



School District: _____

Department: _____

Policy No: _____

Standard Operating Procedure

Service of Food

Policy: All food will be served in a manner to ensure food safety.

Procedure: Employees involved in the service of food must observe the following procedures:

Cleaning/sanitation:

1. Clean the area on and around the service line, using warm soapy water.
2. Sanitize the area on and around the service line, using an approved sanitizer.
3. Wipe down area before service begins, and as needed throughout service.
4. Cloths used for cleaning food spills should not be used for anything else.

Service utensils/serviceware:

1. Store utensils properly, with the handle extended above the container, or on a clean, sanitized food-contact surface.
2. Use serving utensils with long handles to keep hands away from the food item.
3. Clean and sanitize utensils before using them, and use separate utensils for each food item.
4. Handle glassware and dishes properly.
5. Hold flatware and utensils by the handles.

Practice good personal hygiene:

1. Wash hands before handling place settings or food.
2. Never touch cooked or ready-to-eat foods with bare hands. Always use gloves or utensils.
3. Never touch food with bare hands. Serve with tongs or gloves.
4. Wash hands between each different task. For example, if the same employee is loading dirty dishes and taking out clean dishes, a thorough handwashing must be done between the two tasks. Hand dips are not used.

Service:

1. Take temperatures of foods at the beginning of each service period.
2. Record temperatures.
3. Take temperatures of foods when changing pans of food to assure proper serving temperatures are achieved.

Policy last revised on: _____



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Standard Operating Procedure

Service of Food, continued

The unit supervisor will:

1. Supervise employees to ensure that proper service techniques are being followed.
2. Review logs daily to ensure the temperatures and corrective actions are being met.
3. Follow-up as necessary.
4. File logs with HACCP records.

Policy last revised on: _____