

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **DEPARTMENT OF HEALTH INSPECTIONS**

PURPOSE

The purpose of this procedure is to identify critical areas concerning the integrity of food service operation as it relates to the Department of Health inspections.

Department of Health - Food Service Inspections

The health authority shall inspect all food service establishments a minimum of two (2) times per year or as deemed necessary. All areas where food is served, prepared, stored and consumed by the public are subject to a Department of Health (DOH) Inspection.

PROCEDURE

Required Action for Critical Areas of Review

A. Hot Water (Kitchen)

After arriving at the school, make sure there is hot water available at all sinks. **Check for hot water throughout the day.** If at any time there is no hot water or it is not at proper temperature, do the following:

1. Notify the principal/school site administrator.
2. Check with principal/school site administrator for reports of water main breaks and other issues that may be affecting the food service area or school.
3. Notify the food service supervisor.
4. Call the Food Service Repair Call Center (RCC) at 786-275-0500 for further instructions.
5. Document work orders and/or action required by Maintenance, zone mechanic and/or custodial staff on the Log Sheet of Repairs/Services ([Attachment A](#)). Post the Log Sheet in a place that it will be visible at all times in the food service area.

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B. Pest Control (Kitchen and Cafeteria)

Routine and remedial pest control for school food service areas is provided by a licensed pest control contractor. Any deficiencies related to pests must be **immediately** reported to the principal and current pest control vendor for corrective action. The pest control technician along with a school site administrator must identify points of entry and implement corrective action. Custodial staff should be utilized to supplement these efforts under the direction of the Principal. **Any evidence of pests must be cleaned and removed as frequently as necessary until pests are completely eliminated from the area.**

C. Refrigerator/Freezer Temperatures

If refrigeration units, including milk boxes, are not **41 degrees Fahrenheit or below** and/or freezer units are not **0 degrees Fahrenheit or below, corrective action must be taken immediately:**

1. Call the ERC to initiate an emergency work order.
2. Document work orders and/or action required by Maintenance, Resident Maintenance Service Mechanic and/or Custodial staff on the Log Sheet of Repairs/Services ([Attachment A](#)). Post the Log Sheet in a visible place in the food service area.
3. Remove all food from malfunctioning units.
4. Check the temperature of food items to ensure the food is not spoiled. In refrigerators, food held at temperatures above 41 °F for more than two hours must be discarded (refer to [Procedure C-10](#)). In freezers, if the food still contains ice crystals or is 41 °F or below, it is safe to refreeze.
5. Place the food in another available freezer/refrigerator unit or arrange for a transfer to another location that has sufficient storage capacity.
6. Post a sign on the unit stating in large, bold letters **“DO NOT USE”**.
7. Contact your food service supervisor if you need further assistance.

When the health inspector arrives to conduct an inspection, he/she must be accompanied by the principal/administrative designee during the inspection of the school building. Whenever possible, food service staff should correct any deficiencies found within the food service area while the inspector is on site.

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After each Food Service inspection the Principal/Administrative Designee must immediately:

- A. Provide a copy of the DOH Inspection to the Division of Safety and Emergency Management.
- B. Provide a copy of the DOH Inspection to the Food Service Manager/Satellite Assistant.
- C. Post current copy on the school's website per Florida Statute 1013.12 (2)(b).

After each Food Service inspection the Food Service Manager/Satellite Assistant must immediately:

- A. Obtain a legible copy of the current inspection report.
- B. Post current copy in a visible place for public view per Florida Statute 1013.12 (2)(b).

For "unsatisfactory" inspections, the following corrective action is required:

- A. Inform school principal/administrative designee.
- B. Inform the Director of Operations, Department of Food and Nutrition and food service supervisor.
- C. Call the ERC to initiate emergency work orders for the food service area. Clearly state to the ERC representative that these issues are infractions from a recent Department of Health inspection.
- D. Document work orders and/or action required by Maintenance, Resident Maintenance Service Mechanic and/or Custodial staff on the Log Sheet of Repairs/Services ([Attachment A](#)). Post Log Sheet in a visible place in the food service area.
- E. Contact pest control vendor for pest, rodent and insect issues.
- F. Accomplish all food service area tasks noted on DOH inspection report.
- G. Fax a completed Corrective Action ([Attachment B](#)) document along with the inspection report within 2 days to the Department of Food and Nutrition, Attention: Director of Operations (786) 275-0841. This document is required whenever deficiencies are noted under the "Comments and Instructions" section of the inspection report.

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H. Communicate and follow-up with all persons (principal/administrative designee, food service supervisor and Director of Operations) responsible for correcting deficiencies.

For “satisfactory” inspections with deficiencies cited under the “Comments and Instructions” section, the food service manager/satellite assistant must do the following:

- A. Inform school principal/administrative designee.
- B. Ensure a work order is called in to the ERC.
- C. Document work orders and/or action required by Maintenance, and Resident Maintenance Service Mechanic /or Custodial staff on the Log Sheet of Repairs/Services ([Attachment A](#)). Post the Log Sheet in a visible place in the food service area.
- D. Contact pest control vendor for pest, rodent and insect issues.
- E. Accomplish all food service area tasks noted on DOH inspection report.
- F. Communicate and follow-up with all persons responsible for correcting deficiencies.

Deficiencies/Corrective Actions

Deficiencies cited on the Food Service Inspection Report completed by the health authority must be addressed immediately by the responsible persons at the school level (food service manager/satellite assistant, Resident Maintenance Service Mechanic, custodian, or principal/designee). Corrective action may require assistance from several district departments as indicated below.

School Site Responsibilities (Kitchen)

Food service staff is responsible for ensuring that the kitchen is cleaned daily to remove all food, dirt, dust, debris, grease build-up and excess water from floors, walls, equipment, etc. Kitchen deficiencies related to cleaning must be addressed immediately by thorough cleaning by the food service staff under the direction of the principal and the food service supervisor from the Department of Food & Nutrition. Procedures and practices must be reviewed and re-evaluated to determine the cause of the inspection deficiencies. Corrective actions must be taken to ensure satisfactory re-inspection results. The principal should consult with the Department of Food and Nutrition to determine if standard work practices are being followed.

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School Site Responsibilities (Cafeteria/Dining Room)

Custodial staff is responsible for ensuring that the cafeteria and associated rooms (i.e. stage and ancillary rooms) are cleaned daily. Cafeteria deficiencies related to cleaning must be addressed immediately by initiating a thorough cleaning by the custodial staff under the direction of the principal. Procedures and practices must be reviewed and re-evaluated to determine the cause of the inspection deficiencies. Corrective actions must be taken to ensure satisfactory re-inspection results.

Facilities Operations, Maintenance Responsibilities (Kitchen and Cafeteria)

Facilities Operations, Maintenance (FOM) Department staff is responsible for correcting deficiencies related to the kitchen and cafeteria building. Eliminating pest entry points, replacing ceiling tiles, sealing holes, restoring hot water and repairing equipment are examples of corrective action that must be implemented immediately by the FOM Department.

Department of Health Operating Permit

A copy of the current Department of Health Operating Permit must be displayed in a visible place for public view. An additional copy must be posted inside the Food Service Manager's office. The **original** Permit must be filed in the DOH/Pest Control folder.

Department of Health/Pest Control Folder

The Food Service Manager or Satellite Assistant will be required to maintain the following documents in the Department of Health/Pest Control folder.

- A. Current Permit to Operate (original or copy)
- B. Copy of DOH Food Service Inspections
- C. Copy of Pest Control Service Reports
- D. Copy of Corrective Action documents

The DOH/Pest Control folder must be maintained and updated after each inspection/service is conducted. Follow-up on corrective actions must be documented until the deficiencies have been eliminated. Deficiencies must be corrected before the next Department of Health inspection.

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For Action By: Principals, Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition

Revised: July 2011, February 2012, July 2022, June 2024
Reviewed: June 2024