



## Fresh Fruit and Vegetable Program (FFVP) Standard Operating Procedure

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

Teachers, other school employees and volunteers with set up, service and clean up duties will:

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

The food service manager/supervisor will:

- Plan fruits and vegetables with food safety in mind. Do not serve raw seed sprouts to pre-school students.
  - Arrange for an appropriate time for delivery when items are served in other locations.
  - Obtain suitable food containers, utensils, and portable holding equipment for items that must be kept cold, including leafy greens, and cut vegetables or fruits.
  - Obtain and use suitable portable hot holding transporters and the equipment items to ensure that heated potentially hazardous menu items will be held at 135 ° F. or above up to time items are removed from ovens up to time of service.
- Note:** All heated items will be discarded after fruit and vegetable service to maintain product integrity and as food safety measure.
- Review safe handling procedures listed above with teacher, other school personnel and volunteers with FFVP transport, set up, serving and clean up responsibilities.
  - Routinely visit classrooms or other serving area to determine if appropriate food safety measures are followed and evaluated set up, assembling, service and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training needs and follow up with administration when there are non-compliance findings.

- Monitor food waste to determine if changes in the serving size and/or total amount of vegetables or fruits are warranted.
- Monitor temperature logs for heated items to review recorded temperatures and ensure that appropriate corrective action is taken when hot items are not sent to classroom at 135° F or above.
- Follow up with food service personnel if temperatures are not recorded, there is questionable information recorded and/or if appropriate corrective action has not been taken.
- Monitor temperature logs to review recorded temperatures and ensure that cold items, including leafy greens and any cut vegetables or fruits, are maintained at 41° F. or below. Follow up with food service personnel if logs have not been completed, there is questionable information recorded and/or if appropriate action has not been taken.

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

- 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 vegetables and fruits under refrigeration.
- 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.
- 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:
  - Keeping cold items under refrigeration until time of service or transport or service.
  - 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.
- Use gloves or utensils to prevent bare hand contact when handling fruits and vegetables that are ready to serve.
- Place all potentially hazardous items, including leafy greens and any cut fruit or vegetables, in portable cold storage units with ice packs or other devices to maintain temperature during delivery.
- Follow procedures for taking and recording temperatures of cold items and heated items on logs prior to delivery of breakfast items.

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

- Discard any heated product that remains in the transporter and make note/notify supervisor of the number of items discarded, if excessive, so appropriate changes are made in menu and/or the number of items packed.
- Discard any items that appear to have been served to students, any leafy greens or cut fruits or vegetables.
- Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans, and other items returned from classrooms.
- Store utensils, transporters, pans, and other items to minimize contamination.

Operating procedures implemented on the following date: \_\_\_\_\_