

Food Holding Procedure

Performance Standards and Regulations

EHS/HS: 1302.47 (6ii) ECEAP: ENV-19, ENV-18, ENV-17, PAO-26 WAC: 110-300-0197, 110-300-0195, 110-300-0196
110-300-0197, 110-300-0106, 110-300-0465

Purpose

This tells staff why and how food must be held at temperatures that will ensure food served in classrooms is safe to eat.

Guidance

Anyone can get food poisoning, but certain groups of people are more likely to get sick and to have a more serious illness. Their bodies' ability to fight germs and sickness is not as effective for a variety of reasons. These groups of people are younger than 5 years old, older than 65 years old, pregnant, or immune-compromised (due to cancer, AIDS, diabetes, certain medications, or other conditions).

- Temperature control is the best method for limiting growth of bacteria that causes foodborne illness or food poisoning.
- Staff shall take adequate precautions to prevent contamination during transporting, storing, preparing, cooking, and serving foods.
- Food-handler permits are required for all EHS/Head Start/ECEAP staff and substitutes involved in preparation of or serving of food to the children. Copies of current Food Worker Cards on the *Classroom Emergency Board*.
- Kitsap Public Health District (KPHD) Food Service Permits are posted on the *Classroom Emergency Board*. KPHD food inspections are completed once a year and additional follow-up completed as required.
- OESD 114 Early Learning complies with all Federal, State, and local food safety and sanitation laws, including those related to storage, preparation, service of food, and the health of food handlers.

Procedure

Potentially hazardous foods (PHF) are foods that are most likely to become unsafe and cause people to become sick. Pathogens grow well in these foods and the right time and temperature control is needed to limit this growth.

Potentially Hazardous Foods:

- Milk and dairy products
- Eggs
- Poultry
- Meat: beef, pork, and lamb
- Fish, shellfish, and crustaceans
- Baked potatoes
- Heat treated plant food like rice, beans, and vegetables
- Tofu or other soy proteins
- Sliced tomatoes, melons and cut leafy greens, bean sprouts

This procedure must be followed during all field trips and other activities where a meal is served outside of the classroom. All efforts need to be made to keep foods out of the danger zone (41-135° F). Food temperatures need to be maintained by using refrigeration or ice, warming units or ovens, or other approved methods to keep pathogens from growing. Thermometers are used to check foods. They are easy to read and are better for measuring thin foods, like hamburger patties. Appliance thermometers are used to measure temperatures in refrigerators and in the freezer.

Food Temperatures

- You must determine the point where food temperature becomes the responsibility of the Early Learning classroom. This will vary by site/center depending on how the food is prepared, delivered and transported. Site/center teams will work with center, school district to determine who will take, record, and file food temperatures of all potentially hazardous foods.
- **Classrooms/Centers receiving food from school districts:** You must ensure that school district food service staff are taking and recording temperatures of all potentially hazardous foods.
- **Sites receiving food from their own kitchen:** Kitchen staff must obtain and record temperature of food when cooking is complete and every two hours after until served.
- **Sites receiving food from off-site location:** Food should be accompanied by a transfer sheet showing the cook time and temperature of any potentially hazardous food. You must obtain and record temperature of food as it enters the classroom. Use clean, sanitized, and accurate thermometers to check temperatures of all potentially hazardous foods.
- **When taking food temperatures:** Insert the stem of the thermometer several inches into the food and hold it for at least 20 seconds.
 - Temperatures of heated food brought to the classroom must be taken daily.
 - Classroom receiving foods from the school district record the temperature of heated foods on the classroom/center menu and the form provided by the school district.
 - A scanned, emailed, or hard copy of the monthly menu is given to your Site Supervisor at the end of each month.
 - Forms provided by the school district are returned to the school district at their requested time.

Refrigerator and Freezer Temperatures

- You must ensure that each refrigerator and freezer used to store food is equipped with a working thermometer.
 - Refrigerator temperature must be at or below 41° F.
 - Freezer temperature must be at or below 10° F.
- You must ensure refrigerator and freezer temperatures are maintained daily using the *Teacher Daily Health and Safety Monitoring Checklist- ChildPlus*.

Hot Holding Temperatures

- You must ensure hot foods are held at 135° F or hotter for no longer than two hours before serving.
- You must follow reheating procedure if food drops below 135° F within a two-hour period.
- You must discard all hot food with a temperature less than 135° F if it has been held for more than two hours from when the previous temperature was taken.

Cold Holding Temperatures

- You must ensure cold foods are held at 41° F or colder.
- You must discard food found to be above 41° F in a refrigerator and is believed to have been at that temperature for more than two hours.

Reheating

- You must reheat hot foods that have fallen below 135° F within the two-hour holding window for hot holding foods.
- Foods intended for hot food service must be heated to a temperature of 165° F or hotter and remain at that temperature for at least 15 seconds.
- You must stir food while reheating to ensure all parts are hot.
- You must cover food that is microwaved for reheating, stir at least once during cooking, and let stand, covered,

for two minutes before serving.

- You must allow sufficient time for food to cool to a safe temperature for children to eat before serving.

Cooling Hot Foods That Were NOT Served (leftovers remaining on the children's plates or remaining in the serving dishes placed on the table must be discarded)

- You must cool hot cooked food not intended for same day use immediately after cooking.
- You must place hot food in shallow pans that are no more than 2 inches thick or deep and place pans in the refrigerator on top shelf where nothing can drip on them.
- Do not stack or cover pans.
- You must cover food after it has cooled to 41° F or colder.

Refrigerated leftover food (leftover food that was NOT placed on the table)

- Prior to storing leftover food in a refrigerator or freezer the food container must be labeled with the date the leftover food was opened or cooked
- must be store and then served again within forty-eight hours of originally being prepared; or
- Frozen leftover food must be promptly served after thawing and being cooked.

Frozen food must be thawed by one of the following methods:

- In a refrigerator;
- Under cool running water inside a pan placed in a sink with the drain plug removed; or
- In a microwave if the food is to be cooked as part of the continuous cooking process.

Calibrating and cleaning thermometers

- Calibrate food thermometer by filling a bowl with ice water or boiling water. Ice water will read 32° F and boiling water will read 212° F. [Metal Stem Thermometer Calibration](#)
- Wash the thermometer probe in hot soapy water, sanitize and air dry between uses.

Food Storage

- Food must be stored in original containers or in a clean labeled, dated, and airtight food grade container.
- Food not required to be refrigerated or frozen must not be stored directly on the floor and in a manner that prevents contamination. Food must be dated and labeled once opened.
- Food and food service items (such as utensils, napkins, and dishes must not be stored in an area with toxic chemicals.
- Food that is past the manufacturer's expiration or "best served by" date must not be served.
- Raw meat must be stored in the refrigerator or freezer below cooked or ready to eat foods.

Resources

[Washington State Retail Food Code Chapter 246-215 WAC \(PDF\) Food Safety is Everybody's Business](#)