

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **PREVENTION OF CROSS-CONTAMINATION OF FOODS**

PURPOSE: To reduce foodborne illness by preventing unintentional contamination of food.

SCOPE: This procedure applies to anyone who is responsible for receiving, storing, preparing and serving food.

KEY WORDS: Cross-Contamination, Preparation, Contamination, Storage, Receiving

INSTRUCTIONS

Train food service employees on using the following procedures.

1. Wash hands properly. Refer to the [Food and Nutrition Procedure H-2](#).
2. Avoid touching ready-to-eat food with bare hands. Refer to [Food and Nutrition Procedure H-5](#).
3. Separate raw animal foods, such as eggs, fish, meat and poultry, from ready-to-eat foods, such as lettuce, cut melons, tuna or egg salads and lunch meats during receiving, storage and preparation.
4. Separate different types of raw animal foods, such as eggs and meat – for example, ground beef from each other, except when combined in recipes.
5. Store raw animal foods in refrigerators or walk-in coolers at 41°F by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
6. Store fresh produce – fruits and vegetables at 41°F or below in walk-in cooler or refrigerator.
7. Wash fresh produce in potable water to remove existing contaminants and remove any attached stickers or labels prior to being cut, combined with other ingredients or served. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.

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8. Use only dry, cleaned and sanitized equipment and utensils. Refer to [Food and Nutrition Procedure H-4](#) for proper cleaning and sanitizing procedure.
9. Prepare food with the least possible manual contact using suitable utensils and on surfaces that have been cleaned and sanitized prior to use. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
10. Place food in covered containers or packages (except during cooling) and store in the walk-in refrigerator or cooler at 41°F or below.
11. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
12. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
13. Store damaged goods in a separate location. Refer to [Food and Nutrition Procedure H-16](#).
14. All food should be displayed and served with minimal exposure to food contamination.
15. Unwrapped foods that are displayed or otherwise placed on counters or serving lines shall be protected against contamination from customers or other sources.
16. Transported food should be in covered containers or otherwise wrapped and/or packaged to ensure protection from contamination. Refer to [Food and Nutrition Procedure H-17](#).
17. Ice should be dispensed only with a scoop that should be stored in a way that protects utensils from contamination (e.g., outside ice machine in ice scoop holder or inside machine hanging on hook and not touching the ice).
18. Toxic material (cleaning supplies) should be stored separate from food, food equipment, utensils and all paper goods supplies (e.g., sporks, containers, cups).



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MONITORING

Food service manager/satellite assistant will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

CORRECTIVE ACTION

1. Retrain any food service employee found not following these procedures.
2. Separate foods found improperly stored.
3. Discard ready-to-eat foods that are contaminated by raw eggs, raw meat or raw poultry and document them in TrakNow under Paper Goods Usage/Pick Break Spoil.

VERIFICATION AND RECORD KEEPING

The food service manager/satellite assistant will visually observe that employees are following these procedures and taking all necessary corrective actions. The food service manager will periodically check the storage of foods during hours of operation and complete the [HACCP Food Safety Checklist](#) weekly. The food service supervisor will review the [HACCP Food Safety Checklist](#) to verify that monitoring is being conducted. The [HACCP Food Safety Checklist](#) and Storeroom Issue Report will 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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