



School District: \_\_\_\_\_

Department: \_\_\_\_\_

Policy No: \_\_\_\_\_

## Standard Operating Procedure

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### Sack Lunches/Food Served Outside Cafeteria

**Policy:** Foodservice employees and teachers/school staff will work together to ensure that sack lunches or food served outside the cafeteria to children are safe to eat.

**Procedure:** All employees in school foodservice must:

1. Follow all personal hygiene standard operating procedures.
2. Prepare and store sack lunches according to standard operating procedures.
3. Use gloves for handling all ready-to-eat foods.

Teachers or school staffs who order sack lunches or food served outside cafeteria must:

1. Select a menu from options provided.
2. Observe appropriate food handling techniques such as:
  - a. Wash hands prior to distributing meals.
  - b. Maintain cold temperatures of food.
  - c. Discard ALL extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures. The temperature danger zone is between 41°F and 135°F.
3. Return all equipment to the school foodservice department after the event.

The unit supervisor will:

1. Prepare appropriate menu options.
2. Take order from teacher/staff member.
3. Follow all standard operating procedures.
4. Accept and inspect returned equipment. If equipment is not returned or is returned damaged, the teacher/staff member will be billed for the cost of replacing the equipment.
5. Follow up as necessary.

Policy last revised on: \_\_\_\_\_