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# Food Service Monitoring of Equipment Work Instruction (FSD-W002)

Milford Public School District

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## 1.0 SCOPE:

- 1.1 This work instruction describes the process in which the Food Service Department monitors proper temperatures of cafeteria equipment at the Milford Public Schools.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

## 2.0 RESPONSIBILITY:

- 2.1 Food Service Director

## 3.0 APPROVAL AUTHORITY:

- 3.1 Food Service Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 4.0 DEFINITIONS:

- 4.1 None

## 5.0 PROCEDURE: -

### Hot Foods

- 5.1 Test all hot food for proper internal temperature using the internal temperature chart and the instant read thermometer.

5.1.1 Test hot food when it taken out of the oven.

5.1.2 Test hot foods at the beginning, middle and end of the serving time.

- 5.2 If the food service manager notices inconsistent hot food quality or cooking time:

5.2.1 Check that the heat source is on and available.

5.2.2 If the heat source is operating:

5.2.2.1 Call the Food Service Director to get out-source maintenance on the equipment.

### Cold Foods

- 5.3 Check the temperature on the internal and external thermometer daily.

5.3.1 Several sites keep a temperature check log on the refrigerator door.

5.3.2 Logs are filed on site.

- 5.4 If the Food Service Manager notices an inconsistent temperature in the refrigeration of cold foods

5.4.1 Check that the refrigerator is plugged in.

5.4.2 Check with custodian that the breaker is on.

5.4.3 If the problem cannot be corrected by site staff:

5.4.3.1 Call the Food Service Director to get out-source maintenance on the equipment.

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**Maintenance of Equipment**

5.5 The out-source maintenance provider services the cold food equipment at each site at least three times a year.

5.6 The out-source maintenance provider services the hot food equipment regularly.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Hot Food Internal Temperature Chart    External Document

6.2 Refrigerator Temperature Check Log    FSD-F009

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Hot Food Internal Temperature Chart	In Kitchen	Until Updated standards occur	Discard as desired	Locked Room
Refrigerator Temperature Check Log	In Kitchen	1 Year	Discard as desired	Locked Rom

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
10/26/04	B	Change document for Procedure #FSD-P004 into a working instruction piece #FSD-W002; change wording in 1.1 and 3.1

\* \* \* E n d o f p r o c e d u r e \* \* \*