

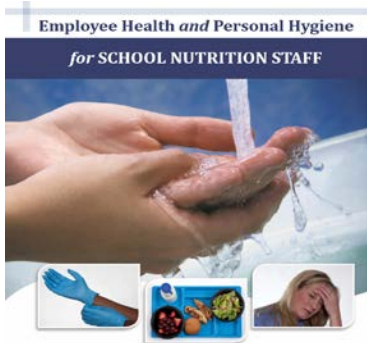
August 2020
HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2020

Train Team Members on the following SOP's:

1. New Team Member Orientation page 19
2. Handwashing page 23
3. Health and Personal Hygiene page 20
4. Eating and Drinking in the Workplace page 24
5. Breaks and Meals page 25
6. Illness Policy and Employee Health Procedure page 84
7. Coronavirus page 80



Life is better with clean hands. Clean hands keep you healthy. Wash your hands with soap and water for at least 20 seconds. Washing your hands BEFORE and AFTER touching your eyes, nose or mouth is one way to prevent Covid-19 from entering the body. Minimize the spread of viruses by communicating the importance of using good personal hygiene and following the Illness Policy.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The August training Log must be received in Central Office before Friday August 21, 2020.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

September 2020 HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2020

Train Team Members on the following SOP's:

1. Cooking Food page 65
2. Reheating Potentially Hazardous Foods page 52
3. Using and Calibrating Thermometers page 58
4. Serving Temperatures page 36
5. Holding Hot and Cold Time/Temperature Controlled Foods 43



Four Steps to Food Safety: Clean, Separate, Cook, and Chill

1. **Clean:** Wash your hands and surfaces often.
2. **Separate:** Don't cross-contaminate.
3. **Cook:** To the right temperature.
4. **Chill:** Refrigerate promptly.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The September training Log must be received in Central Office before Friday September 25, 2020.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

October 2020
HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2020

Train Team Members on the following SOP's:

1. Cooking Time/Temperature Control for Safe Food page 37
2. Serving Food page 53
3. Breakfast In The Classroom page 85
4. FFV, After School Snack, and Evening Feeding Programs page 82



Use a clean, sanitized, and calibrated thermometer to take food temperatures.

- Hot holding is 135° or above
- Cold holding is 41° or below
- Reheated food must reach 165° for 15 seconds before serving.

Never heat food on the serving line.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The October training Log must be received in Central Office before Friday October 23, 2020.

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Manager that trained Team Members _____ Date _____

November 2020 HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2020

Train Team Members on the following SOP's:

1. Date Marking page 39
2. Receiving Deliveries page 49
3. Storing Dry, Refrigerated, Freezer and Chemical Items page 55
4. Examples of the 3 Processes No Cook, Same Day, Complex page 89
5. Share Tables page 87



- ✓ Check in, inspect, and date mark deliveries.
- ✓ Use thermometers in food storage areas.
- ✓ Maintain food quality by using first in-first-out rotation.
 - Proper Storage Temps:
 - Dry Storage 50° to 70°
 - Coolers <41°
 - Freezers 0° to -10°

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The November training Log must be received in Central Office before Friday November 20, 2020.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

December 2020
HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2020

Train Team Members on the following SOP's:

1. Washing Fruits and Vegetables page 62
2. Thawing Food page 64
3. Tasting Method page 26
4. Cleaning and Sanitizing Food Contact Surfaces page 34



Washing fresh fruits and vegetables in a sanitized sink, under cold running water, before preparing; removes lingering dirt and reduces bacteria that may be present. After preparation of cold holding foods, refrigerate until meal service.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The December training Log must be received in Central Office before Friday December 17, 2020.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

January 2021
HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2020

Train Team Members on the following SOP's:

1. Preventing Contamination on Self-Serving Lines page 45
2. Preventing Cross-Contamination during Storage and Preparation page 47
3. Responding to a Physical Hazard found in Food page 31
4. Responding to a Foodborne Illness Complaint page 30
5. Food Safety in Emergency Situations page 29



Preventing contamination, responding to physical hazards found in food, and food safety in emergency situations are a part of a good food defense plan. Follow Standard Operational Procedures (SOP's) and know how to keep food safe before, during, and after emergencies.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The January training Log must be received in Central Office before Friday January 22, 2021.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

February 2021
HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2020

Train Team Members on the following SOP's:

1. Cooling Food page 67
2. Preparing Cold Food page 69
3. Using Suitable Utensils when serving and handling Ready to Eat Foods page 59
4. Glove and Utensil Use page 27
5. Using Time as a Public Health Control (TPHC) page 60



Handwashing must occur before handling ready to eat foods. Bare hand contact with ready-to-eat foods is not allowed by our local health department. Wash hands and wear your gloves. After preparation, hold ready-to-eat foods in a cold holding unit until meal service time. This will help slow bacteria growth.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The February training Log must be received in Central Office before February 26, 2021.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

March 2021
HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2020

Train Team Members on the following SOP's:

1. Dishmachine Chemical Sanitizing page 72
2. Dishmachine High Temperature Sanitizing page 73
3. Manual Dishwashing – 3 Compartment Sink page 74
4. Manual Dishwashing – 2 Compartment Sink page 75



Dishwashers do a good job of washing, rinsing, and sanitizing dishes. Know if your school has a hot water sanitizing or chemical sanitizing system. Delime your dishmachine once a week for optimum efficiency. If hot water sanitizing the final rinse temperature should be >180°. If chemical sanitizing use the test strip: Quat 200-400 PPM, or Chlorine 50-100 PPM

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The March training Log must be received in Central Office before Friday March 26, 2021.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

April 2021
HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2020

Train Team Members on the following SOP's:

1. Handling a Food Recall page 41
2. Box Lunch and Food Served Outside the Cafeteria page 32
3. Transporting Food from Production Centers to Site Schools page 57
4. Visitors in the Kitchen page 33
5. Contact with Blood and Bodily Fluids page 28



Prepare and transport cold food for sack lunches and Site schools by using ice packs, cold holding units, and/or coolers. Temperatures should be taken and recorded before the food leaves the facility. Bagged lunch meal temperatures should be recorded on the Using Time as a Public Health Control Log. Site schools temperatures should be recorded on the Receiving Log for Production Centers / Site Schools Log.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The April training Log must be received in Central Office before Friday April 23, 2021.

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Manager that trained Team Members _____ Date _____

May 2021
HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2020

Train Team Members on the following SOP's:

1. Facility and Equipment Maintenance page 71
2. Ice Machine Usage page 76
3. Laundry and Linen Use page 77
4. Pest Control Measures page 78



If you need Pest Control services or kitchen equipment serviced; send Maintenance and email at fsmaint@knoxschools.org. Call 594-8526 for emergency service. If the issue has not been resolved within a week, contact Rita Teffeteller by email.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The May training Log must be received in Central Office before Friday May 21, 2021.

Team Members Signatures

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Manager that trained Team Members _____ Date _____