



Fresh Fruit and Vegetable Program (FFVP) Standard Operating Procedure

Purpose: Food service employees, teachers, school staff, and volunteers with FFVP preparation, set up, service, and clean up responsibilities will work together to ensure that the snack is safe to eat and appropriate food safety measures are followed when there are leftover items.

Scope: Teachers, school staff, and volunteers will follow ordering procedures established by food service for FFVP. The food service manager/supervisor will be notified in advance when there are field trips or other events that preclude service of fresh fruits or vegetables at a previously designated time. Anticipated changes in counts due to illnesses or other situations will also be communicated in a timely manner.

Key Words: Cross Contamination, hand washing, time and temperature control, cold storage.

Instructions: Teachers, school staff, and volunteers with set up, service, and clean up duties will:

1. Observe appropriate food handling techniques such as:
 - a. Washing hands prior to assembling and/or distributing meals.
 - b. Keeping cold items, including leafy greens and cut fruits and vegetables, and heated items in holding units or transporters until it is time to serve.
 - c. Serving fresh fruits and vegetables as soon as possible after delivery to classroom or designated serving area.
 - d. Encouraging students to wash hands prior to service and after consuming fresh fruits and vegetables.
 - e. Teaching students how to serve themselves by using tongs or serving utensils to minimize contamination.
 - f. Discarding leftover fruits and vegetables served to students or exposed to sources of contamination as soon as possible in designated receptacles.
 - g. Following established procedures for returning or discarding menu items that have not been served to students.
 - h. Using cleaner in spray bottle and paper toweling obtained from food service to wipe desks and contact surfaces.
 - i. Following procedures for removing trash from classrooms or designated service areas, which may include moving portable trash receptacles from one classroom to the other.
2. Promptly return containers, utensils, and other items to the school food service.

Monitoring: The food service manager/supervisor will:

1. Plan fruits and vegetables with food safety in mind. Do not serve raw seed sprouts to pre-school students.
2. Arrange for an appropriate time for delivery when items are served in other locations.
3. Obtain suitable food containers, utensils, and portable holding equipment for items that must be kept cold, including leafy greens and cut fruits or vegetables.
4. Obtain and use suitable, portable equipment and hot holding transporters to ensure heated, potentially hazardous menu items will be held at 135° F or above. Up to time items should be



removed from ovens up to the time of service. **Note:** All heated items will be discarded after fruit and vegetable service as a food safety measure.

5. Review safe handling procedures listed above with food service employees, teachers, school staff, and volunteers with FFVP transport, set up, serving, and clean up responsibilities.
6. Routinely visit classrooms or other serving areas to determine if appropriate food safety measures are followed and evaluate set up, assembly, service, and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training to address needs and follow up with administration when there are non-compliant findings.
7. Monitor food waste to determine if changes in the serving size and/or total amount of fruits or vegetables is warranted.
8. Monitor temperature logs for hot items to review recorded temperatures and ensure appropriate corrective action is taken when hot items are not sent to classrooms or service areas at 135° F or above. Follow up with food service personnel if temperatures are not recorded, there is questionable information recorded, or if appropriate corrective action has not been taken.
9. Monitor temperature logs for cold items to review recorded temperatures and ensure cold items, including leafy greens and any cut fruits or vegetables, are maintained at 41° F or below. Follow up with food service personnel if logs have not been completed, there is questionable information recorded, or if appropriate corrective action has not been taken.

All school food service employees who prepare and/or pack items for the FFVP will:

1. Follow standard operating procedure established in the food safety plan for personal hygiene, washing and handling fresh fruits and vegetables, and holding leafy greens and cut fruits and vegetables under refrigeration.
2. Prepare and pack fruits and vegetables according to the order and make necessary modifications for anticipated changes in counts, serving sizes, and/or quantities that students will consume.
3. Follow all standard operating procedures during food preparation to minimize contamination and time potentially hazardous foods, including leafy greens and cut fruits and vegetables are left between 41° F and 135° F which includes:
 - a. Keeping cold items under refrigeration until time of service.
 - b. Heating items prior to delivery to minimize holding time and keeping hot items in oven or stove top until service or until packed for immediate delivery to the classroom or service area.
4. Use gloves or utensils to prevent bare hand contact when handling fruits and vegetables that are ready to serve.
5. Place all potentially hazardous items, including leafy greens and cut fruits or vegetables, in portable cold storage units with ice packs or other devices to maintain temperature during delivery.
6. Follow procedures for taking and recording temperatures of hot and cold items on logs prior to delivery.

All school food service employees receiving returned food items and transporters will:

1. Discard any heated products that remain in the transporter and make note and notify the manager/supervisor of the number of items discarded, if excessive, so appropriate changes are made in the menu and/or the number of items packed.



2. Discard any items that appear to have been served to students and any leafy greens or cut fruits or vegetables.
3. Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans, and other items used.
4. Store utensils, transporters, pans, and other items to minimize contamination.

Corrective Action:

For hot foods:

- Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was below 135 °F.

For cold foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
- Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler
- Use a quick-chill unit like a blast chiller
- Stir the food in a container placed in an ice water bath
- Add ice as an ingredient
- Separate food into smaller or thinner portions
- Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was above 41 °F.

Verification and Record Keeping:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. Foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are kept on file for a minimum of one year plus the current.

Date Implemented:

By:

Date Reviewed:

By:

Date Revised:

By: