
HOLDING POTENTIALLY HAZARDOUS FOODS
PROCEDURE (FSD-P009)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure applies to food service employees who prepare food. Its purpose is to prevent food-borne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Food Service Director
2.2 Food Service Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Food Service Director

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 Hazardous foods: Those foods that may cause unacceptable consumer health risk.
- 4.2 Temperature Danger Zone: The temperature at which bacteria multiply rapidly. This temperature is from 40° (F) to 140° (F).
- 4.3 Time and Temperature Control: To maximize food safety and minimize growth of micro organisms in food, time and temperature must be controlled and monitored throughout the flow of food, including receiving, storage, preparation, cooking, holding, cooling and re-heating.
- 4.4 Holding: Maintaining food at a temperature either at or above 135° (F) or at or below 41° (F).
- 4.5 Ready-to-eat food: The status of food being ready for consumption.

5.0 PROCEDURE:

- 5.1 Train all food service employees using this procedure:
- 5.1.1 Wash hands prior to preparing foods.
- 5.2 Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready-to-use (also use separate dispensing utensils).
- 5.2.1 Be sure that pre-chilled ingredients, such as sandwiches, salads, cut melon, are chilled to 41° (F) or below before combining with other ingredients.
- 5.2.2 Prepare foods as close to serving time as menu will allow.
- 5.2.3 Prepare food in small batches.

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5.2.4 Limit time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.

5.3 Corrective Actions:

5.3.1 Retrain any food service employee found not following proper procedures.

5.3.2 Begin the cooking process immediately after preparation is complete for any foods that will be served hot.

5.3.3 Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.

5.3.4 Monitor the amount of food in the temperature danger zone.

5.3.5 Discard food held in the temperature danger zone for more than 4 hours.

5.4 Maintenance of Equipment:

5.4.1 Use clean, sanitized and calibrated probe thermometers.

5.4.2 Ensure food contact surfaces are clean and sanitized to prevent cross-contamination.

6.0 ASSOCIATED DOCUMENTS:

6.1 Cooking Potentially Hazardous Foods (FSD-P007)

6.2 Food Service Production Record/ Log

6.3 Thermometer Calibration Procedure (FSD-P010)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Food Service Production Record/ Log	Kitchen	3 years	Discard as desired	Locked Room

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
07/17/2006	A	Initial Release

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