

**PROBATION DEPARTMENT
LOS PRIETOS FOOD SERVICES PLAN**

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I. Introduction

This food service plan complies with the applicable sections of California Retail Food Code (CalCode). In facilities with an average daily population of 50 or more, a trained and experienced food services manager or designee is employed or available to complete a food services plan. In facilities with an average daily population that is less than 50, that do not have a food services manager, the facility manager completes the plan.

II. Frequency of Serving Meals

(See Camp Manual 5106)

- A. Meals are served to the youth three times per day, breakfast, lunch, and dinner.
- B. Evening snacks are provided for the youth every evening 2-4 hours after dinner is served.
- C. Provisions are in place to provide a supplemental meal and beverage when a detainee misses a regularly scheduled meal.
- D. The facilities can provide special diets to detainees upon authorization of the medical staff.
- E. Detainees are to given at least 20 minutes to eat.
- F. If more than 14 hours pass between meals, a snack shall be provided.

III. Mealtime Procedures

(See Camp Manual Section 5106)

- A. Kitchen and dining area supervision procedures
 - 1. The kitchen staff is responsible for the supervision of youth assigned to the kitchen crew, or working on special assignment in the kitchen area, unless they are specifically assigned to the supervision of another staff member.

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- a. The kitchen staff must communicate their need to leave the kitchen temporarily to the Senior JIO or person in charge.
 - b. No youth is to be left unsupervised in the kitchen.
 - c. If the kitchen staff leaves the kitchen building, they are to call and advise the Senior JIO/office staff.
 - d. When there is no one in the kitchen, the kitchen must be secured and all doors locked. Kitchen staff should also inform the Senior JIO on duty when they have returned to the kitchen.
2. The Senior JIO and line staff are responsible for the supervision of the dining room when youth occupy it during serving and meal times.
- a. Staff will position themselves in the dining hall for optimum visibility. All tables will be inspected by a designated JIO before and after each meal.
 - b. Staff should space themselves at separate tables during mealtime.
 - 1) Check with the Senior JIO or duty staff for supervision assignment.
 - 2) Always sit with your back to the wall so you have the best vantage and visibility.
 - c. When supervising meals, you must supervise the youth at your table and at other tables, even if it is during your mealtime.
 - d. No food will be taken from the kitchen without staff permission.

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- 1) Staff will not ask youth on Kitchen Patrol (K.P.) to get them special food items that are not on the serving line.
- e. Youth are to sit at their table with their hands folded and at the edge of the table until their table is called up to get the meal. They are to remain ~~at ease~~ until instructed otherwise.
- f. Youth are not to talk between tables or pass food.
- g. When sending youth up for water, etc., make sure no one else is up.
- h. Youth are to follow the marked floor pattern (yellow arrows).
 - 1) “Up the center aisle”
 - 2) “Down the outer aisles”
- i. No youth is to leave his seat without the permission of a staff.
- j. Youth should be discouraged from using the bathroom during meals unless it is an emergency. If a youth ~~ward~~ is granted permission to use the restroom, staff will accompany him.
- k. Youth are not allowed to stop and visit with staff. Youth must go directly to their tables as directed.
- l. Staff will supervise the serving line.
 - 1) Youth will not talk in the serving line.
 - 2) Youth are allowed utensils and two napkins per meal. Be watchful of youth ~~wards~~ trying to take extra utensils, more food, or of kitchen crew giving an extra small/large portion or purposely mixing food.

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- m. No hats or jackets are to be worn in the dining room by the youth.
- n. When youth are returning their trays, they are to show their eating utensil(s) to the staff, wait until the staff acknowledges them, put utensil(s) in the bucket provided, then hand their tray to the youth scraping the trays.
- o. When conducting an expedited meal, staff will inventory each table setting and the youth will leave their trays and utensils on the table to be collected by the kitchen crew and kitchen staff at a later time.
- p. When dismissed from their tables, youth are to make sure that the table is clean and their chairs are pushed in. They are to remain ~~at ease~~ and line up with their hands behind their backs.
- q. All youth tables will be inspected by designated staff.

IV. Menu Planning

Cycle menus.

- 1. The Food Service Supervisor (FSS) will produce a cycle menu consisting of 5 weeks with a variety of menus not repeating.
- 2. Nutritional analysis will be accomplished using NutriKids menu planning software.
- 3. The menu cycles will be distributed via email to appropriate Camp personnel at least 5 days before the start of the next cycle.
- 4. Menu production worksheets shall be annotated as necessary and filed.
 - a. Supplemental foods provided shall be noted on the menu production sheet.

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5. Therapeutic menu requests will be provided by Medical staff and retained in the Kitchen office

V. Identifying Vendors and Purchasing Food

A. Vendors

1. Vendors will be identified by County Purchasing.
2. Billing is to be handled by Santa Maria Probation Administration.
3. The Food Service Supervisor will oversee ordering for LPBC and supervise receiving and storage procedures.
 - a. Jordano's will be called in on Wednesday for Thursday delivery.
 - b. Produce orders for The Berry Man will be called in as needed.
 - c. Alta Dena Dairy will deliver Thursday; the driver will adjust the delivery according to stock on hand and return out of date product for credit.
4. Upon receipt of a delivery, the kitchen staff on duty will check the order for completeness, that there are no broken or damaged cases, that cold or frozen foods are the correct temperatures and that what is on the invoice is what was ordered. The staff will sign the invoice and file it in the office.
5. Kitchen staff will see that deliveries are stocked according to FIFO, or first in first out, to assure proper rotation of stock. The delivered items will be marked with the date of delivery.

VI. Methods, Equipment, & Supplies for Serving Food at Safe Temperatures.

A. Holding Food at Safe Temperatures

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1. Except as otherwise provided in this section, all potentially hazardous food being transported to or from a retail food facility for a period of longer than 30 minutes, excluding raw shell eggs, shall be held at or below 7 degrees Celsius (45 degrees Fahrenheit) or shall be kept at or above 57.2 degrees Celsius (135 degrees Fahrenheit) at all times. Storage and display of raw shell eggs shall be governed by Sections 113996.
2. A retail food facility may accept potentially hazardous food at or below 7 degrees Celsius (45 degrees Fahrenheit), per subdivision (a), if the potentially hazardous food is cooled within four hours of receipt to a temperature at or below 5 degrees Celsius (41 degrees Fahrenheit). (c) All potentially hazardous food shall be held at or below 5 degrees Celsius (41 degrees Fahrenheit) or shall be kept at or above 57.2 degrees Celsius (135 degrees Fahrenheit) at all times, except for the following:
 - a. Frozen potentially hazardous foods shall be stored and displayed in their frozen state unless being thawed in accordance with Section 114020.
 - b. Potentially hazardous foods held for dispensing in serving lines and salad bars during periods not to exceed 12 hours in any 24-hour period or held in vending machines may not exceed 7 degrees Celsius (45 degrees Fahrenheit). For purposes of this subdivision, a display case shall not be deemed to be a serving line.
 - c. Pasteurized milk and pasteurized milk products in original, sealed containers shall not be held at a temperature above 7 degrees Celsius (45 degrees Fahrenheit).
3. Potentially hazardous foods may be held at temperatures other than those specified in this section only under the following circumstances:
 - a. While being heated or cooled.

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B. Reheating of Foods at Safe Temperatures

1. Whenever any potentially hazardous food that has been prepared, cooked, and cooled by a food facility is thereafter reheated by that food facility for hot holding, it shall be reheated to a minimum internal temperature of 74 degrees Celsius (165 degrees Fahrenheit).
2. Any potentially hazardous ready-to-eat food taken from a commercially processed, hermetically sealed container, or from an intact package from a food processing plant that is inspected by the food regulatory authority that has jurisdiction over the plant, shall be heated to a temperature of at least 57.2 degrees Celsius (135 degrees Fahrenheit) for hot holding. A minimum temperature shall not be required if the food described in this subdivision is prepared for immediate service.

C. Cooling of Potentially Hazardous Food

1. Whenever food has been prepared so that it becomes potentially hazardous, or is potentially hazardous food that has been heated, it shall be rapidly cooled if not held at or above 57.2 degrees Celsius (135 degrees Fahrenheit).
2. After heating or hot holding, potentially hazardous food shall be cooled rapidly according to the following:
 - a. From 57.2 degrees Celsius, (135 degrees Fahrenheit) to 21 degrees Celsius (70 degrees Fahrenheit) within two hours.
 - b. From 21 degrees Celsius (70 degrees Fahrenheit) to 5 degrees Celsius (41 degrees Fahrenheit) or below within four hours.
3. If prepared from ingredients at ambient temperature (such as reconstituted foods or canned tuna), potentially hazardous food shall be cooled rapidly from ambient temperature to 5 degrees Celsius (41 degrees Fahrenheit) or below within four hours.

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4. The rapid cooling of potentially hazardous food shall be completed by one or more of the following methods based on the type of food being cooled:
 - a. Placing the food in shallow, heat-conducting pans.
 - b. Separating the food into smaller or thinner portions.
 - c. Using rapid-cooling equipment.
 - d. Using containers that facilitate heat transfer.
 - e. Adding ice as an ingredient.
 - f. Inserting appropriately designed containers in an ice bath and stirring frequently.
 - g. In accordance with a HACCP plan adopted pursuant to Section 114419.
 - h. Utilizing other effective means that have been approved by the enforcement agency.

5. When potentially hazardous food is placed in cooling or cold-holding equipment, food containers in which the food is being cooled shall be:
 - a. Arranged in the equipment, to the extent practicable, to provide maximum heat transfer through the container walls.
 - b. Loosely covered, or uncovered if protected from overhead contamination, to facilitate heat transfer from the surface of the food.
 - c. Stirred as necessary to evenly cool a liquid or a semi liquid food.

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1. Frozen food that has been thawed shall be cooked or otherwise processed before it may be refrozen.
2. Potentially hazardous frozen foods shall be thawed only:
 - a. In refrigeration units.
 - b. Under potable running water for a period not to exceed two hours. The water temperature shall not exceed 24 degrees Celsius (75 degrees Fahrenheit) and shall be of sufficient velocity to flush loose food particles into the sink drain.
 - c. In a microwave oven.
 - d. As part of the cooking process.

VII. Designating and Supervising Kitchen Personnel
(See Camp Manual Section 5106)

ALL JIOs, Cooks, youth, and other staff who handle food for distribution to the youth must adhere to the following guidelines:

- A. NO staff will commit any act that may result in the contamination or adulteration of food, food contact services, or utensils.
- B. ALL staff preparing, serving or handling food or utensils shall wear clean washable outer garments, or other clean uniforms.
- C. ALL staff shall thoroughly wash their hands and that portion, if any, of their arm exposed to direct food contact by vigorously rubbing them with cleanser and warm water, paying particular attention to areas between fingers and around and under the nails, rinsing with clean water. Staff shall wash their hands:
 1. Immediately before engaging in food preparation, including working with unpackaged food, cleaning equipment and utensils, and unwrapped single-service food containers and utensils.

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2. Before dispensing or serving food or handling clean tableware and serving utensils in the food service area.
 3. As often as necessary, during food preparation, to remove soil and contamination and to prevent cross contamination when changing tasks.
 4. When switching between working with raw foods and ready-to-eat foods.
 5. After touching bare human body parts other than clean hands and clean, exposed portions of arms.
 6. After using the restroom.
 7. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or utensils.
 8. After handling soiled equipment or utensils.
 9. After engaging in any other activities that contaminate the hands.
- D. NO staff shall expectorate or use tobacco in any form in any area where food is prepared, served, stored or where utensils are cleaned or stored.
- E. Food service staff shall use utensils, including scoops, forks, tongs, paper wrappers, gloves, or other implements to assemble ready-to-eat food or to place ready-to-eat food on tableware or in other containers. However, ready-to-eat food may be assembled or placed on tableware or in other containers in an approved food preparation area without using utensils by staff who complies with the hand-washing requirements specified in subdivision #3.
- F. Gloves shall be worn when contacting food and food contact surfaces if the employee has any cuts, sores, rashes, artificial nails, nail polish, rings (other than plain ring such as a wedding band), un-cleanable orthopedic support devices, or fingernails than are not clean, neatly trimmed and smooth.

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- G. When gloves are worn, they shall be changed, replaced, or washed as often as hand washing is required in subdivision #3. When single use gloves are used they shall be replaced after removal.
- H. All employees shall wear hairnets, caps or other suitable coverings to confine all hair when required to prevent the contamination of food, equipment, or utensils.

VIII. Training staff on compliance with Health and Safety Code and CalCode

- A. The facility manager, in cooperation with the food services manager, shall develop and implement written procedures to ensure that supervisory staff and food handlers receive ongoing training in safe food handling techniques, including personal hygiene, in accordance with the Health and Safety Code (H&S) and CalCode. The procedure shall include provisions for monitoring compliance that ensure appropriate food handling and personal hygiene requirements.
- B. A critical factor in preventing outbreaks of food borne illness is the education and ongoing supervision of juvenile workers. A basic food handling training program for kitchen staff shall include the elements of food handling and personal hygiene. Food handlers must know acceptable sanitary practices and must be involved in all efforts to minimize the chance of food contamination and the outbreak of food related illness.
- C. Youth should be inspected daily to ensure there is no sign of illness. The protocol should include: the absence of exposure to and symptoms of food borne contagious diseases, especially hepatitis and diarrheal disease by history and a physical examination to exclude infected skin lesions, tenderness of the liver and jaundice.
- D. Each food facility shall have an owner or employee who has successfully passed an approved and accredited food safety certification examination. For purposes of this section, multiple contiguous food facilities permitted within the same site and under the same management, ownership, or control shall be deemed to be one food facility, notwithstanding the fact that the food facilities may operate under separate permits. There shall be at least one

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certified owner or employee at each food facility. The FSS, one Cook, and at least three FSW have received their certification. The certifications and are keep on site.

IX. Training Food Service Staff and Youth
(See Camp Manual Section 5106)

The food services manager should identify and document pertinent training topics relative to all food service staff, including JIO and youth. Plans for training should ensure that food service staff, JIO and youth are all trained in areas such as hygiene and sanitation, and that on-going training be provided to food service staff. Examples of training include: emergency preparedness, safety and security, proper lifting techniques, and other work related training. When developing procedures for the education, supervision and cleanliness of food service workers, input from the responsible physician should be considered. This will ensure consistency with medical screening and with referrals for further medical evaluation, if there is reason to be concerned about a worker's health. Policies and procedures shall be developed and implemented to ensure that appropriate work assignments are made and food handlers are adequately supervised. Food shall be prepared and served only under the immediate supervision of a staff member.

X. Waste Disposal

The Los Prietos Boys Camp shall be provided with any facilities and equipment necessary to store or dispose of all waste material. All food waste and rubbish containing food waste shall be kept in leak proof and rodent proof containers and shall be contained so as to minimize odor and insect development by covering with closefitting lids or placement in a disposable bag that is impervious to moisture and then sealed. Trash containers inside a food facility need not be covered during periods of operation. All food waste and rubbish shall be removed and disposed of in a sanitary manner as frequently as may be necessary to prevent the creation of a nuisance.

XI. Therapeutic Diet Protocol
(See Camp Manual Section 5106)

A. Only the attending physician shall prescribe a therapeutic diet.

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1. The therapeutic diets utilized by a facility shall be planned, prepared, and served with the consultation of a registered dietitian.
 2. The facility manager shall comply with any therapeutic diet prescribed for a youth.
 3. Diet orders shall be maintained on file for at least one year.
 4. The facility manager and responsible physician shall ensure that the therapeutic diet manual, with sample menus for therapeutic diets, shall be available in both the medical unit and the food service office for reference and information.
 5. A registered dietitian shall review, and the responsible physician shall approve the diet manual on an annual basis.
- B. It is important to plan in advance for the need to supply youth with medically prescribed therapeutic diets.
1. This begins with evaluating the special dietary needs of the population, defining a list of therapeutic diets available in the facility, and assessing the specific means by which the diet order will be implemented by those persons responsible for food service.
 2. Therapeutic diets need to be incorporated into a therapeutic diet manual that is annually reviewed by the registered dietitian and approved by the responsible physician. Regulations require that therapeutic diet manuals be available in the medical unit and the food services office for reference by staff.
 3. The menus for implementing therapeutic diets need to be written in a manner that is sufficiently flexible and practical to allow food service staff to meet the requirements with available resources. While it may be necessary to make substitutions in a given menu, it is important that the diet manual provide guidance to assure that substituted items are permissible.

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4. It is not acceptable to leave kitchen staff, under the duress of time constraints to produce a meal, to use their own judgment in modifying therapeutic diet menus.
 5. Each facility that houses youth who require therapeutic diets must ensure that current sample menus and acceptable substitutions are included in the therapeutic diet manual.
- C. The importance of having facility policy and procedures in place to ensure therapeutic diets are delivered to the intended youth cannot be over emphasized. It is critical that the medically prescribed diets are actually delivered to the designated youth. To accomplish this, the individuals involved in the development, planning, preparation and delivery of these meals must work closely together. Food service staff must be notified when youth receiving therapeutic diets are transferred (inter- and intra-facility) and/or released from custody (either temporarily or permanently).

XII. Emergency Feeding Plan

In the event of a major catastrophic event where the facility is isolated, emergency food and water will be used. Canned food sufficient to feed 100 persons for seven days is kept on hand. One gallon of water per person per day for seven days will be kept in stock. In the event of an emergency, refrigerated and frozen foods should be used first.

XIII. Budgets and Food Cost Accounting

- A. The budget for the coming fiscal year will be forecast and set by the Fiscal Department of Probation Administration. Food costs, non-food costs, salaries, and reimbursements will be tracked by Probation Administration and reported quarterly.
- B. Meal reimbursement claims will be prepared by the FSS at the end of each month and sent to Probation Accounting for submission to the California Department of Education.

XIV. Documentation and Record Keeping

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- A. Knives will be secured in a locked cabinet in the kitchen office. The knife cabinet will be inventoried at the beginning and end of each Cook’s shift. The Cooks will initial the knife inventory sheet: the inventory sheet will be files at the end of each month.
- B. Temperature logs will be kept on the walk-in freezer and refrigerator. Temperatures will be noted on the logs and excessive temperatures will be reported to General Services. The logs will be filed at the end of each month and new logs posted.
- C. Menus will be filed for one year for review by the Nutritionist.
- D. Meal Production Records will be completed and filed daily.
- E. Original invoices will be sent to Probation Administration. One copy will be given to the Probation Institution Supervisor for review. A second will be filed in the kitchen office.
- F. End of shift Security Checklists will be completed at the end of each day. The checklists will be filed at the end of each month in the kitchen office.

XV. Maintenance and Repair

- A. The following vendors have been approved for maintenance and repair:
 - 1. Dishwasher/Salt for Water Softener Chem Mark
 - 2. Vermin Control Western Exterminator
 - 3. Gas stoves/Ovens Reed Equipment
 - 4. Trash Disposal Marborg
 - 5. Grease Disposal All at Once
 - 6. Water Softener/RO Systems Rayne Water Softener

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7. Walk-ins & Permanent Fixtures

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XVI. Hazard Analysis Critical Control Point Plan

A. Critical Control Points (CCP) CCP are any biological, chemical or physical hazards that can contaminate Potentially Hazardous Foods (PHF).

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- B. Below is the plan to control hazards that may be present.
1. All food and beverages are purchased from an approved vendor.
 2. Cooked and ready-to-eat foods are stored above raw foods in the refrigerator. Foods are stored in this order:
 - a. Prepared or ready-to-eat food (top shelf)
 - b. Fish, seafood items, eggs
 - c. Whole cuts of raw beef and pork
 - d. Ground or processed meats
 - e. Raw and ground poultry (bottom shelf)
 3. Time-temperature controlled for safety (TCS) foods prepared in the operation are stored for no more than 72 hours from the day of preparation at 41°F. The container lid or wrapping is clearly marked with the food name, the amount of food, time, and date of preparation.
 4. No bare hand-contact with any exposed cooked or ready-to-eat foods.
 5. Raw meat, fish, and poultry are properly cooked and cooled before adding them to a salad.
 6. All ingredients, including non-TCS foods, are properly cooled to 41°F or colder until they are ready to be mixed. All containers and utensils are chilled before using them to make salad.
 7. All TCS foods are cooked to temperatures Minimum Safe Internal Cooking Temperatures.

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8. All TCS hot foods are at 135°F or hotter before placement in or on a hot-holding unit or serving line.
9. All TCS cold foods are at 41°F or colder before placement on a cold-holding unit or serving line.
10. All TCS food is marked with the time the food was removed from temperature control or the discard time if time is used as a public health control (TPHC). The time can be marked directly on outer wrapping using a permanent black marker or a sticker with the time noted can be placed onto the outer wrapping.
11. All TCS food in the temperature danger zone -- 41°F to 135°F -- for more than four hours is discarded.
12. Hot TCS foods must be cooled to 41°F or colder by placing the food in shallow pans in a refrigerator and cooled to 41°F within four hours if using the single-stage cooling method. If using the two-stage cooling method, cool to 70°F within two hours and then to 41°F within an additional four hours – 6 hours total time. The side of the container is marked with the date and time the food was prepared.
 - a. Large volumes of hot foods are not put into the refrigerator or freezer to cool; use an ice bath for cooling large containers of food before placing in the refrigerator or freezer. If food has cooled to 135°F, it cannot be left at room temperature; it must be refrigerated immediately or placed in ice bath or blast chiller to reduce the temperature quickly.

XVII. Food Borne Illness

- A. After each meal, a sample meal will be made, with the time and date noted on the container.
- B. The sample meal will be kept for three days and discarded at that time unless otherwise instructed by the Kitchen Supervisor.