




Germantown Hills District # 69 Food Safety Plan



Food Safety, SOP(Standard Operating Procedures), Monitoring, Recordkeeping, and reviewing and revising plan.



Food safety Plan Development 2018-2019

School District : Germantown Hills District #69 & Black Partridge PDS

Developed by : Kim Kiesewetter District Food Service Director

This program was developed on February 14, 2019

It is intended for use at Germantown Hills District #69 & Black Partridge PDS

This program follows the USDA guidance on developing a food safety program based on the Process Approach.

All standards in this plan are based on 2019 Illinois Food Code



Current Food Service Staff

➤ Name:

- Kim Kiesewetter
- Tammie Penney
- Fay Bachman
- Dena Shuda
- Kristina Herrick
- Melanie High
- Tammy Calhoun
- Christina Johnson
- Brianne Hoerr
- Ivonne Nuvvaez
- Pete Thatcher
- Marie Shoemaker

➤ Title:

- Director
- Assistant director



Standard Operating Procedures (SOPs)

- **The Germantown Hills District # 69 food safety SOPs are checked below. Employees will be trained to follow all applicable food safety SOPs.**
- * Cleaning and sanitizing all food contact surfaces multiple times daily.
- * Controlling time and temperature during preparation and logging it for records.
- * Date marking and ready-to-eat items, and potentially hazardous food.
- * Handling food recalls
- * Personal hygiene
- * Preventing cross contamination at food bars and during storage and preparation.
- * Receiving deliveries.
- * Serving food.
- * Storing chemicals.
- * Using correct utensils with Ready-to-eat foods
- * Using time as a public health control to limit bacterial growth.
- * Potentially hazardous foods.
- * Washing fruits and vegetables
- **Specific SOPs to the food preparation process for potentially hazardous foods**
- * Cooking and cooling
- * Hot holding and cold holding
- * Reheating, preventing cross contamination and transportation to (satellite kitchens)



Monitoring

- ▶ * The FSD (Food Service Director) will be responsible for assuring food service staff are properly controlling hazards at the required frequency and are documenting required records.
- ▶ The FSD will also be responsible for monitoring the overall performance of standard operating procedures.
- ▶ Monitoring will be a constant consideration. The FSD will use the food safety checklist to monitor food service staff monthly.
- ▶ The checklist is in this safety plan. There will be a more detailed monitoring check on food sales, documentation and other standards of operation once yearly for all sites. This will be performed by February 1st of each calendar year.
- ▶ Health Department inspections are done twice each year during school operational months.
- ▶ Food service staff is responsible for controlling hazards during food preparation as well as the practices and procedures defined in the standard operating procedures (SOPs)



Correcting Problems

- ▶ Germantown Hills District #69 will be responsible for developing solutions to problems. These solutions will be reviewed and updated yearly or as needed.
- ▶ Food service staff will be responsible for documenting problems and solutions during the food preparation process as well as any actions taken while performing standard operating procedures. Employees and substitute staff will be trained on a continual basis in making the right decisions and the importance of fixing problems.
- ▶ Problems will be corrected in accordance to Food Safety HACCP plan. Each feeding site will be provided a copy of our Food Safety Plan and HACCP procedures.
- ▶ HACCP pronounced (hassip) stands for Hazardous Analysis Critical Control Point.

Recordkeeping

All foodservice staff will be responsible for recordkeeping duties as assigned. Overall, the FSD will be responsible for making sure that critical information is being recorded and that records are filed in the appropriate place. Employees and substitute staff will be trained on recordkeeping. Recordkeeping procedures are outlined below and also may be included in standard operating procedures.

Recordkeeping Procedure

- * All pertinent information on temperatures, times, and actions taken to correct problems will be kept on clip boards in the kitchen for easy use.
- * All applicable forms for daily records will be replaced on a weekly basis.
- * All completed forms will be kept in the FSD office.
- * The FSD is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- * The FSD is also responsible for educating the food service personnel on the use and importance of recordkeeping and critical information.

Reviewing and revising the Food Safety Program

The school Food Service Director will review the school food safety program at the beginning of each school year and when any significant changes occur in the operation. The Food Safety Program Review Checklist included in this document will be used for review.

Food Service Director: Kim Kiesewetter 309-383-2121 EXT. 395 or email kiesewetterk@ghills69.com

