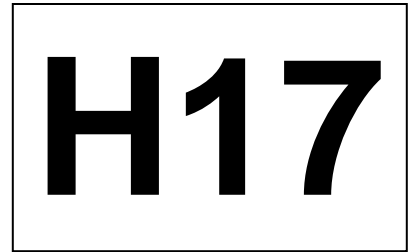


# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



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Subject: **TRANSPORTING FOOD TO REMOTE SITES (SATELLITE KITCHENS)**

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**PURPOSE:** To prevent food borne illness by ensuring that food temperatures are maintained and contamination is prevented during transportation.

**SCOPE:** This procedure applies to foodservice employees who prepare food from a base kitchen, who transport the food to a remote site and foodservice employees that receive the food (satellite kitchens).

**KEY WORDS:** Hot Holding, Cold Holding, Reheating, Cooling, Transporting Food, Meal Service Temperature Record.

## **INSTRUCTIONS:**

Train foodservice employees on using these procedures.

1. Keep frozen foods frozen during transportation. Maintain the temperature of refrigerated, potentially hazardous foods at 41°F or below and cooked foods that are transported hot at 135°F or above.
2. Store and transport food in clean containers suitable for transportation. Containers should be:
  - Rigid and sectioned, if needed, so that foods do not mix
  - Tightly closed to retain the proper food temperature
  - Nonporous
  - Easy-to-clean or disposable
3. Place food containers in food carriers and transport the food in clean vehicles to remote sites as quickly as possible.
4. Follow receiving procedure (refer to Food and Nutrition Procedures [C-3](#) and [H16](#)) when food arrives at remote site.

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Subject: **TRANSPORTING FOOD TO REMOTE SITES (SATELLITE KITCHENS)**

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## MONITORING

1. The internal temperature of food must be checked using a calibrated thermometer before placing it into the food carrier and at the receiving site.

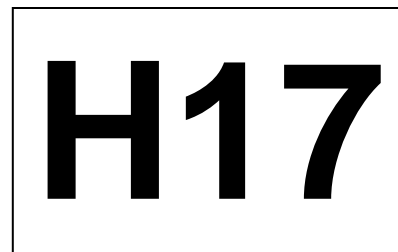
## CORRECTIVE ACTION

1. Retrain any foodservice employee found not following these procedures.
2. Reheat food to 165°F for 15 seconds if the internal temperature of hot food is less than 135°F. Refer to the Food and Nutrition Procedure [H-11](#).
3. Cool food to 41°F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to Food and Nutrition Procedure [H-8](#).
4. Discard foods held in the danger zone for greater than 4 hours.
5. If additional transport equipment is needed, a request should be made through your region food service supervisor.

## VERIFICATION AND RECORD KEEPING

Before transporting food to remote sites, school site food service employees will record food product name, time, internal temperatures, and any corrective action taken on the daily [Meal Service Temperature Record](#). Upon receipt of food at remote sites, school site foodservice employees will record receiving temperatures and corrective action taken on the daily [Meal Service Temperature Record](#). The manager/satellite assistant at the base and satellite kitchens will verify that foodservice employees are following this procedure by visually monitoring food transport practices. The manager will complete the daily Food Safety Checklist. The supervisor will review the Food Safety Checklist to verify that monitoring is being conducted. The Food Safety Checklist and Meal service Temperature records are to be kept on file for a minimum of five (5) year.

**FOOD AND NUTRITION  
PROCEDURES**  
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Subject: **TRANSPORTING FOOD TO REMOTE SITES (SATELLITE KITCHENS)**

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

*Refer Questions to: Department of Food and Nutrition*

*Created: July 2006*

*Revised: July 2022, July 2023*

*Reviewed: July 2024*