

Food Safety and Sanitation

Head Start Performance Standard

§ 1302.47 (6) (ii)

Policy

Foods provided to Head Start by a site kitchen or a vendor must be protected from contamination and temperature abuse to avoid food-borne illness.

Procedure

- Food provided by a site kitchen or vendor shall be obtained from sources approved and inspected by a local health authority.
- Vehicles and food transport equipment within the establishment will be clean and sanitized.
- Potentially hazardous foods (such as dairy, meats, gravies, beans, and fresh cut melons) shall maintain temperatures of 40 degrees and below for cold foods and 140 degrees and above for hot foods.
- The times and temperatures of all potentially hazardous foods will be recorded when the meal is delivered and subsequently at time of service for all vended meals. Daily Vendor Receipts will serve as documentation.
- Incoming deliveries and food transported from the Central Kitchen to off-site locations are inspected immediately by kitchen staff or classroom staff for damage, spoilage, and contamination of products upon delivery. If any are found, the items will be rejected and returned to the sender.
- Staff and volunteers preparing and serving food for Head Start meals and snacks must have a current Health Department Food Handler's Certificate. Staff providing direct food services must adhere to specific regulations specified by the Oregon Department of Early Learning and Care and the Washington County Health Department.
- Appropriate personal hygiene practices should be practiced when handling food. This includes but is not limited to washing hands before and after handling food and wearing gloves when handling food.
- Food service gloves will be discarded and replaced with new gloves when transitioning between handling food and performing another tasks. For example, going from preparing food to attending to a child and back to preparing food.
- The kitchen and food preparation area should be sanitized before preparing food.
- Refrigerators should be kept between 32° F and 40° F.
- Discard all leftovers except for baby formula and breast milk. See the **Baby Bottle Sanitation Policy and Procedure** for more information.

**Community Action Head Start
Washington County, Oregon**

- Each serving bowl on the table should have a separate spoon or other utensil for serving food. Cover food in bowls when on the table. Use plastic wrap or grease paper to cover cold food, and aluminum foil to cover hot food.

Infants

- Serve baby food from a bowl, not the container.
- Discard leftover baby food.
- Never re-freeze already thawed baby food. Thaw baby food in the microwave, in the refrigerator, or under cold running water. Never thaw baby food at room temperature or by leaving it out on a counter.

Training

Staff receive annual food safety and sanitation training during pre-service. New hires receive this training within 90 days of hire. The CACFP Supervisor, Health Services Supervisor, and Compliance Supervisor are responsible for providing these trainings.