

DOÑA ANA COUNTY HEAD START

FOOD SERVICE PROCEDURES

GENERAL INFORMATION

- **Menu Planning:** An eight week cycle menu is establish and RD approved.
- **Food Preparation for all centers:** Food items and quantities used will be recorded in the New Mexico Child and Adult Care Food Program Menu Log Book by F.S.A. DAILY.
- **Meal Counts:** Will be recorded by the FSA's utilizing the ChildPlus Report 2315. This will be completed on a daily basis and reviewed each Friday on ChildPlus.

MEALS & GROCERY RESPONSIBILITIES

- **Following Menu:** Menus are planned to meet nutritional requirements in accordance with CACFP guidelines.
- **Menu Substitutions:** Menu substitutions must meet all requirements and be properly recorded in menu record book and on substitution form. Consult with Nutrition Assistant to assure that nutritional requirements are met before change.
- **Grocery Shopping:** Prepare grocery list with accurate amounts of items to be purchased. Turn in grocery list for following week to Nutrition Assistant NO LATER THAN 12:00 p.m. each Friday. (Exceptions are Holidays and if groceries are purchased on Thursdays). (Completion and submission of grocery order depends on circumstance).

CLEANLINESS OF EMPLOYEES

NM Environmental Department - Section 7.6.2.9 (H) Food Protection requirements

H. Cleanliness Of Employees:

1. All employees shall thoroughly wash their hands and forearms with hand cleanser and warm water before starting work. All food handlers shall wash hands during work hours as often as may be required to remove soil and contamination, after working with raw meat products, before handling

ready-to-eat foods, after visiting the toilet room, after using tobacco, or after eating or drinking.

2. No person shall use tobacco in any form or consume food or drink in the food preparation or processing areas, in equipment and utensil washing areas, or while engaged in serving food except that a food employee may drink from a closed beverage container if the container is equipped with a straw and is handled to prevent contamination of food, hands, equipment, utensils, and linens. Appropriate locations for food handlers to smoke, eat or drink shall be designated for their use separate from the above-mentioned areas, assuring that no hazard will result and that contamination will be prevented.
3. Effective hair restraints shall be used by employees who process, prepare or serve food to keep exposed hair from food or food-contact surfaces.
4. Employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods. Personal cleanliness includes clean clothing.
5. Employees engaged in food processing, preparation or service who have skin infections or communicable forms of infection, including but not limited to cuts, burns, abrasions, boils or bandages on the hands or face, shall be temporarily excluded from work activities in which there is a likelihood of contaminating food or food-contact surfaces.
6. Hand sanitizers are only acceptable as a supplement to proper handwashing.