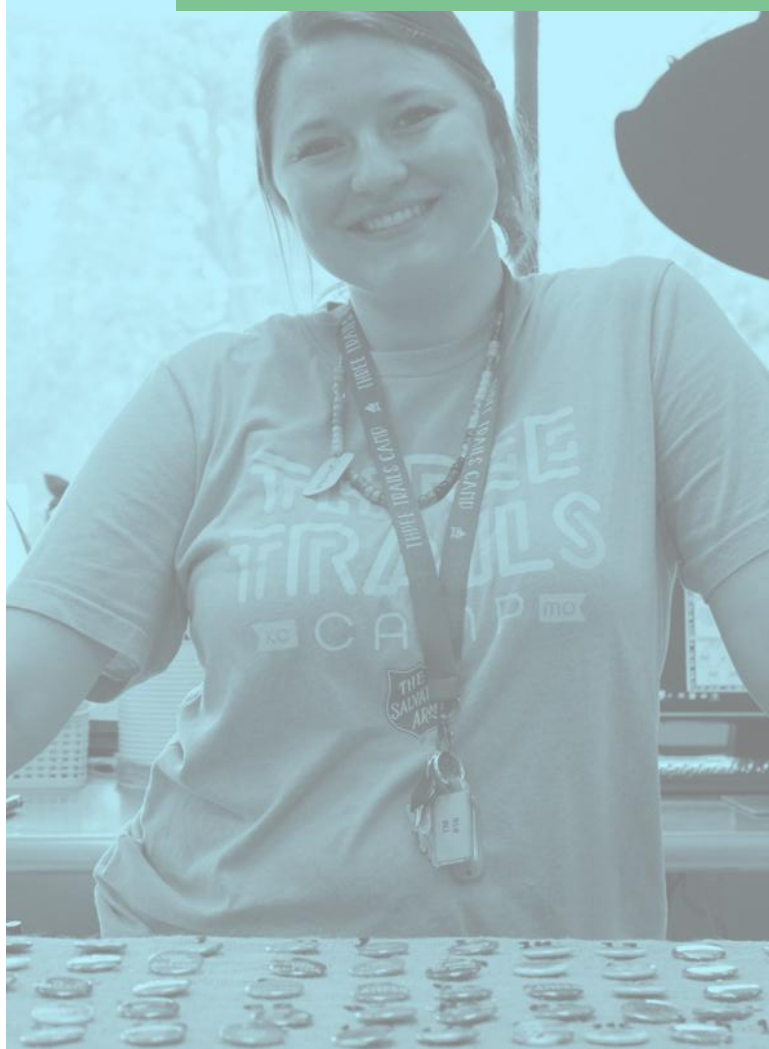


# FOOD SERVICE HANDBOOK



*Three Trails*  
CAMP & RETREAT CENTER





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## GENERAL FOOD SAFETY

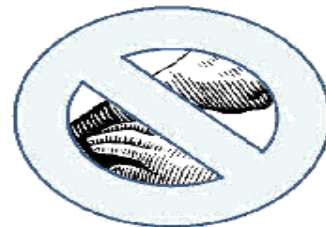
### Good Personal Hygiene

- Wash hands frequently, especially after eating, drinking, smoking, touching your face, nose, ears, hair, handling waste, using the restroom, coughing or sneezing, etc.
- Use hot water, liquid soap, and disposable paper towels.
- Wash hands after handling raw foods (uncooked meat, poultry, eggs, produce, etc.) before handling cooked foods.
- Wear gloves if required.
- Wear aprons if required.



### Good Personal Hygiene (Cont.)

- Do not handle food if you are ill, or have unprotected infected wounds or cuts. Infected wounds or cuts on the hands need to be covered with a bandage and glove before handling food.
- Wear hair restraints if required.
- Maintain personal cleanliness.
- Wear clean work clothes.
- Remove jewelry before handling food.
- Eat, drink, and smoke only in designated areas away from food.
- Keep your work areas clean, including all equipment



## Prevent Contamination to Food

**Types of common contaminants include:**

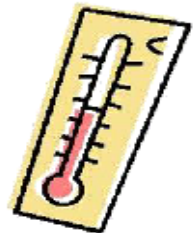
- **Physical:** Wood, metal, glass, paint chips, hair, etc. Bones in fish are also physical contaminants.
- **Chemical:** Cleaning chemicals, maintenance chemicals, pest control chemicals, etc.
- **Biological:** Bacteria, viruses, fungi, and parasites.

All contaminants have the potential to cause illness or injury.



## Temperature Control

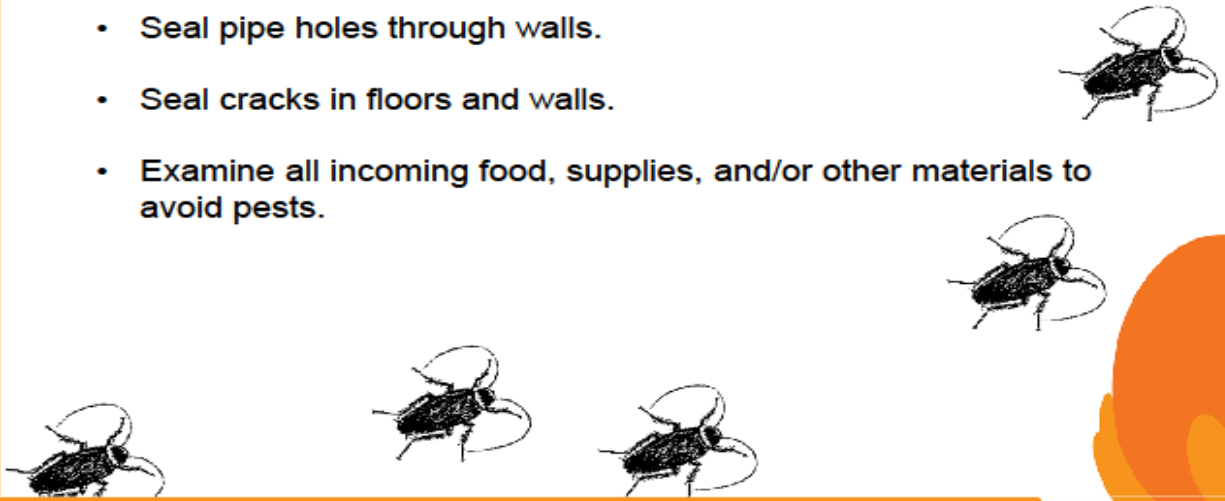
- Verify the temperature of your storage area with the correct thermometer.
- Store and transport refrigerated foods at 41°F, or less.
- Store and transport frozen foods at 0°F, or less.
- Thaw frozen foods at 41°F in a cooler, using a microwave oven, under running cold water, or while cooking. Never thaw at room temperature.
- Store whole produce at 50°F, and cut produce at 41°F, or less.
- Document temperature readings for your refrigerators and freezers twice daily.



## Pest Control: Insects/Rodents

### Deny pests entry to the facility:

- Seal doors, windows, and vents.
- Seal pipe holes through walls.
- Seal cracks in floors and walls.
- Examine all incoming food, supplies, and/or other materials to avoid pests.



## Pest Control: Storage and Disposal

### Deny pests food, water, and hiding or nesting places:

- Store food and supplies properly.
- Store items at least 6 inches off floor.
- Store items at least 4 inches away from wall.
- Dispose of food and supplies properly.
- Dispose of garbage quickly and cover indoor containers.
- Dispose of recyclables properly.



## Pest Control: Cleanliness

**Deny pests food, water, and hiding or nesting places:**

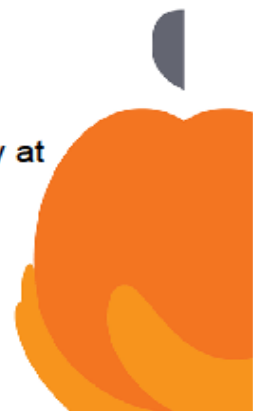
- Clean up food spills immediately.
- Eliminate standing water.
- Store mops and brooms off the floor. Keep service/mop sinks and buckets clear of used mop water.
- Maintain clean personal storage areas (i.e. lockers).
- Cover outdoor garbage containers.



## Receiving, Storing, & Delivering Food

### **Receipt**

- Use reputable suppliers.
- Inspect deliveries for: Temperature, quality, pests, etc.
- Reject deliveries that have problems.
- Make sure food containers are not damaged.
- Make sure food is properly labeled.
- Store foods requiring refrigerated or frozen storage immediately at the correct temperature.





## Receiving, Storing, & Delivering Food

### Receipt

Canned food must be labeled and not have the following:

- Swollen ends
- Leaks
- Seal problems
- Broken lids
- Major dents
- Rust



***When in doubt, Throw it out!***

## Receiving, Storing, & Delivering Food

### Storage

- Store food and supplies in a clean area.
- Store food at the proper temperature.
- Store food away from sanitation, chemicals, and potential physical contaminants.
- Store food in this order from top to bottom:

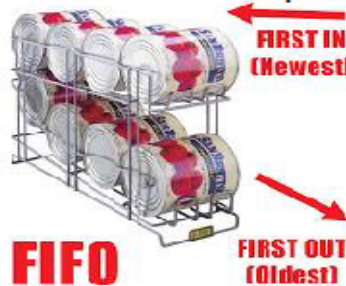
[ready-to-eat-foods, seafood, whole beef and pork, ground meat and fish, and whole and ground poultry to avoid cross-contamination]



## Receiving, Storing, & Delivering Food

### Storage

- Separate raw and cooked foods.
- Rotate food to ensure that the oldest food is used first. First in, First out (FIFO).
- Check the shelf life of food.
- Do not distribute baby food after it has expired.



## Receiving, Storing, & Delivering Food

### Delivery

Deliver at correct temperature.

- Keep properly labeled, if required.
- Keep covered.





## KEEP THESE FOOD SAFETY RULES IN MIND

### DURING TRANSPORTATION, PREPARATION, AND SERVING



#### SAFETY

- Bacteria can grow rapidly between 40°F and 140°F, which includes room temperature. This is known as the **danger zone**.
- Avoid holding foods in this temperature danger zone. Do not hold a food in the temperature danger zone for longer than **two hours**. After two hours discard the food.
- Keep meals and milk not being served at the time in the refrigerator or cooler at a temperature of 40°F or below. Hot meals should be in a warming unit or insulated box at a holding temperature of 140°F or more.
- Remember that you cannot determine food safety by sight, taste, odor, or smell. If there is any doubt, throw the food away.
- Train food service employees on safe food handling, on the safe use of all types of equipment, and on personal hygiene.
- Keep a fire extinguisher and first-aid kit handy and instruct all personnel in their use.

The four core messages of Clean, Separate, Cook and Chill will help you keep your food safe to eat.



#### CLEAN

- Wash hands frequently and properly, for at least 20 seconds with soap and hot water. Do not wash hands in the same sink used for food preparation or dish washing. Always wash hands after touching hair or face.
- Use disposable towels when drying hands. Discard disposable towels after each use.
- Cough or sneeze into disposable tissues **ONLY**, and wash hands afterwards. If you sneeze on food or food production areas, discard the food and clean and sanitize the food production area.
- Persons with colds, or other communicable diseases should not be permitted to work in food preparation areas.
- All superficial cuts should be covered with a bandage and a disposable glove.
- Any person with an infected cut or skin infection should not be permitted to work with food.
- Use disposable gloves properly. Wash hands before putting on gloves, avoid touching skin, carts, refrigerator, freezer, oven doors, money, or any unclean surfaces. Throw the gloves away after using or touching anything other than food.
- Follow instructions exactly on how to use and clean kitchen equipment.
- Keep all equipment such as cutting boards, can openers, grinders, slicers, and work surfaces clean and sanitized. Sanitize equipment and work surfaces between use with raw and cooked foods. Check with local health department codes for a list of sanitizing agents.
- Use plastic cutting boards. Purchase adequate number of cutting boards to prevent cross contamination during food production.
- Empty garbage cans daily. They should be kept tightly covered and thoroughly cleaned. Use plastic or paper liners.



#### SEPARATE

- Avoid cross-contamination.
- Use appropriate utensils to pick up and handle food.
- Never touch ready-to-eat foods with your bare hands.
- If using hands, wear disposable plastic gloves and do not touch anything unclean with the gloves. Throw the gloves away after using or touching anything other than food.

- Prepare sandwiches and salads with a minimum amount of handling.
- As a food safety precaution, you may want to use two sets of cutting boards: one for meats, and one for vegetables and fruits. Buying plastic cutting boards in different colors will help to keep them straight.
- Prevent juices from raw meat, poultry, or seafood from dripping on ready-to-eat foods, such as salad greens, either in the refrigerator or during preparation.
- Store ready-to-eat foods **above** raw uncooked foods.



## COOK

- Be sure thermometers are available and use them properly. Calibrate thermometers on a regular basis.
- To make sure that meat and poultry are cooked all the way through, use a food thermometer.
- Cook foods to minimal required internal temperatures for safety.

### MINIMUM INTERNAL TEMPERATURES FOR SAFETY

(BASED ON THE 2005 FDA FOOD CODE)

|                      |   |
|----------------------|---|
| 165°F for 15 seconds | Poultry, stuffing, stuffed fish, pork or beef; pasta stuffed with eggs pork, casseroles, reheating leftovers.                 |
| 155°F for 15 seconds | Ground meats, beef, lamb, veal, pork, pasteurized eggs held on steam table, cubed or Salisbury steaks, fish nuggets or sticks |
| 145°F for 15 seconds | Seafood, beef, pork, veal steaks, & roasts (medium rare), eggs cooked to order and served immediately.                        |
| 140°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.                    |

- DO NOT partially cook foods. Partial cooking may encourage bacteria to grow before cooking is completed.
- If the serving of a hot food must be delayed, keep it at a holding temperature of 140°F or above.



## CHILL

- Keep cold foods COLD! (Refrigerate or chill food at 40 °F or below)
- Keep frozen food in a freezer at 0 °F or lower.
- Cool hot food from 140°F to 70°F within two hours. If during the cooling process food temperatures do not reach 70°F immediate action is required or food must be discarded. Cool foods from 70°F to 40°F or below within four hours. DO NOT ALLOW ANY FOODS TO COOL AT ROOM TEMPERATURE.
- Refrigerate or freeze properly cooled leftovers in covered, two inch shallow containers.
- Divide large containers of soups, sauces, or vegetables so that the smaller portions will cool more quickly. Stirring throughout the chilling process will shorten the total cooling time. An ice paddle or ice bath will also help to rapidly cool foods.
- Leave airspace around containers or packages to allow circulation of cold air so that rapid cooling is ensured.
- Once cooled, tightly cover and date leftovers.
- DO NOT THAW FOODS AT ROOM TEMPERATURE. Thaw poultry and meat in a refrigerator and not on counters. Refreeze only if ice crystals are still present.



## PART TWO: FOOD SAFETY

# TAKING PRECAUTIONS: FOOD SAFETY

.....

- IMPORTANCE OF FOOD SAFETY
- GOOD PERSONAL HYGIENE
- FOOD SAFETY TEMPERATURES
- CLEANING AND SANITIZING
- MICROWAVE COOKING
- TRADITIONAL AND LOCALLY GROWN FOODS
- WHAT YOU SHOULD DO IF A CHILD BECOMES SICK



# IMPORTANCE OF FOOD SAFETY

.....

The food safety information presented in this section may or may not apply to all summer meal sites, so adapt it to your summer meal program as applicable. The focus is on three areas to promote key food safety practices essential to a successful summer meal site:

- Practicing good personal hygiene,
- Checking and documenting food safety temperatures,
- Proper cleaning and sanitizing.

These practices help ensure that the food children consume is safe and reduce the risk of a foodborne outbreak. A foodborne outbreak at a summer meal site could result in multiple children and staff becoming sick, bad publicity, and possibly cause the shutdown of the site.

## What is foodborne illness?

Foodborne illness is illness that comes from eating food contaminated with harmful bacteria or other pathogens. Symptoms may occur within hours, days, or weeks and are often similar to gastrointestinal illness or “stomach flu” like symptoms. A person with a foodborne illness may experience symptoms such as nausea, vomiting, diarrhea, or fever.

## Who is at risk for foodborne illnesses?

Everyone is at risk for getting a foodborne illness. Young children are especially at risk for foodborne illnesses because their bodies and immune systems are still developing. Women who are pregnant, the elderly, and those who have chronic illnesses or compromised immune systems are also at high risk for getting a foodborne illness.

## How do bacteria get in food?

Microorganisms may be present on food products when you purchase them, or food can become contaminated during preparation. Thousands of types of bacteria are naturally present in our environment. Microorganisms that cause disease are called pathogens. When certain pathogens enter the food supply and are eaten, they cause foodborne illness. During food preparation, food can become cross-contaminated with pathogens transferred from raw egg products, raw meat, poultry, and seafood

products and their juices, or from food handlers with poor personal hygiene. Most cases of foodborne illness can be prevented with proper cooking or processing of food to destroy pathogens, and safe food handling practices.

It is also important to have a date marking system in place. Date marking is a way to control the growth of *Listeria*, a bacterium that grows at refrigeration temperatures. A date marking system identifies how old foods are and when those foods should be discarded before these bacteria can cause a foodborne illness. A sample Standard Operating Procedure (SOP) for date marking ready-to-eat, potentially hazardous foods can be found in the Reference Section. If you suspect cases of foodborne illness at your SFSP site(s), follow the procedures outlined in the Reference Section.



# GOOD PERSONAL HYGIENE

### Personal Hygiene

Personal hygiene is especially important for keeping food safe. This includes restricting or excluding ill staff from preparing or handling food, using effective handwashing procedures, and eliminating bare hand contact with ready-to-eat foods. Using all three practices together will help prevent foodborne illness at a summer meal site. Each practice will be covered more in the following pages.

Good personal hygiene begins with arriving to a summer meal site properly dressed. This minimizes possible contamination from dirty clothes. When working for a summer meal site, follow these guidelines for proper attire.

- Come to the site dressed in clean clothes.
- Wear close-toed shoes.
- Restrain hair with a hat or hairnet.
- Trim fingernails short, and do not wear nail polish.
- Do not wear jewelry.
- Summer site staff must also follow guidance from the local health authority regarding proper attire.

### Employee Health

If you are sick, you may spread your illness to those around you (staff, children). Site staff should tell the site manager if they are sick.

Report these illness symptoms:

- Vomiting,
- Diarrhea,
- Sore throat with fever,
- Jaundice,
- Open cuts, sores, or wounds,
- Foodborne illness diagnosed by a doctor.

If you experience any of the above symptoms you should not work at the site to prevent the risk of spreading disease through food.

### How to Wash Hands

Keeping hands clean is one of the most important steps to avoid spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. Follow the steps for proper handwashing:

1. Wet hands with water and soap.
2. Lather hands with soap up to elbows, and scrub for 10-15 seconds.
3. Wash backs of hands, wrists, between fingers, and under fingernails.
4. Rinse hands under running water.
5. Dry hands with a paper towel or air dryer.
6. Turn off water with a paper towel. If applicable, open the door with the paper towel, and then discard it into trashcan.

Proper handwashing should take a total of about 20 seconds, or as long as it takes to sing the "Happy Birthday" song twice.

Washing hands with soap and water is the best method for reducing the number of microbes on hands. If soap and water are not available, the CDC recommends using an alcohol-based hand sanitizer that contains at least 60% alcohol.

### When to Wash Hands

There are certain times that staff should wash their hands.

#### Before

- Working with food,
- Putting on or changing disposable gloves, and
- Handling clean dishes, equipment, and utensils.

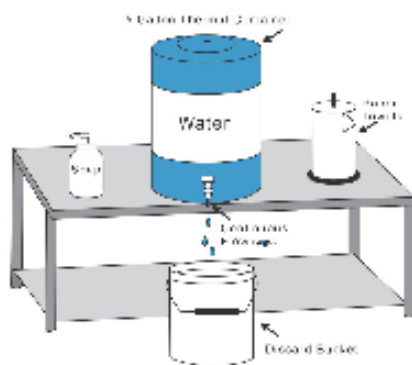


### After

- Using the toilet,
- Sneezing, coughing, or using a handkerchief or tissue,
- Touching hair, face, or body,
- Handling raw meats, poultry, or fish,
- Eating, drinking, or chewing gum,
- Cleaning up – sweeping, mopping, or wiping counters,
- Touching dirty dishes, equipment, or utensils,
- Handling trash,
- Handling phones or cell phones,
- Handling cash registers or money, and
- Any instance in which hands have become contaminated.

### Portable hand washing station

It is important to create a source of running water when summer sites do not have handwashing facilities. A portable handwashing station allows you to wash hands when there is no working sink on-site. These facilities should be used primarily for handwashing. You can create a portable handwashing station like the one shown in the photo.



### Proper glove use

Properly wearing gloves can prevent contaminating food. Glove use protects food from microbes found on people's hands. Handling something other than food with gloved hands, such as a cell phone, door handle, or refrigerator door can contaminate gloves. Remove contaminated gloves, and wash your hands before putting on new gloves.

Follow these tips to ensure that you are using gloves properly.

- Always wash hands before putting on gloves.
- Wear gloves when handling ready-to-eat foods. Ready-to-eat foods are foods that can be eaten without further rinsing or cooking, such as fresh fruits and vegetables, sandwiches, and cheese.
- Never re-use or wash gloves.
- Dispose of soiled gloves.
- Change gloves after sneezing, coughing, or touching face, hair, or other parts of the body.
- Change gloves if touching something other than food, such as a cell phone, door handle, trashcan, cash register, or money.
- If you do not have gloves, you can still protect ready-to-eat food from hand contamination by using suitable utensils such as spatulas, tongs, or deli tissue.

# FOOD SAFETY TEMPERATURES

## Temperature Danger Zone

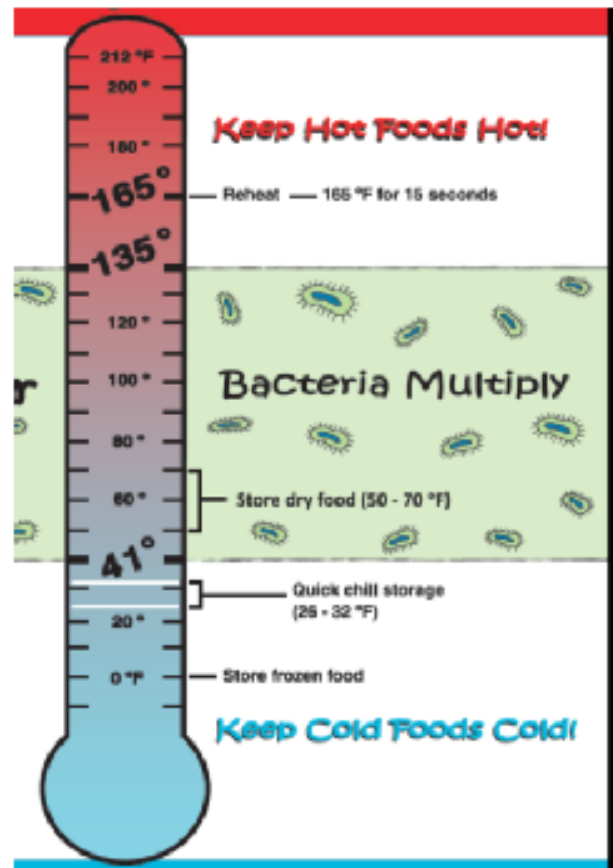
One of the most important ways to keep food safe is by controlling time and temperature. The temperature danger zone, which is 41 °F to 135 °F, is the temperature range where bacteria grow rapidly. Bacteria can double in number in as little as 20 minutes. At this rate, harmful bacteria in food can quickly multiply to a level capable of causing foodborne illness. It is important to keep hot food above 135 °F and cold food below 41 °F, and keep all perishable food out of the danger zone. Use a thermometer to ensure food stays out of the temperature danger zone.

## Thermometer Basics

Thermometers are an essential tool when cooking and serving food. They come in all shapes, colors, and sizes, and perform a variety of functions. There are several different types of thermometers. See below for more information on different types of thermometers.

Food thermometers are used to measure the temperature of the food. They measure food temperatures to verify safety. These thermometers need to be calibrated, or adjusted for accuracy, on a regular basis; conditions such as dropping a thermometer or extreme temperatures could affect their accuracy.

Appliance thermometers are used to measure the inside temperature of refrigerators and freezers. Although a piece of equipment may come with an internal thermometer, it is a best practice to have a separate appliance thermometer to guarantee the equipment is functioning as intended. Place the thermometer in the warmest part of the equipment, such as near the top shelf, and close to the door. You can use appliance thermometers in equipment used to transport food to different summer sites. For coolers used for transporting cold food, place the thermometer in the warmest part, for example near the door or lid. For containers used for transporting hot food, place the thermometer in the coolest part, for example near the door or lid.



### CALIBRATING A THERMOMETER

#### When do you calibrate a thermometer?

- Ideally, daily, but at least weekly.
- When a thermometer is dropped.
- More often if specified by the State or local health department

#### How to calibrate a digital thermometer – Ice Water Method

1. Fill a large container with ice.
2. Add water to within 1 inch of top of container.
3. Stir mixture well.
4. Let the mixture sit for one minute.
5. Place thermometer in container so that the sensing area of stem or probe (usually indicated by a dimple) is completely submerged in the water.
6. Keep the thermometer from touching the sides or bottom of the container.
7. Let thermometer stay in ice water for 30 seconds.
8. Digital thermometers generally have a reset button to push. The display should read 32 °F.
9. Repeat the process with each thermometer, and record on the log.

As a best practice, record when you calibrate thermometers on sheets such as logs. This provides evidence that proper food safety practices were followed in the event a foodborne outbreak does occur. Use temperature logs to record temperatures of refrigerators and freezers, cooked food, and transported food. Samples of these temperature logs are in the reference section.



## How to Take Temperatures

1. Before each use, wash the stem of the thermometer with soap and water and sanitize by dipping stem into sanitizing solution or wiping with a sanitizing wipe. Allow to air dry.
2. Because there are many different types of foods, use the temperature-taking method appropriate for each food. Make sure the sensing area of the food thermometer (indicated by a dimple) is submerged in the food when taking a temperature. The proper way to take the temperature of certain foods is listed below:
  - Roasts—insert thermometer in the middle of the roast, avoiding any bones.
  - Poultry—insert thermometer at the thickest part, avoiding any bones.
  - Casseroles—check temperature in the center and at several other points.
  - Thin meats, such as hamburger patties—insert thermometer into the side of food until 2-3 inches deep.
  - Milk - Open a carton and insert thermometer at least 2 inches into the milk.
  - Packaged foods – Place the thermometer between two packages without puncturing the packages.
3. Wait for the temperature display to stay the same temperature for about 15 seconds.

### Receiving temperatures

It is important to check the temperature of frozen or refrigerated foods immediately upon receipt. Check frozen foods to make sure that they are frozen solid and show no signs of thawing and refreezing, such as boxes being wet or foods having large ice crystals.

#### Check temperatures of refrigerated foods.

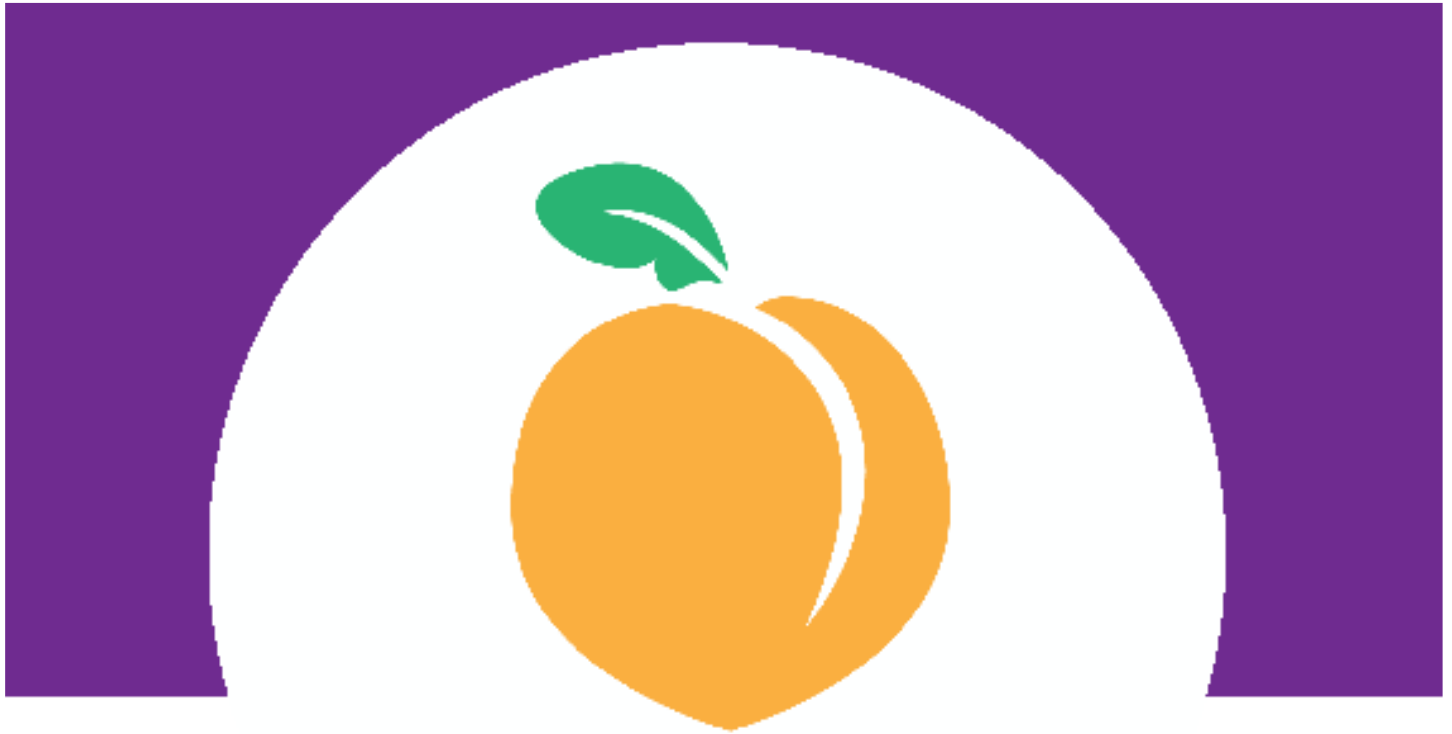
- Fresh meat and poultry should be 41 °F or below.
- Packaged products should be 41 °F or below.
- Milk and eggs should be 45 °F or below. Milk must be put in a 41 °F or lower cooler after receipt.
- Move foods to storage quickly, beginning with refrigerated foods, then frozen foods, then foods for dry storage.
- Contact the site manager if food is not delivered at the proper temperature.

### Cooking temperatures

To prevent the growth of microorganisms and reduce the risk of foodborne illness, food service staff must ensure certain cooking temperatures are reached.

| Temperature and Time  | Food Items  |
|-----------------------|---|
| 135 °F for 15 Seconds | <ul style="list-style-type: none"> <li>• Fresh, frozen, or canned fruits and vegetables that will be held hot prior to service.</li> <li>• Ready-to-eat food that has been commercially prepared (to reheat for hot holding)</li> </ul> |
| 145 °F for 15 Seconds | <ul style="list-style-type: none"> <li>• Whole cuts of beef and pork; seafood</li> </ul>  |
| 155 °F for 15 Seconds | <ul style="list-style-type: none"> <li>• Ground products containing beef, pork, or fish</li> <li>• Fish nuggets or sticks</li> <li>• Cubed or Salisbury steaks</li> <li>• Eggs cooked for hot holding</li> </ul>                        |
| 165 °F for 15 Seconds | <ul style="list-style-type: none"> <li>• Poultry</li> <li>• Stuffed beef, pork, or seafood</li> <li>• Pasta stuffed with beef, eggs, pork, or seafood, such as lasagna or ravioli</li> </ul>  |





### Holding Food/Transporting Food Temperatures

- Once a food is prepared, it must be held hot at 135 °F or above or cold at 41 °F or below until served. Maintain these temperatures when transporting food to another site. Use an appliance thermometer to be sure that refrigerators or portable coolers are at the correct temperatures.
- Milk and items like sandwiches containing deli meat should arrive cold to the summer feeding site.
- Use a food thermometer to check the temperature of perishable food to ensure it is at the right temperature – hot food at 135 °F or above and cold food at 41 °F or below.
- Contact the site manager if the food is not delivered at the proper temperature.

### NOTE:

Some sponsors make use of microwave cooking. Microwave ovens heat the surfaces of food quickly, but leave food with "cold spots" that could support the growth of harmful bacteria. It is recommended that large cuts of meat not be prepared in the microwave. It is important to become familiar with the manufacturer's instructions so that food cooks thoroughly and evenly in the microwave. In addition, follow these microwave safety tips:

- Cover food to hold in moisture, cook evenly, and keep microwave clean.
- If microwave does not have a turntable, stir food several times during heating.
- Allow food cooked in the microwave to stand covered for 2 minutes after heating.
- Check the internal temperature of food in several places to verify that food has reached a safe internal temperature of 165 °F in all parts of food.



## Cooling Temperatures

Safely cool hot, cooked foods within the recommended timeframes. Food passes through the temperature danger zone as it cools. It is important to get it through the temperature danger zone as quickly as possible to prevent bacteria from growing in the food.

- Hot food must be cooled from 135 °F to 70 °F within 2 hours.
- It must then be cooled from 70 °F to 41 °F in the next 4 hours (food must be cooled from 135 °F to 41 °F within a total of 6 hours).
- Food at room temperature must be cooled to 41 °F within 4 hours.
- If cooling times and temperatures are not met, the food must be reheated to 165 °F for 15 seconds and the cooling process started again.

## Methods for Cooling Food

- Pre-chill ingredients used for making salads and other ready-to-eat foods.
- Separate food into smaller portions and place in shallow containers that are no more than 2 inches deep.
- Cool food loosely covered on top shelf of freezer. Heat must be allowed to escape.
- Use chill sticks/ice paddles and ice water baths. Ensure cooling food is stirred frequently to allow heat to escape. (Image 2.)

## Reheating Temperatures

Reheating food requires food to go through the temperature danger zone. Reheat foods to 165 °F for 15 seconds within 2 hours to destroy microorganisms in the food.



Example of a cooling method



Example of a cooling method

# CLEANING AND SANITIZING

.....

## Cleaning Tables, Work Surfaces, and Equipment

Be sure all food preparation occurs on a clean and sanitized surface. This reduces the risk of food becoming contaminated by microorganisms. Use a 3-step process to make sure all surfaces that will come in contact with food are clean.

1. Wash surface with soap and water solution.
2. Rinse surface with clean water to remove debris and soap.
3. Sanitize surface using a sanitizing solution mixed at the concentration specified on the manufacturer's label. Allow items to air dry.

**Summer sponsors must always follow State and local health department requirements.**

## How to Use a Three-Compartment Sink

Each compartment of a three-compartment sink has a specific purpose. The first compartment is for washing, the second is for rinsing, and the third is for sanitizing. Sanitize by immersing items in hot water at or above 171 °F for 30 seconds or by using a chemical sanitizing solution mixed at a concentration specified on the manufacturer's label. If using chemical sanitizer, test the sanitizer concentration using an appropriate test strip to confirm that the sanitizer is the strength required to kill microorganisms, but not so strong as to damage equipment and utensils. If you have a 2-compartment sink, work with your local health department to come up with an approved standard operating procedure.

## Using a Dishmachine

- Scrape food particles into trashcan before loading dishwasher.
- Do not overload dish rack.
- Dishmachine final rinse cycle temperature should be at 160 °F or above if using heat to sanitize utensils.
  - Check the temperature gauge on the machine.
  - Do a secondary check using a heat sensitive tape, one-time temperature indicator or high temperature thermometer (thermometer approved to use in a dishmachine).
  - Doing these checks will ensure that appropriate temperatures for sanitizing are reached.
- If dishmachine uses a chemical sanitizer, check the sanitizer concentration of the rinse water using appropriate test strips.
  - Ask the dishmachine manufacturer what kind of sanitizing strips to use.
- Always wash hands before handling clean and sanitized dishes, equipment, and utensils. **NEVER** load dirty dishes and then handle clean dishes without washing hands.





# MICROWAVE COOKING

Some summer food service sponsors use microwaves to cook in small kitchens or when a kitchen is not available. Microwave ovens heat the surfaces of food quickly, but leave food with "cold spots" that could support the growth of harmful bacteria. It is recommended that large cuts of meat not be prepared in the microwave.

It is important to become familiar with the manufacturer's information so that food cooks thoroughly and evenly in the microwave. In addition, follow these microwave safety tips:

- Cover food to hold in moisture, cook evenly, and keep microwave clean.
- If microwave does not have a turntable, stir food several times during heating.
- Allow food cooked in the microwave to stand covered for 2 minutes after heating.
- Check the internal temperature of food in several places to verify that food has reached a safe internal temperature of 165 °F in all parts of food.

A Thermometer Graphic, a Daily Temperature Form-Internal Food Temperature, and a Storage Temperature Form can be found in the Reference Section.

# TRADITIONAL AND LOCALLY GROWN FOODS

FNS encourages sponsors to source locally grown and raised foods, and to incorporate traditional foods into their summer menus. While traditional and locally grown foods pose no greater food safety risk than conventional products, it remains important for SFSP operators to understand the applicable food safety requirements.

Three agencies within the Federal Government are responsible for establishing rules and regulations that govern the sale and use of meat, poultry, game, and eggs in the Child Nutrition Programs: the USDA Food Safety and Inspection Service (FSIS), the Department of Health and Human Services' (HHS) Food and Drug Administration (FDA), and the USDA Food and Nutrition Service (FNS). Together these agencies establish rules and regulations to ensure that all products served in CNP meals and to consumers, are safe, wholesome, and correctly labeled and packaged.

In turn, State and local governments adopt Federal regulations and guidelines and often tailor the rules to address locality-specific issues. The memorandum SP01-2016, CACFP 01-2016, SFSP 01-2016 *Procuring Local Meat, Poultry, Game, and Eggs in Child Nutrition Programs* (<http://www.fns.usda.gov/procuring-local-meat-poultry-game-and-eggs-child-nutrition-programs>) aims to help Child Nutrition Program operators understand traditional and locally grown food safety requirements and aid them in purchasing from local ranchers and producers as much as possible.

# WHAT YOU SHOULD DO IF A CHILD BECOMES SICK

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What should I do if I suspect a child at my site has a foodborne illness?

Unfortunately, there may be a time when, despite the best of intentions, a child may become ill as a result of the food s/he eats. Here are some guidelines to follow if you suspect a child is suffering from a foodborne illness.

1. Get the following information:
  - Name(s) of the child(ren).
  - Name of parent or guardian.
  - Parent's or guardian's telephone number.
  - When the child ate last (the date and time).
  - What the child ate last (include everything eaten).
  - Whether anything tasted bad when it was eaten.
  - What time the child began to feel ill, including the symptoms.
  - Seal and keep all leftovers of the suspected food(s) and mark "DO NOT USE."
2. Contact the parent or guardian immediately.
3. Call the local or State Health Department and inform them of the incident. They will direct you on what to do with the child and the suspected food(s).

**For more information about food safety in SFSP, visit the Institute of Child Nutrition's Food Safety for Summer Food Service Programs**  
**[\(<https://theicn.org/icn-resources-a-z/food-safety>\)](https://theicn.org/icn-resources-a-z/food-safety).**

**The training guide and materials prepare staff and volunteers of SFSPs to provide safe foods and to teach children basic food safety practices.**



## PART TWO: FOOD SAFETY

# KEEP FOOD FRESH: FOOD STORAGE AND SANITATION

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- FOOD STORAGE
- FOOD SANITATION



# FOOD STORAGE

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## Storage Facilities

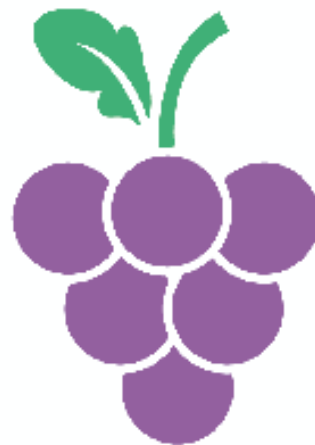
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Good storage facilities (dry, frozen, and refrigerated) help keep food safe, fresh, and appetizing. Food products must be in excellent condition when they arrive at the receiving area. They must be kept that way as you store, prepare, and serve them.

## Guidelines for Proper Storage

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- Examine all food upon delivery to be sure it is not spoiled, dirty, infested with insects, or opened. Do not accept or use cans with bulges or without labels. Do not accept frozen foods that have started to thaw. Send these items back.
- Store all food off the floor on clean racks, dollies, or other clean surfaces. Pallets and dollies should be at least 6 inches off the floor to permit cleaning under them.
- Keep storage rooms clean, sanitary, and free from rodent infestations. Clean on a rotating schedule to ensure that regular cleaning is done consistently.
- Protect foods such as flour, cereals, cornmeal, sugar, dry beans, and dry peas from rodents and insects by storing them in tightly covered containers.
- Make sure refrigerated and frozen storage areas are maintained at proper temperatures.
- Use foods on a "first-in, first-out" basis. Arrange foods so that **older supplies will be used first**. Label shelves if necessary.



# FOOD SANITATION

## Food Sanitation Tips

Follow these tips to ensure a safe and clean environment for serving food to children:

- Thoroughly rinse all fresh fruits and vegetables with water before cooking or serving. Do not use soap, as it can leave residue.
- Do not handle ready-to-eat foods with bare hands. Use disposable plastic gloves. Dispose of gloves that become contaminated (e.g., by touching equipment or handling money).
- Food service staff with open cuts, sores, colds or other contagious illnesses, or experiencing foodborne illness symptoms should not prepare or serve food.
- Properly clean and sanitize all food preparation and service areas; wipe up spilled food immediately.
- Empty garbage cans daily. They should be kept tightly covered and thoroughly cleaned. Use plastic or paper liners.
- Meet health standards set by your State and local health department.

Visit the Institute of Child Nutrition's Employee Health and Personal Hygiene for Child Nutrition Professionals website (<https://theicn.org/icn-resources-a-z/employee-health-and-personal-hygiene/>) for more resources that highlight best practices for child nutrition employees in schools and in child care to use to prevent spreading pathogens that can cause foodborne illnesses.

### Cleanup

Give careful attention to cleanup procedures following food preparation and service. If you use disposable ware (For example, dishes, trays, utensils, glasses), promptly and carefully remove the disposable items from the site. If you use permanent ware, make sure to wash and sanitize them after each use.



# Cleaning and Sanitizing

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In addition to the cleanup of disposable or permanent ware, you must properly clean and sanitize food preparation and service areas (equipment, floors). A cleaning schedule should be part of the overall work schedule to assure that the site is cleaned regularly. If serving meals outdoors, clean picnic tables and serving tables, or cover with disposable table cloths.

### What's the difference between cleaning and sanitizing?

Cleaning is removing food, grease, sauces, dirt and dust from a surface, generally with a detergent and water. Sanitizing is the reduction of bacteria and viruses that may be on a surface with a special solution. Household bleach is a sanitizer that is inexpensive and is approved by your local health department. Make sure to sanitize food preparation areas, tables, countertops, cutting boards, drying racks, and sinks. Sanitize surfaces using a sanitizing solution mixed at the concentration specified on the manufacturer's label. Allow items to air dry. And, as always, follow State and local health department requirements.

For more information on cleaning and sanitizing, refer to the Reference Section.



## Sample Food Safety Checklist

Observer: \_\_\_\_\_ Date: \_\_\_\_\_

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 HYGINE   | YES | NO | CORRECTIVE ACTION |
|---|-----|----|-------------------|
| Employees wear clean and proper uniform including shoes.  |     |    |                   |
| Effective hair restraints are properly worn.  |     |    |                   |
| Fingernails are short, unpolished, and clean (no artificial nails).   |     |    |                   |
| Jewelry is limited to a plain ring, such as wedding band and a watch and must be covered by a foodservice glove.  |     |    |                   |
| Hands are washed properly, frequently, and at appropriate times.  |     |    |                   |
| 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.  |     |    |                   |
| Eating, drinking, chewing gum, smoking, or using tobacco is allowed only in designated areas away from preparation, service, storage, and ware washing areas. |     |    |                   |
| Employees use disposable tissues when coughing or sneezing and then immediately wash hands.   |     |    |                   |
| Employees appear in good health.  |     |    |                   |
| Hand sinks are unobstructed, operational, and clean.  |     |    |                   |
| Hand sinks are stocked with soap, disposable towels, and warm water.  |     |    |                   |
| A hand washing reminder sign is posted.   |     |    |                   |
| Employee restrooms are operational and clean.   |     |    |                   |



## Food Service Handbook

| FOOD PREPARATION   | YES | NO | CORRECTIVE ACTION |
|--|-----|----|-------------------|
| <p>All food stored or prepared in facility is from approved sources.</p> <p>Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.</p> <p>Frozen food is thawed under refrigeration, or in cold running water, and is cooked to proper temperature.</p>  |     |    |                   |
| <p>Thawed food is not refrozen.</p>  |     |    |                   |
| <p>Preparation is planned so ingredients are kept out of the temperature danger zone.</p> <p>Food is tasted using the proper procedure.</p>  |     |    |                   |
| <p>Procedures are in place to prevent cross-contamination.</p> <p>Food is handled with suitable utensils, such as single use gloves or tongs.</p> <p>Food is prepared in small batches to limit the time it is in the temperature danger zone.</p>   |     |    |                   |
| <p>Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.</p> <p>Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.</p> <p>The internal temperature of food being cooked is monitored and documented.</p> |     |    |                   |

## Food Service Handbook

| HOT HOLDING   | YES | NO | CORRECTIVE ACTION |
|---|-----|----|-------------------|
| Hot holding unit is clean.  |     |    |                   |
| 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. |     |    |                   |
| Hot holding unit is pre-heated before hot food is placed in unit.   |     |    |                   |
| Temperature of hot food being held is at or above 135 F   |     |    |                   |

| COLD HOLDING  | YES | NO | CORRECTIVE ACTION |
|---|-----|----|-------------------|
| Refrigerators are kept clean and organized.             |     |    |                   |
| Temperature of cold food being held is at or below 41 F |     |    |                   |

| REFRIGERATOR, FREEZER, AND MILK COOLER                             | YES | NO | CORRECTIVE ACTION |
|--|-----|----|-------------------|
| Thermometers are available and accurate.                           |     |    |                   |
| Temperature is appropriate for pieces of equipment.                |     |    |                   |
| Food is stored 6 inches off floor or in walk-in cooling equipment. |     |    |                   |
| Refrigerator and freezer units are clean and neat.                 |     |    |                   |
| Proper chilling procedures are used.                               |     |    |                   |
| All food is properly wrapped, labeled, and dated.                  |     |    |                   |

## Food Service Handbook

| REFRIGERATOR, FREEZER,<br>AND MILK COOLER  | YES | NO | CORRECTIVE ACTION |
|--|-----|----|-------------------|
| <p>The FIFO (First in, First Out) method of inventory management is used.</p> <p>Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.</p> |     |    |                   |

| FOOD STORAGE AND DRY STORAGE  | YES | NO | CORRECTIVE ACTION |
|---|-----|----|-------------------|
| <p>Temperature of dry storage area is between 50 F and 70 F or meets State public health department requirement.</p> <p>All food and paper supplies are stored 6 to 8 inches off the floor.</p> <p>All food is labeled with name and received date.</p> |     |    |                   |
| <p>Open bags of food are stored in containers with tight fitting lids and labeled with common name.</p> <p>The FIFO (First In, First Out) method of inventory management is issued.</p>   |     |    |                   |
| <p>There are no bulging or leaking canned goods.</p> <p>Chemicals are clearly labeled and stored away from food and food-related supplies.</p> <p>There is a regular cleaning schedule for all food surfaces.</p>                                       |     |    |                   |
| <p>Food is stored in original container or a food grade container.</p>  |     |    |                   |

## Food Service Handbook

| CLEANING AND SANITIZING   | YES | NO | CORRECTIVE ACTION |
|---|-----|----|-------------------|
| <p>Three-compartment sink is properly set up for ware washing</p> <p>Dish machine is working properly (such as gauges and chemicals are at recommended levels).</p>   |     |    |                   |
| <p>Water is clean and free of grease and food particles.</p> <p>Water temperatures are correct for wash and rinse.</p> <p>If heat sanitizing, the utensils are allowed to remain immersed in 171 F water for 30 seconds</p> <p>If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.</p> |     |    |                   |
| Smallware and utensils are allowed to air dry.  |     |    |                   |
| Wiping cloths are stored in sanitizing solution while in use.   |     |    |                   |

| UTENSILS AND EQUIPMENT  | YES | NO | CORRECTIVE ACTION |
|---|-----|----|-------------------|
| <p>All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.</p> <p>Small equipment and utensils are washed, sanitized, and air-dried.</p>               |     |    |                   |
| Work surfaces and utensils are clean.   |     |    |                   |
| Work surfaces are cleaned and sanitized between uses.   |     |    |                   |
| <p>Thermometers are cleaned and sanitized after each use.</p> <p>Thermometers are calibrated on a routine basis.</p>  |     |    |                   |
| <p>Can opener is clean.</p> <p>Drawers and racks are clean.</p> <p>Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.</p> |     |    |                   |



## Food Service Handbook

| 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.                              |     |    |                   |
| 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 dumpsters 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.          |     |    |                   |

Source: National Food Service Management Institute. (2009). Serving it safe training resource. University, MS.

# DINING HALL PROCEDURES

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The Three Trails Camp dining hall will provide a pleasant eating experience for everyone. We have designed the following procedures to minimize traffic and confusion. More important, we anticipate that everyone will follow the commonly established principles of behavior that make dining a positive experience.

## Cleaning And Setup

### Cleaning Tips

Clear any clutter from the tables, counters and other surfaces before you bring out cleaners and rags.

Clean from top to bottom, because crumbs, dust and debris will inevitably fall to the floor as you work.

Leave the floor for last.

### Cleaning Tools

Broom and Dustpan for cleaning around chairs and table legs and keeping up with the endless crumbs and food debris.

Clean cleaning rags and towels are located in the Kitchen dry storage room next to the washer and dryer. You will need to make sure the laundry is getting cleaned as part of using these rags. Use cloths to eliminate dirt and clean surfaces. Dawn dish soap can be used as a degreaser while cleaning.

The carpets at the end of the hallways will need to be vacuumed as part of daily/weekly cleaning.

### Daily Tasks:

- Check Meal Count forms for accuracy.
- Clean the Dining Room and Hallway Floors.
  - Sweep the entire floor with a dustmop using push motion. Don't miss the corners of the room and under the tables and chairs where crumbs like to gather.
  - Mop the floor with the mop and floor cleaner provided, following all manufacturer instructions.
  - Floor cleaning machine should be used when all furniture is removed from the room. Be sure to empty and clean machine after each use.
- Salad Bar — setup and clean-up.
- Beverages.
- Table service and condiments, cups, silverware, and napkins.
- Ordering supplies — be sure to check inventory before placing an order!
- Making announcements.
- Music.
- Cereal.
- Health Care Director Medication Distribution.
- Make sanitizer buckets.
- Take out trash.

### Daily Cleaning Tasks That Campers Help With:

- Clear dishes after each meal and wipe down the table.
- Quickly wipe down the chairs as needed.
- Remove any clutter on tables.
- Spot mop and sweep the floor as needed.

## Daily Setup:

- Make Coffee
- Pitchers of juice, water or tea
- Silverware, cups, napkins
- Condiments
- Salad Bar and bowls at lunch

## Table Setup Example



**22 CHAIRS**

## Weekly Tasks:

- Dust the Dining Room Light Fixtures and Window ledges.
- Clean windows. Spray Windex on a cloth to wipe away any smudges or spots.
- Clean window sills. Use a cloth and cleaner to wipe down window sills.
- Clean Dining Room Chairs. Mix hot water a few drops of Dawn dish soap in a large bowl or bucket. Dip a cloth in the cleaning mixture, wring well and wipe the chairs from top to bottom. Wrap the edge of a butter knife in cloth to clean tight areas and crevices.
- Clean Walls and Wall Décor. Use a Magic Eraser to get rid of any scuff marks on the wall. Wipe down all the walls and baseboards with a cloth and cleaner provided by camp or a mixture of vinegar, water and a few drops of dish soap. Use the same cloth and mixture to gently wipe the tops of picture frames and other wall decor where dust likes to settle.
- Organize and clean closets and cabinets.
- Clean out and wipe down inside of fridge.
- Disinfect doors and cabinets, including handles.
- Disinfect light switches and outlets.
- Wipe down ice machine.
- Do one final check of meal count sheets for accuracy



**14 CHAIRS**

## Dining Procedures

All campers and staff will wash their hands prior to the meal. Hand washing stations and bathroom sinks are available for use.

Tables will be arranged so that cabins can sit together. At minimum, the cabin group and their counselor will sit at a table together.

Beverages will be served at the tables. Juice cups and/or individualized milk cartons will be served as part of the meal.

Beverage pitchers, salt and pepper shakers, condiments, cups and cutlery will be at the meal tables when campers arrive.

Once the cabin group has completed going through the line and is sitting at their table, they can begin eating. Announcements and instructions will be given throughout the meal.

If seconds are available, the camp staff will announce this option with directions.

Campers will clear dishes and clean and sanitize the tables after each meal. The dining staff presents a clean table award to camper cabin with the cleanest table.

## End of Summer:

- Take down hallway signs
- Stack cup trays in kitchen.
- Clean out cup cubbies
- Wipe down door frames and cove-base
- Take remaining lost and found to Youth Department

# Food Service Handbook

## Info & Rules

Information and Rules should be presented at dinner on the first day of camp.

- Introduce Dining Hall Staff
- Rules of the Dining Hall
  - Raise hand when you need something
  - Stay in your seats unless your counselor gave you permission
  - No hats or swimming suits
  - Get meds if you have them
- Do mail and Lost & Found at meals
- Clean up and clean tables
  - Wipe down tables
  - Counselors will collect trays/cups/silverware. They might ask for help. Liquids in sinks or buckets
  - Sweep and mop
- Kitchen staff introductions
- Staff dances
- Lost & Found

## Meal Times

**Breakfast - 8am**

**Lunch - 12 noon**

**Dinner - 5pm**

Campers will gather at the flagpole for instructions and prayer. Cabin groups will be dismissed from the flagpole to go through the lunch line together. They will lineup in the hallways where they will get their meal tray and go to their assigned tables in the dining room. Campers can use the two entrances at the end of the hallways to enter the dining hall.

**Sit-Down Meals** - Three Trails Camp has sit-down meals. This is a tradition of creating the sense of community around a table. Attendance at sit-down meals is required for all campers. Campers are required to sit at the tables to which they have been

assigned. Campers are to stay at the table until they are dismissed/excused from the meal.

## Morning To-Do

- ☐ Napkins
- ☐ Cereal
- ☐ Pitchers
- ☐ Trash Bags
- ☐ Coffee
- ☐ Sanitizer

## Camper Mail

Receiving mail is one of the highlights of the week for many campers. Encouraging words to a child who is at camp for the first time can improve their experience.

Messages will be delivered each full day of camp at lunch and dinner meals. Any message received after 4pm will be delivered the following day. Any messages received after 4pm on the last full day of camp will not be delivered.

Dining Hall Staff will be responsible for delivering mail to campers and staff in a fun way.

Campers will not be able to respond via email. We want your camper to be fully immersed in the camp experience, and having them sit in front of the computer to respond to messages would definitely be a distraction. They can always go old-school and send a postcard home. We will have stamps and postcards for sale in the candy shop.

Mail to camper should be addressed like this:

Camper's Name & Session Name

Three Trails Camp

16200 E US HWY

Kansas City, MO. 64136

## Camper E-messages



# Food Service Handbook

We offer Camper E-messages! Campers can receive an e-message while at camp. Directions are provided on the camp website.

## Meal Time Management & Entertainment

Dining Hall Staff will be responsible for managing Dining Hall etiquette to provide a positive experience for all campers and staff. Dining Hall Staff will also be responsible for providing entertainment during meals. This can be done through music, dance or games. Coordinate with the Divisional Youth Secretary, Camp Director and Recreation Aide for announcements.

## Music Played in the Dining Hall

Music can be played in the Dining Hall while preparing for and during meals following these guidelines:

### *Music Selection*

- Only play music suitable for all age groups.
- Avoid songs with explicit lyrics, cuss words, or inappropriate themes.

### *Approved Sources*

- Use pre-approved playlists or family-friendly versions from streaming services.

### *Checking Lyrics*

- Verify lyrics using a reliable source before playing any new music.
- Seek approval from a supervisor if unsure about a song's appropriateness.

### *Volume and Timing*

- Keep the volume at a reasonable level.
- Be mindful of the time of day, especially during class or meeting times.

## Salad Bar (noon meal)

### *Setup and Preparation*

- Plug in salad bar one hour before meal time.

- Wash hands before handling food.
- Sanitize surfaces and utensils.
- Use fresh ingredients and store perishable items properly.

### *Daily Setup*

- Organize the salad bar by category (vegetables, fruits, proteins, dressings).
- Use separate utensils for each item.

### *Serving*

- Supervise the salad bar to assist campers/staff and maintain cleanliness.

### *Cleanliness and Maintenance*

- Regularly clean surfaces and utensils.
- Immediately clean spills.
- Replace and replenish items as needed.

### *End of Service*

- Discard perishable leftovers.
- Clean and sanitize all equipment.
- Store non-perishable items properly.

## Beverage Procedure for Camp Staff:

### 1. Preparation:

- Ensure that all beverage equipment, including the commercial ice tea maker, commercial coffee maker, and Cambro for mixed flavored drinks, are clean and sanitized before each use.
- Check that all necessary supplies, such as tea bags, coffee grounds, flavored drink mixes, cups, lids, sweeteners, creamer and stirrers, are adequately stocked.

### 2. Commercial Ice Tea Maker:

- Fill the tea reservoir with ice.
- Add the desired amount of tea bags to the brewing basket, following the recommended ratio for brewing.
- Start the brewing cycle according to the manufacturer's instructions.

## Food Service Handbook

- Once brewed, remove the tea bags and discard them properly.
  - Transfer any remaining brewed ice tea to a clean Cambro for serving later, ensuring it is properly labeled and dated.
3. **Commercial Coffee Maker:**
- Place a filter in the filter basket and fill with one packet of coffee grounds.
  - Start the brewing cycle according to the manufacturer's instructions.
  - Once brewed, carefully remove the filter basket and discard the used coffee grounds.
  - Transfer the freshly brewed coffee to another warming plate as needed to brew another pot of coffee.
4. **Mixed Flavored Drinks in a Cambro:**
- Prepare the flavored drink mixes according to the manufacturer's instructions, ensuring they are properly diluted and dissolved.
  - Prepare flavored drinks in a clean Cambro, making sure to leave enough space for ice.
  - Seal the Cambro tightly and label it with the contents and date.
  - Keep the Cambro refrigerated until ready to serve, ensuring it is properly stirred before dispensing.
  - 15-30 minutes prior to meal times, dispense flavored drinks into pitchers and place on tables.
5. **Water**
- 15-30 minutes prior to meal times, prepare pitchers of water and place on tables with flavored drink pitchers.
6. **Service:**
- When serving beverages to campers and staff, ensure that all containers, cups, and utensils are clean and sanitary.
  - Dining Hall Staff is responsible for serving the milk for the meal. Milk is handed to every camper as they enter the Dining Hall.
  - Monitor beverage stations regularly to restock supplies, clean up spills, and maintain cleanliness throughout the service period.
7. **Cleanup:**
- At the end of each service period or as needed, clean and sanitize all beverage equipment, including the ice tea maker, coffee maker, Cambros, and any serving utensils.
  - Place all unserved milk cartons in the Commercial refrigerator. Served but unopened milk cartons can be placed in the share fridge.
  - Store all equipment and supplies in designated areas, ensuring they are organized and ready for the next use.

## Dining Hall Tips

### Always Keep on Hand:

- Ketchup
- Mustard
- Mayo
- Barbecue Sauce
- Syrup
- Salsa
- Jelly
- Butter
- Honey
- Sugar/Splenda/Sweet 'n Low
- Creamer
- Coffee: regular & decaf
- Tea (for tea maker & individual bags)
- Salad Dressing: ranch & italian
- Drink Mix: grape, orange, lemonade & fruit punch

### Important:

- Keep up with official head counts
- Keep up with the menu or menu changes
- Be familiar with knowing when to order and how much to order

### Need for Salad Bar:

- Salad mix
- Cottage cheese
- Dressings
- Croutons
- Cheese
- Fruit
- Sunflower seeds

## Daily Dining Room Tasks

- Check Meal Count forms for accuracy
- Clean the Dining Room and hallway floors
  - Sweep the entire floor with a dustmop using push motion. Don't miss the corners of the room and under the tables and chairs where crumbs like to gather.
  - Mop the floor with the mop and floor cleaner provided, following all manufacturer instructions.
  - Floor cleaning machine should be used when all furniture is removed from the room. Be sure to empty and clean machine after each use.
- Salad Bar - setup and clean-up
- Beverages
- Table service and condiments, cups, silverware and napkins
- Ordering supplies - be sure to check inventory before placing an order!
- Making announcements
- Music
- Cereal
- Healthcare Director medication distribution
- Make sanitizer buckets
- Take out trash





## Daily Setup:

- Make coffee
- Pitchers of juice, water or tea
- Silverware, cups and napkins
- Condiments
- Salad Bar and bowls at lunch

## Daily Cleaning Tasks that Campers Help With:

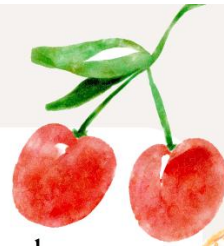
- Clear dishes after each meal and wipe down tables
- Quickly wipe down the chairs as needed
- Remove any clutter on tables
- Spot mop and sweep the floor as needed

## Dining Room End of Summer:

- Take down hallway signs
- Stack cup trays in kitchen.
- Clean out cup cubbies
- Wipe down door frames and cove-base
- Take remaining lost and found to Youth Department

## Weekly Dining Room Tasks

- Dust the Dining Room light fixtures and window ledges.
- Clean windows. Spray glass cleaner on a cloth to wipe away any smudges or spots.
- Clean window sills. Use a cloth and cleaner to wipe down window sills.
- Clean Dining Room Chairs. Mix hot water with a few drops of Dawn dish soap in a large bowl or bucket. Dip a cloth in the cleaning mixture, wring well and wipe the chairs from top to bottom. Wrap the edge of a butter knife in cloth to clean tight areas and crevices.
- Clean Walls and Wall Décor. Use a Magic Eraser to get rid of any scuff marks on the wall. Wipe down all the walls and baseboards with a cloth and cleaner provided by camp or a mixture of vinegar, water and a few drops of dish soap. Use the same cloth and mixture to gently wipe the tops of picture frames and other wall decor where dust likes to settle.
- Organize and clean closets and cabinets.
- Clean out and wipe down inside of fridge.
- Disinfect doors and cabinets, including handles.
- Disinfect light switches and outlets.
- Wipe down ice machine.
- Do one final check of meal count sheets for accuracy



# KITCHEN PROCEDURES

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### Kitchen Operations

Other camp staff are not allowed in the kitchen during meals unless it is to work in the kitchen as an assigned duty.

Any staff who are touching prepared food will wear gloves.

All summer staff will go through training with the kitchen manager during staff training in regular kitchen duties.

Campers will receive a plated meal. It is requested that the meal be served as a unit to meet our Summer Food Service requirements.

### Music Played in the Kitchen

Music can be played in the kitchen while preparing for meals following these guidelines:

#### *Music Selection*

- Only play music suitable for all age groups.
- Avoid songs with explicit lyrics, cuss words, or inappropriate themes.

#### *Approved Sources*

- Use pre-approved playlists or family-friendly versions from streaming services.

#### *Checking Lyrics*

- Verify lyrics using a reliable source before playing any new music.
- Seek approval from a supervisor if unsure about a song's appropriateness.

#### *Volume and Timing*

- Keep the volume at a reasonable level.
- Be mindful of the time of day, especially during class or meeting times.

### Personal Hygiene

#### 1. Hand Hygiene:

- Wash hands thoroughly with soap and warm water for at least 20 seconds before starting work, after handling any contaminants (such as raw food), after using the restroom, and whenever hands become visibly soiled.
- Use single-use, disposable towels to dry hands thoroughly after washing.
- Avoid touching the face, hair, or any other body parts while handling food or food-contact surfaces.

#### 2. Uniform and Personal Appearance:

- Wear clean and appropriate attire, including hats, aprons, and closed-toe shoes with non-slip soles.
- Staff should set the example of cleanliness having clean hair and body void of body odor when coming to work.
- Keep long hair tied back to prevent hair from coming into contact with food.
- Remove loose fitting jewelry such as rings, and bracelets before handling food to prevent physical contamination.

#### 3. Personal Health:

- Inform the Head Cook immediately if experiencing symptoms of illness such as diarrhea, vomiting, fever, sore throat with fever, or jaundice.
- Refrain from handling food if experiencing any symptoms of illness and notify the Healthcare Director for further instructions.

#### 4. Cuts and Wounds:

- Cover any cuts, wounds, or sores on exposed skin with waterproof bandages or gloves.

- Wear disposable gloves over bandages or wounds to provide an additional layer of protection.

### 5. Eating and Drinking:

- Avoid eating, drinking, or chewing gum while preparing or serving food.
- Staff should use a designated area away from food preparation and serving areas for storage of personal food or beverages.

### 6. Personal Items and Contamination Prevention:

- Store personal items such as bags, phones, and keys away from food preparation and serving areas to prevent cross-contamination.
- Refrain from using personal items such as pens or cell phones while handling food or food-contact surfaces.



## Daily Kitchen Tasks

### Beginning of Day:

- Put mats down
- Switch laundry load

### Before Meals:

- Turn on fan/vent
- Turn on oven, warmer & serving lines
- Prepare food (main dish, fruit, veggie, grain, milk)
- Put food on the line
- Get serving utensils

### After Meals:

- Breakdown serving line
- Sanitize & wipe counters & serving line
- Turn off line
- Wrap & date food
- Sweep kitchen & line
- Clean off carts
- Take out trash

### End of Day:

- Turn off ovens, warmer, steam table (line)
- Drain serving lines
- Sweep
- Mop
- Fold laundry and start new load
- Add to order list



## Weekly Kitchen Tasks

Last day of each camp:

- Sweep & mop fridge
- Clean commercial cooler, pass through warmer & cooler, steamer, fryer, microwave
- Empty, clean & refill steam table (line)
- Clean bathroom
- Clean out trash cans
- Organize office, fridge, freezer & dish room
- Turn in Summer Food Service

Documentation to front office:

- CN Labels/Product Formulation Sheets
- Copies of Homemade Recipes
- Receipts from US Foods, Walmart, Sam's, Hy-Vee
- Harvesters donated food logs
- Harvesters temperature logs
- Menu with marked up changes

## Dishwasher Tips

- Delime machine once a week or after every camp
- Check for amount of products/chemicals each week and let the Head Cook or Assistant Cook know what needs to be ordered
  - Detergent, pot & pan
  - Rinse additive
  - Presoak
  - Detergent, dishwasher
  - Delimer
- Keep Pan Room organized
- Instructions for setup and tear down are located in the Kitchen office





## Dishwasher Instructions

### Beginning of Day:

- Turn on heater only (no motor)
- Allow it to heat until it has reached the proper temperature (160°)

### Cleaning Dishes:

- Confirm dishwasher is at the correct temperature (160°)
- Turn on motor
- Send dishes through
- Make sure that trays don't get backed up at the exit.

### End of Day:

- Turn off motor and heater
- Drain machine:
- Lift door on front
- Lift hook lever located at counter height right inside dishwasher door.
- Rinse out the sink and wash counters
- Store all trays below the counter next to the sink.



# SUMMER FOOD SERVICE PROGRAM

## PROCEDURES (SFSP)

SFSP serves nutritious meals and snacks to children when school is not in session. Sponsors participating in SFSP must follow program regulations. The program was established to ensure that children continue to receive nutritious meals when school is not in session. Free meals that meet federal nutrition guidelines are provided to all children at approved SFSP sites.

To be reimbursed for eligible camper meals, we have procedures we must follow and requirements we must meet.

### How to Fill Out Meal Count Sheets

Meal count sheets are in a Google Form

There is a separate workbook for each camp.

Different staff groups are on different tabs and each cabin has its own tab.

It is set to auto calculate as long as people enter a "1" and not an "x". You will want to review the sheets and correct any other characters to "1"s so it calculates correctly.

Make sure all meals each person ate are recorded on each day.

### Tips for checking/correcting meal count sheets:

**Campers** - they eat every meal every day of camp unless they have arrived late or left camp early. Counselors typically eat every meal as well because they are with their campers unless they are ill or offsite.

**Staff/Volunteers** - you should check these sheets daily during meal times so the count is accurate. If there are some you are not sure on, you will need to find that staff member and check with them. Staff should record their own meals, but the Dining Hall Host is responsible for making sure the forms are accurate.

**Guests** - make sure any special guests were added to the Program/Volunteer sheet and that the meals they ate were checked off.

Missouri Department of Health and Senior Services  
Summer Food Service Program  
Meal Count Record Camps

Site:  
TSA Three Trails Camp  
Key:

Site Supervisor:  
Carrie Dixon

B=Breakfast L=Lunch S=Supper 1=First Meals 2=Second Meals

Sponsor Name:  
The Salvation Army Three Trails Camp  
Week of:

Training 5/30-6/4 2023

Please enter a 1 on your row for the current meal

| Participant's Name                              | E/A | 5/30/2023 |    |   | 5/31/2023 |   |   | 6/1/2023 |    |   | 6/2/2023 |   |   | 6/3/2023 |   |  |
|---|-----|-----------|----|---|-----------|---|---|----------|----|---|----------|---|---|----------|---|--|
| Camp Staff                                      |     | L         | S  | B | L         | S | B | L        | S  | B | L        | S | B | L        | S |  |
| Carrie Dixon                                    | A   | 1         | 1  | 1 | 1         | 1 | 1 | 1        | 1  | 1 | 1        | 1 | 1 | 1        | 1 |  |
| Mike Dixon                                      | A   | 1         | 1  | 1 | 1         | 1 | 1 | 1        | 1  | 1 | 1        | 1 | 1 | 1        | 1 |  |
| Stephanie Wade                                  | A   | 1         |    |   | 1         |   |   | 1        |    |   | 1        |   |   |          |   |  |
| Joe Wade  | A   |           | 1  |   |           | 1 |   |          | 1  |   |          | 1 |   |          |   |  |
| Paco Navarrete                                  | A   | 1         |    | 1 |           | 1 |   | 1        |    | 1 |          | 1 |   | 1        |   |  |
| Sam Littleton                                   | A   | 1         |    |   |           |   |   | 1        |    |   |          | 1 |   | 1        |   |  |
| Tyler Littleton                                 | A   |           | 1  |   |           |   |   |          | 1  |   |          |   |   |          |   |  |
| Carlos Valdivia                                 | A   | 1         |    |   | 1         |   |   | 1        |    |   | 1        |   |   |          |   |  |
| Heather Montenegro                              | A   | 1         | 1  | 1 | 1         | 1 | 1 | 1        | 1  | 1 | 1        | 1 | 1 | 1        | 1 |  |
| Xavier Montenegro                               | A   |           |    |   |           |   |   |          |    |   |          |   |   |          |   |  |
| Hannah Montenegro                               | E   |           |    |   |           |   |   |          |    |   |          |   |   |          |   |  |
| Lucas Montenegro                                | E   |           |    |   |           |   |   |          |    |   |          |   |   |          |   |  |
| Angelica Lara                                   | A   | 1         | 1  | 1 | 1         | 1 | 1 | 1        | 1  | 1 | 1        | 1 | 1 | 1        | 1 |  |
| Charlsie Godwin                                 | A   | 1         | 1  | 1 | 1         | 1 | 1 | 1        | 1  | 1 | 1        | 1 | 1 | 1        | 1 |  |
| Amy Vanarsdall                                  | A   | 1         | 1  |   | 1         | 1 |   | 1        | 1  |   | 1        | 1 |   | 1        | 1 |  |
|   |     |           |    |   |           |   |   |          |    |   |          |   |   |          |   |  |
| Number of Program Adult Meals Served            |     | 10        | 11 | 7 | 9         | 9 | 7 | 10       | 11 | 7 | 10       | 9 | 6 | 8        | 8 |  |
| Number of Non-Program Adult Meals Served        |     |           |    |   |           |   |   |          |    |   |          |   |   |          |   |  |
| Number of Meals Served to Non-Eligible Children |     | 0         | 0  | 0 | 0         | 0 | 0 | 0        | 0  | 0 | 0        | 0 | 0 | 0        | 0 |  |
| Number of Meals Served to Eligible Children     |     | 0         | 0  | 0 | 0         | 0 | 0 | 0        | 0  | 0 | 0        | 0 | 0 | 0        | 0 |  |
| Total Meals Served                              |     | 10        | 11 | 7 | 9         | 9 | 7 | 10       | 11 | 7 | 10       | 9 | 6 | 8        | 8 |  |



United States Department of Agriculture



## ACCURATE MEAL COUNTING AND CLAIMING IN THE SUMMER FOOD SERVICE PROGRAM

**Ensure each meal claimed for reimbursement is served as a complete meal. A complete meal includes all of the required meal pattern components for the meal service type.**

### 1. Point of Service Meal Counts

Count meals at the point of service. This helps to make sure that the meal counts are accurate. At the end of each meal, record on the daily report form (provided by the sponsor) the number of complete breakfasts, lunches, snacks, or suppers you served as first meals and as second meals.

### 2. Recording Adult Meals

Ensure that ALL adult meals (program and non-program adult meals) are recorded separately and omitted from meal count totals that are submitted to the sponsor for reimbursement.

### 3. Meals Taken Off-site

Any full or partial meals taken off-site are not reimbursable and must be deducted from the meal counts submitted for reimbursement.

Based on sponsor policy, a fruit, vegetable, or grain component may be allowed to be taken off site. Item must come from child's own meal or a "share table."

### 4. Double Check Meal Counts

Communicate with another staff member to compare point of service meal counts after each meal service to ensure the proper number of meals are claimed for reimbursement.

#### For sites operating offer vs. serve:

Site staff must ensure that all meals counted for reimbursement meet the required offer vs serve meal pattern components for the appropriate meal type.





United States Department of Agriculture

## DO'S AND DON'TS FOR SITE SUPERVISORS



- Prepare or order only the number of meals needed.
- Count the meals as they are received.
- Check the meals to be sure you have received all the menu items and that none of the items are damaged or spoiled. Note any problems directly on the delivery receipt and sign the receipt.
- Clean the site before you serve the meal.
- Put up the approved "And Justice for All" poster in a visible location.
- Serve the meal only during the assigned time period.
- Prepare and serve the meal according to State and local health and safety standards.
- Serve the children in an organized manner at mealtimes.
- Count meals at point of service and record the number of complete meals once all components have been served.
- Count second meals separately if your sponsor allows seconds. Second meals must be served as complete units.
- Complete the daily records in a timely manner. Keep them in a safe place away from children, weather, and animals.
- If possible, organize site activities so that your staff and the children have interesting things to do when it is not mealtime. Boredom and idleness often result in changes in attendance by the children. When this happens, you and your site are at a disadvantage.
- Plan the staff members' time so they may sit with the children while they eat.
- Encourage the children to try new foods.
- Clean the site after the meal.
- Have fun!



- Serve second meals until all children at the site have been served one complete meal.
- Serve meals with missing components, unless your site is approved to serve "offer versus serve" (OVS) meals.
- Serve meals to parents or other adults from the community, unless allowed by your sponsor.
- Allow any part of the meal to be taken offsite, unless your sponsor allows a fruit, vegetable, or grain to be taken off site.
- Sign meal receipts until all meals are carefully counted and checked.
- Allow discrimination against any child because of race, color, national origin, sex, age, or disability.
- Forget to have each meal service supervised by a person trained in the operation of the program.
- Hesitate to contact your sponsor if you have concerns.



USDA is an equal opportunity employer and provider.

SUMMER  
FOOD SERVICE  
PROGRAM

## SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS

| FOOD COMPONENTS<br>AND FOOD ITEMS   | BREAKFAST<br>Serve all three                                | LUNCH OR<br>SUPPER<br>Serve all four           | SNACK<br>Serve two of the four                 |
|---|---|--|--|
| <b>Milk</b>   | <b>REQUIRED</b>   | <b>REQUIRED</b>                                |  |
| Fluid milk (whole, low-fat, or fat-free)  | 1 cup <sup>1</sup> (½ pint,<br>8 fluid ounces) <sup>2</sup> | 1 cup (½ pint,<br>8 fluid ounces) <sup>3</sup> | 1 cup (½ pint,<br>8 fluid ounces) <sup>2</sup> |
| <b>Vegetables and Fruits –<br/>Equivalent quantity of any combination of...</b>     | <b>REQUIRED</b>   | <b>REQUIRED</b>                                |  |
| Vegetable or fruit or   | ½ cup   | ½ cup total <sup>4</sup>                       | ½ cup  |
| Full-strength vegetable or fruit juice  | ½ cup (4 fluid ounces)                                      |  | ½ cup (6 fluid ounces) <sup>5</sup>            |
| <b>Grains/Breads<sup>6</sup> –<br/>Equivalent quantity of any combination of...</b> | <b>REQUIRED</b>   | <b>REQUIRED</b>                                |  |
| Bread or  | 1 slice   | 1 slice  | 1 slice  |
| Cornbread, biscuits, rolls, muffins, etc. or  | 1 serving <sup>7</sup>                                      | 1 serving <sup>7</sup>                         | 1 serving <sup>7</sup>                         |
| Cold dry cereal or  | ½ cup or 1 ounce <sup>8</sup>                               |  | ½ cup or 1 ounce <sup>8</sup>                  |
| Cooked cereal or cereal grains or   | ½ cup   | ½ cup  | ½ cup  |
| Cooked pasta or noodle products   | ½ cup   | ½ cup  | ½ cup  |
| <b>Meat/Meat Alternates<br/>Equivalent quantity of any combination of...</b>        | <b>OPTIONAL</b>   | <b>REQUIRED</b>                                |  |
| Lean meat or poultry or fish or   | 1 ounce   | 2 ounces                                       | 1 ounce  |
| Alternate protein products <sup>9</sup> or  | 1 ounce   | 2 ounces                                       | 1 ounce  |
| Cheese or   | 1 ounce   | 2 ounces                                       | 1 ounce  |
| Egg (large) or  | ½   | 1  | ½  |
| Cooked dry beans or peas or   | ½ cup   | ½ cup <sup>1</sup>                             | ½ cup <sup>1</sup>                             |
| Peanut or other nut or seed butters or  | 2 tablespoons   | 4 tablespoons                                  | 2 tablespoons                                  |
| Nuts or seeds <sup>10</sup> or  |   | 1 ounce=50% <sup>11</sup>                      | 1 ounce  |
| Yogurt <sup>12</sup>  | 4 ounces or ½ cup   | 8 ounces or 1 cup                              | 4 ounces or ½ cup                              |

1 For the purposes of the requirement outlined in this table, a cup means a standard measuring cup

2 Served as a beverage or on cereal or used in part for each purpose

3 Served as a beverage

4 Serve two or more kinds of vegetable or fruits or a combination of both. Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement

5 Juice may not be served when milk is served as the only other component

6 Bread, pasta or noodle products, and cereal grains (such as rice, bulgur, or corn grits) shall be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc. shall be made with whole-grain or enriched meal or flour. Cereal shall be whole-grain, enriched, or fortified

7 Serving sizes and equivalents will be in guidance materials to be distributed by FNS to State agencies

8 Either volume (cup) or weight (ounces), whichever is less

9 Must meet the requirements of 7 CFR 225 Appendix A

10 Tree nuts and seeds that may be used as meat alternate are listed in program guidance

11 No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry or fish

12 Plain or flavored, unsweetened or sweetened





# Food Components

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This section includes additional information about the meal pattern requirements in the SFSP. Sponsors will find information on the required food components, including examples of food items within each component and guidance on acceptable types and quantities of food items that may be used to meet meal pattern requirements.

For nutrition information and tips on creating well-balanced meals, see [Making the Most of Summer Meals](#) in this Guidance.



## MILK

---

### Allowable food items:

- Pasteurized, unflavored or flavored whole milk, reduced-fat milk, low-fat milk, fat-free milk, buttermilk, lactose-reduced milk, or acidophilus milk.
- See [Substitutions and Exceptions](#) in this Guide for information on milk substitutes.

### Guidelines:

- At breakfast or snack, milk can be served as a beverage or on cereal, or a combination of both.
- At lunch or supper, milk must be served as a beverage.
- In Alaska, Hawaii, American Samoa, Guam, Puerto Rico, the Trust Territory of the Pacific Islands, the Northern Mariana Islands, and the Virgin Islands of the United States, if a sufficient supply of such types of fluid milk cannot be obtained, reconstituted or recombined milk may be used. All milk should contain Vitamins A and D at the levels specified by the Food and Drug Administration and at levels consistent with State and local standards for such milk.



## VEGETABLE AND FRUITS

---

### Allowable food items:

#### Vegetables from all the vegetable subgroups:

- Dark green: bok choy, broccoli, collard greens, dark-green leafy lettuce, kale, spinach
- Red and orange: carrots, pumpkin, red peppers, butternut squash, sweet potatoes, tomatoes
- Starchy: corn, green peas, potatoes
- Dry beans and peas: black beans, black-eyed peas, chickpeas, kidney beans, lentils
- Other: green beans, artichokes, avocados, cabbage, cauliflower, celery, cucumbers
- Full strength (100%) vegetable juice

#### Fruits, such as:

- Apples, bananas, blackberries, cantaloupe, grapes, kiwi, mangoes, oranges, pears, pineapple, plums, raspberries, strawberries, watermelon
- Full strength (100%) fruit juice

### Guidelines:

- At breakfast, a serving of fruit, vegetable, or full-strength (100%) juice, or an equivalent quantity in any combination, is required.
- For lunch or supper, serve two or more kinds of vegetables and/or fruits. Up to one-half of the vegetable/fruit requirement may be met with full-strength (100%) juice.
- Cooked vegetables means a serving of drained cooked vegetables.
- Cooked or canned fruit means a serving of fruit including the juice the fruit is packed in.
- Thawed frozen fruit includes fruit and the thawed juice;
- Dry beans and peas cannot be credited as both a vegetable and meat/meat alternate within the same meal.
- Dried fruits, such as dried apricots, raisins, and prunes, may be used to meet requirements. Dried fruit is credited based on volume served ( $\frac{1}{4}$  cup dried fruit =  $\frac{1}{4}$  cup fruit).
- Fruit sold within commercially prepared yogurt, whether blended, mixed, or on top, cannot be credited toward the fruit requirement. Extra fruit provided as a separate component can be credited.
- Small amounts of onions, pickles, relish, ketchup, jams or jellies, or other condiments may be added as additional foods for flavor or garnish. However, these do not count towards the fruit and vegetable requirement.
- Serve a variety of fruit or vegetables. Serving two forms of the same fruit or vegetable in the same meal (for example: an orange and orange juice, or an apple and applesauce) is not allowable. The two vegetables and/or fruit served at lunch and supper meals must be different from each other.

#### Juice:

- Full-strength (100%) fruit or vegetable juice may not be served as part of a reimbursable snack if milk is the only other component served.
- Juice or syrup from canned fruit does not count as fruit juice.



### GRAINS

---

#### Allowable food items:

Whole grains, such as:

- Whole-grain or whole-wheat bagels, breads, cereal (ready-to-eat), crackers, pita bread, rolls, noodles or pasta;
- Whole-corn tortillas;
- Brown rice, buckwheat, oatmeal, quinoa.

Enriched grains, such as:

- Bagels, cereal (ready-to-eat), cornbread, muffins, crackers, tortillas, noodles or pasta, pita bread, rolls, white bread;
- Enriched rice;
- Enriched or fortified cereal.

#### Guidelines:

- Grains and breads must be whole-grain or enriched, or made from whole-grain or enriched flour or meal; ready-to-eat cereals must be whole-grain, enriched, or fortified.
- Enriched macaroni products fortified with protein may count towards either the grains component or the meat/meat alternate component, but not as both in the same meal.
- Piecrust used as part of the main dish (i.e., for meat turnovers or meat pies) is allowed as a grain item.
- Non-sweet snack foods such as hard pretzels, hard bread sticks, and chips made from whole-grain or enriched meal or flour can be used to meet the grain requirement.
- Choose whole grains and whole-grain products when possible to provide additional vitamins, minerals, and fiber; see How to Build a Healthy Plate in this guide for more information on identifying and serving healthy whole-grain products.



### MEAT AND MEAT ALTERNATES

---

#### Allowable food items:

Meat, fish, poultry, and eggs such as:

- Beef, chicken, fish, ham, pork, turkey, eggs

Cheese, such as:

- American, cheddar, cottage, mozzarella, Parmesan, ricotta, Swiss

Beans and peas, such as:

- Black beans, black-eyed peas, chickpeas, kidney beans, lentils, pinto beans, refried beans, fresh soybeans (edamame).

Nuts and seeds, such as:

- Almonds, cashews, hazelnuts, peanuts, pecans, pumpkin seeds, sesame seeds, sunflower seeds, walnuts, soy nuts;
- Nut /seed butters: almond, peanut, sunflower, soy nut butter, etc.

### Yogurt:

- Commercially produced yogurt:
- Plain or flavored
- Unsweetened or sweetened
- Whole-fat, low-fat, or fat-free

### Alternate protein product (APP):

Mixed or made into food items, such as:

- Burger patties
- Meat loaf
- Tuna salad
- Chicken nuggets
- Pizza toppings



### Guidelines:

- Meat or meat alternates must be served at lunch and supper.
- Meat or meat alternates may be served as part of a snack or as an additional item at breakfast.
- Dry beans and peas cannot be credited as both a vegetable and meat/meat alternate within the same meal.
- Meats/meat alternates with APPs should be accompanied by a CN label or have a Product Formulation Statement. Prior to being added to other products, APPs must meet the specific standards. Before using products containing APP and claiming the meals for reimbursement, contact your State agency or your sponsoring organization.

### Nuts and seeds

- Nuts and seeds may fulfill the entire meat/meat alternate requirement for snack, and up to half of the required meat/meat alternate requirement for lunch or supper.
- When combining nuts and seeds with another meat/meat alternate to fulfill the lunch or supper requirement, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry, or fish.
- Children under 4 years old are at the highest risk of choking; nuts and seeds should only be served to young children ground or finely chopped in a prepared food, and nut/seed butters should be spread thinly on bread or crackers.

### Yogurt

- For snack, 4 oz. or  $\frac{1}{2}$  cup of plain, sweetened, or flavored yogurt may credit as 1 oz. of meat/meat alternate.
- For lunch and supper, 8 oz. or 1 cup of plain, sweetened, or flavored yogurt may credit as 2 oz. of meat/meat alternate.
- Homemade yogurt, frozen yogurt (similar to ice cream), or other yogurt-flavored products (e.g. yogurt bars, yogurt-covered fruit or nuts, etc.) are not creditable.



# FOOD PREPARATION



Serving appetizing and nutritious foods depends on good planning, selection, and storage, but also on good food preparation using standardized recipes whenever possible.

### Food Preparation Tips

- Wash fresh fruits and vegetables with water (no soap) and use a brush if necessary to remove soil. Remove damaged leaves, bruised spots, peels, and inedible parts. Use a sharp blade when trimming, cutting, or shredding to avoid further bruising and nutrient loss.
- Steam or cook vegetables in small batches for best quality. Cook until tender-crisp, avoid over cooking, and use as little water as possible to help retain vitamins and minerals.
- Add only a small amount of salt, if any, to water or to foods when cooking. Do not add salt when cooking pasta or rice.
- Cook potatoes in their skins to help retain nutrients.
- Trim visible fat from meats and meat products.
- Cook cereals and cereal grains according to cooking directions. There is no need to rinse or drain cereals or cereal grains, such as rice, after cooking.
- Consider children's tastes and preferences when using spices.
- Follow standardized recipes exactly. Measure and weigh ingredients precisely and follow procedures carefully. This includes using the equipment, times, and temperatures specified in the recipe.
- Serve the portion sizes specified in the recipes and menus and make sure those portion sizes follow the SFSP meal pattern requirements. Use correct serving utensils to portion foods.

# USING STANDARDIZED AND QUANTITY RECIPES

## Standardized Recipe

A standardized recipe specifically describes the amount of ingredients and the preparation method needed to produce a consistently high-quality product. Standardized recipes help SFSP operators prepare menu items with consistent quality, portion size, and nutritional value every time.

### Sample:

Below is a sample standardized recipe. It specifies the number of portions and the size of each portion.

### Toasted Cheese and Tomato Sandwich

| Ingredients   | 24 Servings |                              | 48 Servings |                              |
|---|-------------|------------------------------|-------------|------------------------------|
|   | Weight      | Measure                      | Weight      | Measure                      |
| Enriched white bread, sliced (at least 0.9 oz each)<br>OR<br>Whole wheat bread, sliced (at least 0.9 oz each) |             | 24 slices<br>OR<br>24 slices |             | 48 slices<br>OR<br>48 slices |
| Reduced fat processed American cheese, sliced, 1 oz slices  | 1 lb. 8 oz. | 24 slices (1 oz each)        | 3 lb        | 48 slices (1 oz each)        |
| Fresh tomatoes, 1 ¾ oz Slices   | 1 lb 5 oz   | 12 slices (1 ¾ oz each)      | 2 lb 10 oz  | 24 slices (1 ¾ oz each)      |

Serving: ½ sandwich provides 1 oz of cheese, Yield: 24 servings: 24 half sandwiches ⅛ cup of vegetable, and 1 slice of bread. Yield: 48 servings: 48 half sandwiches

### Directions:

1. Lightly coat half-sheet pans (13" x 18" x 1") with pan release spray. Place half the bread slices on the pan, up to 6 slices per pan. For 24 servings, use 2 pans. For 48 servings, use 4 pans.
2. Top each slice of bread with 1 oz. (1 slice) of cheese, 1 ½ oz. (1 slice) of tomato, and another 1 oz. (1 slice) of cheese. Cover with remaining bread slices.
3. Bake until lightly browned: Conventional oven: 400° F for 15-20 minutes. Convection oven: 350° F for 10-15 minutes. CCP: Hold for hot service at 135° F or higher.
4. Cut each sandwich in half diagonally. Serve immediately.

## Resources

You can find more standardized recipes here:

- USDA Standardized Recipes:  
<http://www.fns.usda.gov/usda-standardized-recipe>
- Measuring Success with Standardized Recipes from the Institute of Child Nutrition:  
<https://professionalstandards.fns.usda.gov/content/measuring-success-standardized-recipes>.
- Contact your State agency for copies of recipes for use in the Program.
- Other recipes from associations, the food industry, and reliable cookbooks may provide variations for you to use from time to time.
- USDA's "What's Cooking" Site:  
<https://whatscooking.fns.usda.gov/>

## Quantity Recipes

To use quantity recipes properly, follow these steps:

1. Read the entire recipe carefully before beginning preparation.
2. Adjust the food quantities in the recipe to provide the number of servings you need.
3. Determine the amount of food needed for preparing the recipe. (Refer to the section on How to Use the Food Buying Guide.)
4. Collect the necessary utensils and ingredients.
5. Weigh and measure ingredients accurately. Weigh ingredients whenever possible since weighing is more accurate. If you must measure ingredients, use standard measuring equipment.
6. Follow directions carefully for combining ingredients and cooking the product. Note that quantity recipes may take more time to prepare, for example, if you need to thaw a large amount of frozen meat.
7. Serve portion size according to recipe. Also, make sure portion sizes served follow meal pattern requirements.

## ALLOWABLE MEAL COMBINATIONS

|                     |                     |
|---------------------|---------------------|
| AP – as purchased   | qt - quart          |
| EP – edible portion | gal - gallon        |
| Cyl - cylinder      | oz - ounce          |
| pkg - package       | fl oz – fluid ounce |
| tsp - teaspoon      | No. - number        |
| Tbsp. - tablespoon  | wt - weight         |
| lb - pound          | incl - including    |
| pt - pint           | excl - excluding    |

## EQUIVALENT MEASURES

|   |   |
|---|---|
| 1 tablespoon =<br>3 teaspoons                         | 1 cup = 16 tablespoons                          |
| $\frac{1}{8}$ cup = 2 tablespoons or<br>1 fluid ounce | $\frac{1}{2}$ pint = 1 cup or<br>8 fluid ounces |
| $\frac{1}{4}$ cup = 4 tablespoons                     | 1 pint = 2 cups                                 |
| $\frac{1}{3}$ cup = 5 $\frac{1}{3}$ tablespoons       | 1 quart = 4 cups                                |
| $\frac{3}{8}$ cup = 6 tablespoons                     | 1 gallon = 4 quarts                             |
| $\frac{1}{2}$ cup = 8 tablespoons                     | 1 peck = 8 quarts (dry)                         |
| $\frac{2}{3}$ cup =<br>10 $\frac{2}{3}$ tablespoons   | 1 bushel = 4 pecks                              |
| $\frac{3}{4}$ cup = 12 tablespoons                    | 1 pound = 16 ounces                             |

For more information, refer to: USDA Recipes for Schools and Child Care:  
<https://www.fns.usda.gov/tn/team-nutrition-recipes-and-cookbook-toolkit>

# SERVING UTENSILS

Scoops, ladles, and serving spoons of standard sizes provide dependable measures and help serve food quickly.

## Scoops

The number of the scoop indicates the number of scoopfuls required to make 1 quart. The following table shows the level measure of each scoop in cups or tablespoons:

| SCOOP NO. | LEVEL MEASURE               |
|-----------|-----------------------------|
| 6         | $\frac{2}{3}$ cup           |
| 8         | $\frac{1}{2}$ cup           |
| 10        | $\frac{3}{8}$ cup           |
| 12        | $\frac{1}{3}$ cup           |
| 16        | $\frac{1}{4}$ cup           |
| 20        | 3 $\frac{1}{3}$ tablespoons |
| 24        | 2 $\frac{2}{3}$ tablespoons |
| 30        | 2 tablespoons               |
| 40        | 1 $\frac{2}{3}$ tablespoons |

Use scoops for portioning foods such as muffin batter, meat patties, and some vegetables and salads.

## Ladles

Use ladles to serve soups, stews, sauces, and other similar products. The following sizes of ladles are most often used for serving meals:

| NUMBER ON LADLE | APPROXIMATE MEASURE  |
|-----------------|----------------------|
| 1 fluid ounce   | $\frac{1}{8}$ cup    |
| 2 ounces        | $\frac{1}{4}$ cup    |
| 4 ounces        | $\frac{1}{2}$ cup    |
| 6 ounces        | $\frac{3}{4}$ cup    |
| 8 ounces        | 1 cup                |
| 12 ounces       | 1 $\frac{1}{2}$ cups |

## Serving Spoons

When using a serving spoon (solid or slotted) instead of a scoop, you must measure or weigh the quantity of food from the various sizes of spoons you use in order to obtain the approximate serving size you need. Since these spoons are not identified by number, you may want to keep a list of the amount of food each size spoon holds as an aid for the staff serving the food.

# FOOD SERVICE

Once food is ready to serve, food service staff must maintain food quality and avoid food contamination.

- Maintain foods at proper temperatures before and during meal service (hot foods must be above 135 °F and cold foods must be below 41 °F). Use food thermometers to determine temperatures.
- See the "Take Precautions": Food Safety section of this guide for more information.
- Use proper serving utensils to consistently get the correct portion size.
- Serve meal components together as a meal, and serve only one meal per child.
- Keep an accurate count of the number of children and adults you serve.
- Encourage a pleasant eating environment that supports meal time as a learning experience.