



## **Sack Meals/Field Trip Meals Standard Operating Procedure**

**Purpose:** Foodservice employees and teachers, other school staff, parents and volunteers will work together to ensure that Sack meals/field trip meals are safe to eat.

**Scope:** This procedure applies to anyone who handles, prepares and serves sack meals/field trip meals.

**Keywords:** Sack Meals, Field Trip Meals

**Instructions:**

1. All Food services employees must follow personal hygiene standard operating procedures.
2. Prepare and pack meals according to the sack/field trip meal order.
3. Follow standard operating procedures pertaining to food preparation, which minimize contamination of TCS (time/temperature/ph. control for food safety food) by keeping TCS food out of the temperature danger zone 41° F and 135°F.
4. Use gloves or utensils to prevent bare hand contact when handling any ready-to-serve food items.
5. Store components of sack/field trip meals that require refrigeration in cold storage units until time of pick up.
6. Take temperatures of TCS foods before packing coolers.
7. Record temperatures on Daily Food Temperature Log along with employee initials.
8. Place all TCS (time/temperature control for food safety food) in portable storage units
  - a. For cold items with ice packs or other devices to maintain temperature; cold food 41°F or lower
  - b. For hot food 135° or higher during holding.
9. Boxes are not acceptable cold or hot storage units. Never use old meat or egg boxes.

**Teachers, other school employees and volunteer who chaperone field trips will:**

1. Observe appropriate food handling techniques such as:
  - a. Keeping TCS items in portable food transport units (coolers or warmers) until time of meal service.
  - b. Washing hands prior to distributing meals
  - c. Encouraging students to wash hands prior to meal service.
  - d. Serve meals within 4 hours of picking up meals from food service.
2. Discard ALL leftover food items immediately following the meal service.
3. Return portable cold/hot storage units with reusable ice packs and other equipment to the school foodservice after returning from field trip (within 24 hours of the event).

**Monitoring:**

1. Food Service manager (FSM) will visually observe employees assembling sack lunches to ensure that they follow standard operating procedures.



2. FSM will ensure that the lunches are prepared and packed in the appropriate cold/hot storage units to ensure safe food for the sack meals/field trip.
3. Designated employee will accept and inspect returned equipment.

**Corrective Action:**

1. If FSM observes during the prepping of the sack meals that standard operating procedures for personal hygiene and prepping of sack meals are not followed, the FSM will retrain while the sack/field trip meals are being assembled.
2. If any of the sack/field trip meals are contaminated during prep those meals will be discarded.

**Verification and Record Keeping:**

1. Record food temperature on Temperature logs
2. Record the air temperature of the portable approved storage units/coolers/warming units.
3. Record the number of sack lunches prepared on the production sheet.
4. Keep all records on file for one year plus the current year.

Date Implemented:

By:

Date Reviewed:

By:

Date Revised:

By: