**Meal Service at Non-School Meal Distribution Sites**

**Standard Operating Procedure Template**

**Instructions for use of template**: Revise for foodservice operation and insert in school’s food safety plan.

**Purpose:** To ensure foodservice staff, teachers, other school staff, parents, and volunteers work together to produce and serve safe meals at non-school meal distribution sites.

**Teachers, other school employees, and parents will follow meal ordering procedures established by the school food service department.**

**The foodservice director or supervisor will:**

1. Develop and share procedures for ordering meals.
2. Plan menus with food safety in mind.
3. Determine an appropriate time and location for picking up or distributing meals.
4. Obtain suitable portable cold storage units (such as coolers) and cooling devices (such as ice packs) that will keep cold food items at or below 41°F.
5. Obtain suitable portable hot storage units (such as insulated containers) that will keep hot food items at or above 135° F.
6. Train food service staff, volunteers, and other food handlers on food safety procedures.
7. Ensure recipients of meals are informed on how to safely handle any time/temperature control for safety (TCS) food items they do not intend to eat immediately after receiving the meal.

**All school foodservice staff, volunteers, or other food handlers that prepare, pack, and distribute meals will:**

1. Observe appropriate food handling techniques such as:
   * Washing hands prior to preparing, packing, and distributing meals. Additionally, handwashing must occur in accordance with the established handwashing standard operating procedure (SOP).
   * Encouraging students to wash hands prior to meal service.
   * Serving any TCS foods within four hours if they are held between 41° and 135° F.
   * If temperature control is not utilized for holding and serving TCS food items, time as a public health control procedures should be followed. Reference the [Time as a Public Health Control Wisconsin Food Code Fact Sheet](https://datcp.wi.gov/Documents/TimePHCFactSheet.pdf).
2. Follow all SOPs regarding personal hygiene and employee health reporting. Additionally, food handlers should follow any other procedures required by the local regulatory authority and school/district for reporting any other illnesses/symptoms that are not covered in the employee health reporting agreements.
3. Follow all SOPs pertaining to food preparation, handling TCS foods, minimizing contamination, and cleaning and sanitizing.
4. Store components of meals that must be refrigerated in cold storage units until time of pick up or delivery.
5. Store components of meals that must be kept hot in hot storage units until time of pick up or delivery.
6. Use single-use foodservice gloves and/or utensils to prevent bare hand contact with any ready-to-eat food items.

**Monitoring**

* The foodservice director or supervisor will observe that all established procedures are followed during all times of operation.
* Food handlers will monitor the temperatures of TCS food items to ensure time the food is held between 41F and 135F is minimized.
* Food handlers will monitor the temperatures of cold and hot holding equipment to ensure safe temperatures are maintained (at or below 41F for cold; at or above 135F for hot).

**Corrective Action**

* Retrain any food handlers who do not follow the procedures in this SOP.
* Discard any food items that have been contaminated, time-temperature abused, or otherwise deemed or suspected to be unsafe. Record any discarded food items on a waste log.
* Contact the local regulatory authority to obtain assistance, if needed.
* Additional/Alternative Corrective Action (describe):