

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



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Subject: **FOOD RECALLS**

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**PURPOSE:** To prevent foodborne illness in the event of a food product recall.

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

**KEY WORDS:** Food Recalls, Hold, Physical Segregation

**INSTRUCTIONS**

Train foodservice employees on using this procedure.

1. Retain packaging label that contains the detailed information regarding product code(s), date of manufacture and site of manufacture. This may require cutting off one side of the box(es) to secure this information. The invoice and/or delivery label does not contain this information.
2. Keep the packaging information on file for the duration of the serving week.
3. Review the food recall notice and follow specific instructions that have been identified in the notice.
4. Communicate the food recall notice to satellite locations, if applicable.
5. Identify and record whether any of the recalled product was received. Locate the food recall product on hand and verify that the food items have the product identification code(s) and production date(s) listed in the recall notice.
6. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
7. “Hold” the recalled product by physically segregating all of that item in inventory, including any open containers, leftover product and food items in current production that contain the recalled product.
8. Mark recalled product “**HOLD – Do Not Use**” and “**Do Not Discard**”. Inform the entire staff not to use the product.

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9. Do not destroy any food without official written notification from the Department of Food and Nutrition.
10. Account for all recalled product by verifying inventory counts against records of food received.
11. Implement all actions as directed by the Department of Food and Nutrition.

**MONITORING**

The food service manager/satellite assistant will ensure that recalled food products have been properly segregated, secured and labeled “HOLD – Do Not Use” and “Do Not Discard”.

**CORRECTIVE ACTION**

1. Retrain any foodservice employee found not following the procedures.
2. Implement or correct any actions omitted from this procedure.

**VERIFICATION AND RECORD KEEPING**

The food service manager/satellite assistant will submit information and/or documentation as requested by the Department of Food and Nutrition, Food and Menu Management.

*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:*

*Reviewed: July 2024*