

## DO.....

### Receiving Meals

- Check the meals to be sure that you have received all menu items and that none of the items are damaged or spoiled. If items are damaged, spoiled, or if you don't receive the right number of meals, call Nutritional Development Services (NDS) right away.
- Make sure your thermometer is clean and sanitized before each use. Re-calibrate your thermometer if it is dropped.
- Take the temperature of the milk by placing the thermometer between 2 cartons when you receive it. Temperature should read 45 degrees or below. Record the temperature on the delivery ticket. If it is not 45 degrees, call NDS right away.
- Put all refrigerated items away immediately or store on ice.
- Make sure your refrigerator is cold - at 39 degrees or lower.
- Make sure all food storage areas are clean and sanitized, including refrigerators and dry storage areas.

### Serving Meals

- Wash hands with soap and warm water for at least 20 seconds. Dry with a paper towel.
- All food handling and serving areas must be clean before, during and after meal service. Make sure trash is disposed of properly.
- Serve any meals left from yesterday before serving today's meals. Call NDS to find out if food is safe to serve if you ever have questions.
- Only take out the number of meals and milks that are needed at that time. Keep milk on ice while it is out of the refrigerator.
- Keep share tables foods cold using ice.
- Serve the meals according to the State and local health and safety standards.

# Keep Cold Foods Cold

## DON'T....

- Don't over-pack your refrigerator or line the shelves with foil.
- Don't forget to take the temperature of the milk you receive as soon as you get it.
- Don't let any food or drinks sit out in the heat or at room temperature. Use ice and coolers if you cannot put food in the refrigerator.
- Don't let share table items sit out at room temperature after meal service. Keep cold during and after meal service.
- Don't forget to wash your hands for at least 20 seconds after using the restroom or after they get dirty, such as: after you handle trash, blow your nose, or put a Band-Aid on a child.
- Don't take out all of the food at one time unless you serve it all at once. For example, don't take out all 100 meals if you only need 25 for your first lunch period.
- Don't leave garbage and trash in the area where food is stored or where the children are served and eat.
- Don't store cleaning products, bug spray, or other chemicals near food.
- Don't leave food on the floor.
- Don't serve Thursday's meals on Monday - they will not keep.