#\_\_\_\_\_ Afterschool Snack

Standard Operating Procedure

**Policy:** Foodservice employees, teachers, and other school staff with snack preparation, set up, service and clean up responsibilities will work together to ensure that the afterschool snack is safe to eat and that appropriate food safety measures are followed when there are leftover snack items.

Teachers and other school employees will follow ordering procedures established by food service for afterschool snack. The food service manager/supervisor will be notified in advance when there are field trips or other events that preclude afterschool snack. Anticipated changes in counts due to illnesses or other situations will also be communicated in a timely manner.

Teachers and other school employees with snack set up, service and clean up duties will:

1. Observe appropriate food handling techniques such as:
	* 1. Keeping cold and hot items in transporters until time of meal service.
		2. Serving snacks as soon as possible when delivered to snack area.
		3. Washing hands prior to assembling and distributing snacks
		4. Encouraging students to wash hands prior to meal service.
		5. Keeping cold foods in transport container to keep at safe temperatures.
		6. Discarding leftover food that has been served to students and any cold food products that have been removed from the transporters immediately following the meal service in appropriate receptacles.
		7. Following established procedures for returning/discarding menu items that have not been served to students.
		8. Using cleaner in spray bottle obtained from food service to wipe desks and contact surfaces.
		9. Following procedures for removing trash from snack service area.
2. Promptly returning portable cold storage units with reusable ice packs and other equipment to the school foodservice.

The food service manager/supervisor will:

1. Develop and share procedures for ordering afterschool snacks.
2. Plan snack menus with food safety in mind.
3. Process order placed by teacher or other personnel.
4. Arrange for an appropriate time for delivery.
5. Obtain suitable portable cold storage transporters (such as coolers) and cooling devices such as ice packs and test the equipment items to ensure that cold food items are maintained at 41 ° F. or below up to a minimum of 1 hours (or the time frame for when items leave mechanical refrigeration up to the time transporters are returned to the food service.
6. Review safe handling procedures listed above with teacher or other school personnel with breakfast transporting, set up, serving and clean up responsibilities.
7. Routinely visit snack serving area to determine if appropriate food safety measures are followed and evaluated set up, assembling, service and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training needs and follow up with administration when there are non-compliance findings.
8. Monitor temperature logs to review recorded temperatures and ensure that cold items are maintained at 41° F. or below. Follow up with food service personnel if logs have not been completed, there is questionable information recorded and/or if appropriate action has not been taken.

All school foodservice staff who prepare and/or pack afterschool snack for service will:

1. Follow standard operating procedure established in the food safety plan for personal hygiene.
2. Prepare and pack snacks according to the order and make necessary modifications for anticipated changes in the counts.
3. Follow all standard operating procedures during food preparation to minimize contamination and time potentially hazardous foods are left above 41° F. This includes keeping cold items under refrigeration until time of transport to serving area.
4. Use gloves or utensils to prevent bare hand contact when handling ready-to-serve foods.
5. Place all potentially hazardous items in portable cold storage units with ice packs or other devices to maintain temperature during delivery.
6. Follow procedures for taking and recording temperatures of cold items on logs prior to delivery of snack items. **Note:** Temperature of milk may be taken by inserting digital probe thermometer between milk cartons. If temperature is 41° F. or below, it is not necessary to insert probe directly into opened milk carton.

All school foodservice staff receiving returned food items and transporters will:

1. Discard any items that have been open or appear to have been served to students including packaged bakery type items, juice packs, and fruit or vegetables.
2. Follow procedures for taking temperatures of milk and other cold items returned in the transporter. Record temperatures on log. Discard any milk or other potentially hazardous cold items and juice if temperature checks reveal that items are not at 41° F. and note on temperature log that this corrective action was followed.
3. Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans and other items returned from classrooms.
4. Store utensils, transporters, pans and other items to minimize contamination.

Operating procedures implemented on *specify date*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_