

Description of Program Overview and Facility

This program was developed in July 2006 by the Department of Food and Nutrition of Miami-Dade County Public Schools. Procedures are reviewed annually and revised when necessary. The program follows the USDA guidance on developing a Food Safety Program on the Process Approach to HACCP.

School: _____

Location Number: _____

Average Participation

Breakfast	_____	Meals
Lunch	_____	Meals
Afterschool Program	_____	Meals

School Foodservice Staff

Manager/Satellite Assistant (circle one)

Number of Employees _____

Kitchen Equipment

Qty.

_____	Mixer(s)
_____	Reach-in Freezer(s)
_____	Reach-in Refrigerator(s)
_____	Convection Oven(s)
_____	Microwave Oven(s)
_____	Steamer(s)
_____	Kettle(s)
_____	Beverage Cooler(s)/Milk Box(es)
_____	Ice Machine
_____	Food Processor(s)/Chopper(s)
_____	Slicer(s)
_____	Walk-in Freezer(s)/Cooler(s)

Menu

Four (4) week menu cycle available in manager's office and on district website.

Date Implemented: _____ August 2025 _____ By: Angie Kasselakis
Angie Kasselakis, Food and Nutrition
Officer Department of Food and Nutrition

Date Reviewed: _____ August 2025 _____ By: Audra Wright
Audra Wright, Director
Department of Food and Nutrition

Date Revised: _____ July, 2025 _____

Date Reviewed: _____ By: _____
School Site Administrator

Date Reviewed: _____ By: _____

PROCEDURES

Procedures for Miami-Dade County Public Schools are listed below. Each SOP will be attached to this Food Safety Program. Food service staff will be made aware of all procedures during training.

- Personal Hygiene
- Washing Hands
- Communicable Diseases
- Sanitizing Equipment, Utensils and Facilities
- Using Suitable Utensils When Handling Ready-To-Eat Foods
- Using and Calibrating Thermometers
- Thawing Foods
- Cooling Foods
- Controlling Time and Temperature During Preparation
- Holding Hot and Cold Food at Proper Temperature
- Reheating Foods
- Date Ready-To-Eat Hazardous Foods
- Washing Fruits and Vegetables
- Prevention of Cross Contamination of Foods
- Serving Foods
- Receiving and Storage of Food
- Transporting Food to Remote Sites (Satellite Kitchens)
- Pest Control
- Food Recalls
- Food Defense
- School Garden to Cafeteria

FOOD PREPARATION ACTION PLAN

Categorizing Menu Items and Identifying Control Measures and Critical Control Points (CCPs):

The four-week (4) menu cycle is posted in the kitchen. Each menu item available for service is listed in this Food Safety Program in the accompanying table. When new menu items are added, the list is updated. Each item is evaluated to determine which of the three processes is applicable and to identify the appropriate control measures and critical control points (CCPs) using the Process Approach charts attached. Once the determination is made for each menu item, the food service manager will make the food service staff aware of the menu items and applicable process and control measures by posting the Process Charts in the kitchen. These Process Charts containing the list of menu items are attached. In addition, the menu cycle, menus, recipes, product directions, and charts are kept in the manager's office.

Staff:

- All food service personnel will be given an overview of the Process Approach to HACCP after being hired during the new employee orientation and before handling food.
- Periodic refresher webinars training for employees will be provided.
- An easily accessible copy of the Food Safety Plan will be available in the manager's office.

MONITORING

Manager Responsibilities:

- The food service manager at each site will be responsible for ensuring assigned food service staff are properly monitoring control measures and CCPs at the required frequency and are documenting required records.
- The manager will also be responsible for monitoring the overall performance of standard operating procedures. Specific details regarding monitoring are addressed in each SOP.
- Ongoing monitoring is essential for an effective HACCP Program. The Manager will use the Food Safety Checklist to formally monitor food service staff weekly.

Food Service Staff Responsibilities:

- Food service staff is responsible for monitoring individual critical control points (CCPs) in the handling and preparation of food.
- Food service staff is responsible for monitoring control points as defined in the Standard Operating Procedures.

CORRECTIVE ACTIONS

Documenting Corrective Actions:

- The Department of Food and Nutrition will be responsible for developing predetermined corrective actions for the most common deviations from control measures including critical control points and Standard Operating Procedures.
- The Department of Food and Nutrition will review and update corrective actions at least annually. Corrective actions for all procedures are outlined in the written SOPs.
- Food service staff will be responsible for documenting any corrective actions taken while handling and preparing food as well as any actions taken while performing SOPs.

Training:

- In addition to the corrective actions outlined in the SOPs, food service staff will be trained on a continuous basis to take corrective actions when necessary.