinsed, sanitized, and air-dried.
6. After each use wash, rinse, sanitize and air dry probe.
7. At the end of day check all HACCP Logs to confirm all items have been recorded and initialed.

A Clean and Sanitized Kitchen

“Why clean and sanitize?”

Clean VS Sanitize

What's the difference?

Clean: *To remove visible food and soil using a solution of water and detergent.*

Sanitize: *To reduce the number of microorganisms on a surface using Chlorine Bleach.*

Any work surface that will come in contact with food or food preparation tools and equipment needs to be cleaned and sanitized before and after each activity.

All solutions for cleaning and sanitizing should be checked for proper dilution using test strips. All results should be logged daily on the HACCP form.

Manual Warewashing

Use a three-compartment sink to wash, rinse, and sanitize. All items must be air-dried before placing on storage shelves or in drawers. Please make sure drying racks, drawers, trays, and carts are kept clean and sanitized. All items must also be stored at least six inches off the floor.

Dish Machine Warewashing

High-Temp machines: Wash cycle must run between 140-160 degrees Fahrenheit. Rinse/final rinse must run above 180 degrees Fahrenheit.

Low-Temp Machines with Sanitizer: Wash cycle must run between 140-160 degrees Fahrenheit. Sanitizer must be dispersed between 50-100ppm using “Precision Test Paper”

Physical Safety

Dry Storage, Walk-Ins, and Freezers

- A thermometer will be in each area and in working order. Temperature Logs must be utilized daily throughout the work day.
- Report any broken or malfunctioning equipment to management immediately.
- The keys to each area are only issued to food service and security personnel.
- All shelves will be cleaned and maintained daily.
- All food and equipment must be stored on shelves at least 6" off the floor.
- Orders should be placed according to volume and storage space.
- All opened product is to be stored in food-grade containers with lids or plastic wrap.
- Containers must be labeled with product and date opened.
- FIFO- First In - First Out method must be used in order to ensure proper food rotation and storage.
- The floors must be kept dry and swept daily.
- All fan guards should be cleaned daily.
- Fans must be kept in working order. Please notify the Nutrition Services Office immediately if fans or any other equipment are not working properly.
- All chemicals and cleaning supplies are to be stored in an area away from food and food prep areas.
- A current Safety Data Sheet (SDS) binder must be on site and accessible for all employees.

Slip, Trip, and Fall Hazards

- Never carry items that impair your field of view.
- Clean up spills immediately and set out the "Caution: Wet Floor" signs.
- Eliminate cluttered or obstructed work areas.
- Report to your supervisor any blind corners, problematic floor surfaces, or hazardous areas.
- Walk in and around the kitchen.
- Do not store items on the floor or place them temporarily near walkways.
- Wear properly fitting clothes. Clothing and aprons worn long enough to drag on the floor create a potential trip hazard.

Personal Protection Equipment

Use of Personal Protection Equipment (PPE) is mandatory whenever handling materials of hazardous nature.

These include:

- Oven Mitts or Oven Pads whenever handling hot items, such as pans from the oven, steamer, hot holding cabinets, or hot wells.
- Rubber Gloves and Plastic Aprons when handling chemicals.
- Goggles/Safety Glasses when using spray or aerosol chemicals or overhead cleaning
- Shoes that cover toes and heels appropriately.
- Cut resistant gloves used when using any type of sharp knife, tool, or slicer.

All employees will follow the “CLEAN AS YOU GO” policy. This will aid in keeping the clean kitchen and avoid slips and falls.

Employee Appearance

Employees should look professional and prepared for work.

- ✓ Supplied uniform polos must be worn Monday-Thursday.
- ✓ Employees may wear school colors on Friday. Other exceptions to the uniform polo will be evaluated on a case-by-case basis. (For example, Blue Friday and other school theme days will be allowable, as long as these items align with school and professional dress code as outlined here.
- ✓ Full-length, appropriately fitting denim, khaki, or slack-type pants must be worn at all times.
- ✓ No sweat pants, shorts, capris, skirts, yoga pants or other workout pants may be worn.
- ✓ Uniforms should be clean and fit appropriately.
- ✓ Clean Aprons must be worn.
- ✓ Hair neatly pulled up and away and restrained from face.
- ✓ Hat/Visor or hairnets must be worn. Hairnets will be provided upon request.
- ✓ Nails neatly trimmed.
- ✓ No heavy perfumes or body sprays. Perfume and other fragrances may be worn lightly.
- ✓ Jewelry and watches with the exception of wedding bands should not be worn on the hands and arms. Medical Alert bracelets are allowed.
- ✓ All cuts/abrasions must be bandaged. Additionally, disposable gloves must be worn over the bandaged, afflicted area.
- ✓ Closed-toe and closed-heel shoes must be worn at all times. Slip-resistant is recommended, but not required.

Employee Habits

- ✓ School phone lines and computers are maintained and operated for business use.
- ✓ Cell Phone Usage: Cell phones must be kept out of the work/service area and stored with personal belongings.
- ✓ Personal phone calls should be made during lunches or breaks.
- ✓ Bluetooth and other headphone devices may not be worn while working.
- ✓ No texting or social media while on the clock.
- ✓ ID Badges must be worn at all time by staff, visitors, and volunteers.

Before Beginning Work: All employees must tie on a clean apron and properly restrain hair with a hat, visor, or hairnet.

Please remember aprons must be removed before entering the restroom or any other unsanitary areas.

Employees are responsible for maintaining all uniform elements including aprons.

Hand Washing: All employees must wash hands with warm soapy water for 20 seconds and dry with a paper towel before beginning a task in the kitchen that requires food handling. Remember, when you handle all ready to eat foods you are required you to wear gloves.

Gloves: Disposable gloves are to be worn whenever handling ready-to-eat foods. Hands must be washed before and after wearing gloves. Gloves are not a replacement for proper hand washing. Please change your gloves often. Remember to always remove your gloves and wash your hand properly after:

| | |
|---|-------------------------|
| • Shifting from raw- to fresh- food preparation | • Eating |
| • Coughing/Sneezing | • Touching hair or face |
| • Handling money | • Handling garbage |
| • Cleaning | • Using the restroom |

NON-DISCRIMINATION STATEMENT

The Wenatchee School District prohibits discrimination, *In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov.

This institution is an equal opportunity provider

COMMENT, QUESTIONS OR CONCERNS

If you ever have any concerns or questions that are not answered in this document, please contact the Director of Food Services at 509-662-9345 or 509-668-8578

Thank You,

Chris Lutgen
Director of Nutrition Services