

**FOOD AND NUTRITION  
PROCEDURES**  
Miami-Dade County Public Schools



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Subject: **PERSONAL HYGIENE**

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**PURPOSE:** To prevent contamination of food by foodservice employees.

**SCOPE:** This procedure applies to food service employees who handle, prepare, or serve food.

**KEY WORDS:** Contamination, Personal Hygiene

**INSTRUCTIONS**

Train food service employees on the following procedures.

1. Report to work in good health, good personal hygiene and dressed in clean and appropriate uniform. [Food and Nutrition Procedure G-6](#). Employee uniforms at each work location must match daily (style, color and/or theme). Note: The uniform allowance is paid to all food service employees every April for purchase of new uniforms and/or shoes.
2. Change apron when it becomes soiled. Apron should only be worn in the food service production area.
3. Wash hands properly, frequently and at the appropriate times. Refer to [Food and Nutrition Procedure H-2](#).
4. Keep fingernails trimmed, filed and maintained so that the edges can be easily cleaned and not rough. Artificial nails, decorations (decals, jewels, <https://api.dadeschools.net/WMSFiles/17/24-25%20Procedures/H/H-02%20WASHING%20HANDS.pdf> etc.) and fingernail polish are not permitted.
5. Proper hair restraints are required. All hair must be contained, including bangs. Beard restraints are required when in food preparation or serving areas. False eyelashes are not permitted.
6. Wear single-use gloves when preparing and serving food and change gloves frequently.
7. Do not wear any jewelry except for a plain ring, plain earrings (no dangling) and a watch. No bracelets, necklaces or facial jewelry (nose, lips or any other facial piercing) are permitted.
8. Treat and bandage wounds and sores immediately. When hands have open wounds, scabs or are bandaged, disposable gloves must be worn at all times and changed frequently.
9. Employees are not permitted to eat, drink, chew gum or use cellphones in the food service area.

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10. There will be no use of tobacco products on school premises (including electronic cigarettes or vaping devices), as per [School Board Policy 1215 – Tobacco Use](#).
11. Taste food as follows:
  - a. Place a small amount of food into a small disposable container.
  - b. Step away from exposed food and food contact surfaces.
  - c. Use a spoon to taste the food. Discard the used spoon and container.
  - d. Wash hands immediately.

## MONITORING

1. Food service manager/satellite assistant needs to inspect employees when they report to work to be sure that each employee is in compliance.
2. Food service manager/satellite assistant will monitor that all food service employees are adhering to the personal hygiene policy during all hours of operation.

## CORRECTIVE ACTION

1. Retrain any foodservice employee found not following the procedures.
2. Discard affected food.

## VERIFICATION AND RECORD KEEPING

The food service manager/satellite assistant will verify that foodservice employees are following this procedure by visually observing employees during all hours of operation. The food service supervisor will review the [HACCP Food Safety Checklist](#) to verify that monitoring is being conducted. The [HACCP Food Safety Checklist](#) is to be kept on file for a minimum of five (5) years.

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

*Refer Questions to: Department of Food and Nutrition*

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