

Rush Henrietta Central School District

Food Service Department

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Approved Food Distribution Procedures; Per B.O.E. Policy 8540, 8540R
Sanitation and Safety; adopted September 22, 1998

1. Classroom Parties

- a. Building Principals will distribute a price list at the beginning of the school year.
- b. Encourage non food items (ex. Pencils, stickers, etc.). If a commercially purchased food items is served, then encourage prewrapped single serve items.
- c. When distributing food items in the classroom;
 - i. The child or adult must wash hands for 30 seconds with warm soapy water and dry them. Long enough to sing "Happy Birthday".
 - ii. Wear vinyl gloves.
 - iii. Change gloves if they become contaminated, e.g. pushes hair out of face, touches nose, etc

2. Classroom Cooking Projects.

- a. Building Principal gives approval.
- b. With the exception of approved home and career instructional programs, potentially hazardous foods cannot be cooked in the classroom or at student events. Potentially hazardous foods include: turkey, shell fish, poultry, meats, eggs, mayonnaise, milk products, ice cream products and home canned food.
- c. A Food Service person needs to be present whenever there is an event that requires the use of the kitchen.
- d. If the event were scheduled longer than or after the school day, the cost of the extra labor would need to come from another budget.
- e. Students are not allowed in the kitchen area.

3. **Events that serve or sell food to the general public.** (E.g. Booster Clubs, PTO Groups, Outside Organizations)
 - A. You are operating under the District Health Dept. Permit.
 1. Clear all foods served at this event through the Rush Henrietta CSD Food Service Department, 359-5388.
 2. All food products must be prepared by or obtained from a "licensed establishment".
 3. Per B.O.E. policy 8540-R potentially hazardous food shall not be prepared for, or at, student events. Potentially hazardous foods include: turkey, shell fish, poultry, meats, eggs, mayonnaise, ice cream products and home canned food.
 4. Home-prepared food items may not be served or sold.
 5. Kitchen facilities may be used only after obtaining permission from the Director of Food Services. A paid food service staff member must be in attendance to ensure State and County health laws are complied with, and to supervise the proper use of equipment.
 - B. Or you may choose a "licensed caterer" with the Monroe County Health Dept.
 1. Clear all foods served at this event through the Rush Henrietta CSD Food Service Department, 359-5388.
 2. Kitchen facilities may be used only after obtaining permission from the Director of Food Services. A paid food service staff member must be in attendance to ensure State and County health laws are complied with, and to supervise the proper use of equipment.
 3. Please leave the area clean.
4. **Concession Stand Rules:**(These will be posted on the wall along with a copy of the Booster's Health Dept. Permit).
 - A. You are operating under the Sports Booster's Health Dept. Permit.
 1. Clear all foods served at this event through the RH CSD Food Service Department.
 2. All food products must be prepared by or obtained from a "licensed establishment". Home-prepared food items may not be sold or served.
 3. A "licensed caterer" with the Monroe County Health Dept. or the district's Food Service Dept must prepare any "Potentially Hazardous" foods.
 4. All foods must be kept at safe temperatures, to minimize the growth of bacteria.
 5. No ice. Beverages must be chilled in a refrigerator.
 6. Everyone's hair must be confined.
 7. All food contact surfaces, (work tables, serving counters) are to be washed, rinsed and sanitized before and after they are used.
 8. Use approved Quat sanitizer for sanitizing surfaces and equipment.
 9. Do **NOT** unplug anything.

10. The sink is for hand washing, and dumping of liquids. Everything else goes into the trashcan.
11. If you move any equipment, please put it back at the end of your event.
12. Make sure all surfaces are wiped clean. This includes tables in the cafeteria.
13. Make sure overhead doors are down and locked.
14. Sweep and mop including under the counters. The custodian will have these.
15. If you use the microwave, please leave it clean.
16. If the area isn't left clean, the facilities department will clean it and bill the last organization that used the area.

B. Or you may choose an outside caterer, "licensed" with the Monroe County Health Dept.

1. Clear all foods served at this event through the Rush Henrietta CSD Food Service Department, 359-5388.
2. If the area isn't left clean, the facilities department will clean it. They will bill the last organization that used the area.