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**Trinity Lutheran School**

425 6<sup>th</sup> St  
Nicollet, MN 56074  
507-232-3938  
trinitynicollet.org



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**Purpose of a School Food Safety Program:**

The purpose of a school food safety program is to ensure the delivery of safe foods to children in the school meals programs by controlling hazards that may occur or be introduced into foods anywhere along the flow of the food from receiving to service (food flow). An effective food safety program will help control food safety hazards that might arise during all aspects of food service (receiving, storing, preparing, cooking, cooling, reheating, holding, assembling, packaging, transporting and serving).

There are two types of hazards: 1) ones specific to the preparation of the food, such as improper cooking for the specific type of food (beef, chicken, eggs, etc.) and 2) nonspecific ones that affect all foods, such as poor personal hygiene. Specific hazards are controlled by identifying Critical Control Points (CCPs) and implementing measures to control the occurrence or introduction of those hazards. Nonspecific hazards are controlled by developing and implementing SOPs. A school food safety program should control both specific and nonspecific hazards and consist of SOPs and a written plan for applying the basic HACCP principles. This guidance presents HACCP principles adapted to help SFAs develop an overall school food safety program for their jurisdiction and HACCP-based food safety plans tailored specifically for each school foodservice site within their jurisdiction.

Trinity Lutheran School provides healthy meals for Lunch and Breakfast through their Vendor, Nicollet Public School.

Lori Enter is the Director and CFPM of this program. The teachers do a POS in their rooms in the morning for Breakfast and then again for each classroom as they take their lunch in the Cafeteria. 3-5 helpers pick up the food, during the week, from Nicollet Public School and transport it the short 3 minutes to Trinity. It is then unloaded at about 11:30 am and the plates are prepared for 20-37 children.

The food has been temped and documented by the Vendor before they send it and the sheets are brought daily and kept in a notebook. The food is served within 1 hour of picking it up so no ending temp is done since we have up to 4 hours to serve it. The hot items are kept in the insulated container until the POS. Any leftovers are date marked and or used within 5 days or thrown away if they are not individually wrapped. Leftovers should not be sent back to the Vendor.

All these items are implemented at Trinity Lutheran School:

**General safety considerations**

- Prohibit bare hand contact with ready-to-eat (RTE) foods.
  - A. Washing your hands and forearms for 20 seconds. Training on washing and drying is available at the beginning of the year and with each new person during the year.
- Store chemicals away from food and food-related supplies.

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**Personnel**

- Hand washing is required after restroom use, sneezing, coughing, or after performing any cleaning activity.
- If an employee or volunteer is ill with a fever, vomiting or diarrhea, please call the Director or principal and a back-up volunteer will be found for you. Please give yourself 24 hours of no symptoms before you return to work.

**Product procurement**

- Nicollet Public School is our selected vendor
- Develop buyer product specifications.

**Receiving**

- Reject all cans with swollen sides or ends, flawed seals and seams, rust or dents.
- Put perishable foods into the refrigerator or freezer immediately.
- Store all food and paper supplies 6 to 8 inches off the floor.
- Label all food with name of the school, TLS, and delivery date.

**Corrective Action:**

1. Reject the following:

- a. Frozen foods with signs of previous thawing
- b. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
- c. Punctured packages
- d. Expired foods
- e. Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

**Transporting**

- Limit transport travel time to a maximum of 2 hours.

**Holding**

- Keep hot foods hot (above 135 °F) and cold foods cold (below 41 °F).
- Food should be served within 4 hours of picking it up. Do not keep food in the “danger zone” (between 41 °F and 135 °F) for more than 4 hours. NPS will have it ready by 11 am. Pick it up by 11:30 am and keep hot food in the carrier until serving time. Serving will happen at 12 pm.

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**Preparation**

- Handle food with utensils; clean, gloved hands; or clean hands. (Bare hand contact with food during preparation should be limited. Bare hand contact with RTE (ready To Eat) foods should be prohibited.
- Always wear a hat and apron provided by the school. Write your name on the hat and keep it in the designated area. Discard your apron in the container provided and use a new apron each day.
- Wash clothes should be hung on the side of the container and used new daily.

**Cleaning/sanitizing:**

- Use clean water, free of grease and food particles.
- Keep wiping cloths in sanitizing solution while cleaning. Cooking and documenting temperatures
- Record all temperatures when they are taken. NPS records their temperatures when it is packaged and sends over the recorded sheet. We have it served within an hour so no ending temp is recorded.
- Use only a clean and sanitized thermometer when taking internal temperatures of foods.

**Cooling**

- Cool rapidly by storing food in small batches in individual containers; cover loosely so that heat can escape quickly.
- Keep cold foods cold by pre-chilling ingredients for salads.
- There should not be any worry at Trinity for cooling, chilling or reheating food since it is all served during lunch time.

**Reheating**

- NPS will have food ready for transfer at the proper temperature and documentation will be present. Transfer reheated food to hot-holding equipment only when the food reaches the proper temperature.
- Use only cooking ranges, ovens, steamers, and microwave ovens to reheat foods. Use hot-holding equipment only to maintain temperature and not for rapidly heating food.

**Cooking, Cooling and Hot holding:**

- Documentation is done by the Nicollet Public School Vendor at the time of packaging and is sent over with the container of food to be available in the Trinity menu notebook.

The Nicollet Public School Vendor will keep all the appropriate documentation for menu and processing lunch items.

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The Nicollet Public School Vendor will provide breakfast items in bulk and the Director will keep menu documentation of the daily, weekly, and monthly meals. All these items are pre-packaged excluding fresh fruits such as apples, oranges, bananas etc.

**Sanitizing:**

- All trays and eating utensils will be washed, rinsed and run through the sanitizing dishwasher at the complete of each meal. Do not use a towel to dry, just let everything air dry. Utensils should be stored and touched by handles only.

**Monitoring:**

- The refrigerator temperatures will be monitored and recorded daily along with the freezer.
- The dishwasher temperature will be monitored weekly and recorded in the log book in the kitchen.
- A calibrated thermometer is kept in the drawer below the microwave if a temperature needs to be taken.
- Use a clean, sanitized, and calibrated probe thermometer (preferably a thermocouple).
- Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
- Take at least two (2) internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).

**Training:**

- All volunteers have to do the civil training requirements and at the beginning of the year go through food safety guidelines, hand washing technique and food handling.
- On going food safety training is done by employees yearly through classes in St. Peter or Mankato sponsored by MDE or MDH or can also be found online.
- Attendance records are kept on the daily sanitizing record sheet in the kitchen log book.

**Instructions on temperatures:**

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. Follow State or local health department requirements regarding internal cooking temperatures.
4. If State or local health department requirements are based on the 2001 FDA Food Code, cook products to the following temperatures:
5. 145 o F for 15 seconds a. Seafood, beef, and pork b. Eggs cooked to order that are placed onto a plate and immediately served

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6. 155 o F for 15 seconds a. Ground products containing beef, pork, or fish b. Fish nuggets or sticks c. Eggs held on a steam table d. Cubed or Salisbury steaks

7. 165 o F for 15 seconds a. Poultry b. Stuffed fish, pork, or beef c. Pasta stuffed with eggs, fish, pork, or beef (like lasagna or manicotti) 8. 135 o F for 15 seconds a. Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box.

**Documentation:**

- Any documentation needed can be found in the Trinity office in the HACCP booklet or any of the hot lunch notebooks.

**Corrective Actions:**

- Any corrective actions needed on anything above will involve updated training and records kept on each corrective action needed.

**Description of Program Overview and Facility**

This program was developed in July of 2023 by Lori Enter, foodservice director, Nicollet Co, Trinity Lutheran School. The program follows the USDA guidance on developing a food safety program based on the Process Approach to HACCP. All standards in this food safety program are based on recommendations in the 2001 Food Code.

**Average Daily Participation**

22 Breakfast Meals      Lunches 30 Meals

**School Foodservice Staff**

Manager  
3 Staff

**Kitchen Equipment**

1 Freezer 2  
Reach-in Refrigerators  
2 Convection Ovens  
1 Dish machine

**Menu**

2 Week Cycle for breakfast with recipes/instructions in notebook in manager's office  
1 month Cycle for Lunch

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**STANDARD OPERATING PROCEDURES (SOP)** Standard Operating Procedures for Our Trinity Lutheran Elementary School are listed below. Each SOP will be attached to this food safety program. Foodservice staff will be made aware of all SOPs during initial and in ongoing training. Many of these procedures are listed above.

**1) Facility-Wide**

- a) Washing Hands
- b) Calibrating a Thermometer
- c) Preventing Cross-Contamination
- d) Preventing Bare Hand Contact with Ready-to-Eat Foods
- e) Personal Hygiene
- f) Operating Without Power
- g) Operating Without Hot Water
- h) Storing and Using Chemicals
- i) Implementing an Employee Health Policy
- j) Purchasing from Reputable Vendors
- k) Receiving Deliveries

**2) Storing****3) Cooking****4) Cooling****5) Reheating****6) Preparation****7) Holding****8) Transporting**