

Title: School canteen policy

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SCHOOL CANTEEN PROTOCOL

Hand washing protocol

Clean your hands regularly with anti-bacterial soap

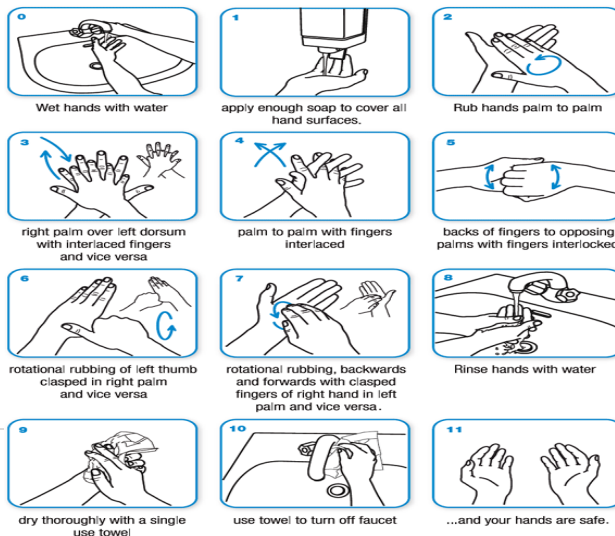
Step 1. Wet your hands under running water;


Step 2. Use liquid anti-bacterial hand soap and rub your hands together to form foam;

Step 3. Away from the running water, rub your palms, the back of your hands, between Your fingers, the back of fingers, the thumbs, fingertips and wrists for no less than 20 seconds.

Step 4. Wash your hands thoroughly under running water. Step 5. Dry your hands well using paper towels.

Step 6. Close the tap using single use paper towels, not your clean hands.



 <p>مدرسة ستب ون الدولية Step One International School</p>	<p>DEPARTMENT: OPERATIONS</p> <p>PROCEDURE</p>	<p>Doc. No. - SOP-039 Rev. No. - 003 Rev. Date – June 2020 # Pages: 6</p>
<p>Title: School canteen policy</p>		

Personal hygiene procedure

Workers must keep their uniforms clean. Wear a bright-colored uniform comprised of a long-sleeved jacket, pants, an apron, safe shoes, and a hair net that covers all the hair and prevents hair from falling.

- Keep hair short and clean.
- Refrain from eating and drinking during food handling.
- Maintain personal hygiene. Clean hands and trim fingernails frequently.
- Refrain from wearing jewelry or accessories (watches, rings, necklaces, etc.) while handling food.
- Keep your spare clothes and other personal items (including mobile phones) away from where food is stored.
- Wear gloves when handling food and replace them with clean ones
 - (a) Before starting work
 - (b) After using the toilet
 - (c) After blowing your nose, coughing or sneezing into your hands
 - (d) After breaks
 - (e) Between working with different types of foods
 - (f) After touching your hair, nose, mouth or body
 - (g) After cleaning tasks
 - (h) After handling garbage

Procedure for receiving Hot and Cold food

- The transportation vehicle must be exclusively dedicated for food delivery.
- Keep the transportation vehicle clean.
- The driver cabin should be separated from the food cabin.
- The transportation vehicle must be properly cooled to preserve the transported food.
- Transport hot food in isotherm boxes and cold food in iceboxes provided with ice packs.

Title: School canteen policy

- Staff driving or loading the food to the transportation vehicle must adhere to the stipulated health conditions of a food handler.
- Reject all cold storage food that are delivered above 5°C temperature and all hot storage food that are delivered below 60°C.
- Check randomly and record the temperature of three different types of food items upon delivery. Record date, employee initials, vendor, product name, and temperature of these products in the Receiving Temperature Log.
- In the case of physical contamination (hair, insects, foreign objects etc...) ensure the food supplier is informed and that the contaminated food is photographed and sent with the daily report to the Ministry of Health.
- In the case where food is suspected due to smell, taste, color or texture, the suspected food should be placed in an ice box and sent to the Ministry of Health, Environmental Health Section, along with the details of the suspected food and a sample analysis request.
- Place food in the proper storage area (cooler or freezer) quickly to avoid potential bacterial growth. Proper cooler temperatures are 5°C or lower.
- Use First in First out (FIFO) inventory rotation of products in all storage areas to ensure that oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates.
- Do not use food beyond its expiry date and dispose of damaged foods as well as metal containers which are dented, rusty or are leaking for any reason (especially at the side weld).
- Keep products in original packages until use.
- Expiry of cooked food and fatayer is one day, giveaway any remaining food before closing the canteen.

Retention Samples

A member of the School Canteen Committee, who is responsible for supervising the food safety aspects within the school, should collect at least 250 g of each meal every day in sterilized food grade plastic bags and keep them for 5 days in a freezer. It is not sent for analysis except when a suspected food poisoning case happens in the school. These samples should be stored in a separate freezer with 5 drawers in the office of the person assigned for collecting the samples from the School Canteen. We need to send the sample to the Ministry of health when there is a collective complaint of 2 or more students who ate the food items available in the school canteen and show symptoms of food poisoning.

Cleaning Procedure

Fridge and Warmer

- Clean refrigerator twice a week.
- Use Termisan to clean the refrigerator.
- Clean the interiors and exteriors of all refrigerators. Including but not limited to doors, cooling fans, shelves and doors' rubber frame.

Furniture

- Use J- cloth (single use) to clean all furniture in the canteen.
- Use Termisan to clean all furniture in the canteen.
- All furniture should be cleaned before and after every break.

Floor

- Clean floors with Foamchlor (20 ml Foamchlor diluted with 1 liter of water).
- Take all safety precautions while you are mixing and using chemicals (use gloves, face mask, goggles).
- After use all cleaning materials should clean, dry and kept dedicated place under lock.


Dishes and Utensils

- Clean dishes and utensils with professional anti-bacterial dish wash liquid. Dish wash liquid should be diluted with water to a concentration of 0.5 % (500ml water + 2.5 ml liquid).
- Clean all dishes and utensils every day immediately after use. Dry it and keep it in a clean place.

Title: School canteen policy

Canteen inspection policy

- School nurse is responsible to check canteen in a daily basis.
- Fill the daily follow-up check list provided by Ministry of public health and get sign and stamp from school management. Daily checking includes
 - Check the temperature of refrigerator and hot holding heaters three times a day and record the temperature log.
 - Efficiency and availability of sufficient number of refrigerators (supplied with an electronic thermometer) and hot holding heaters.
 - Food transporting vehicle is clean and fits the health standards.
 - Check temperature with a calibrated thermometer to ensure that food requiring cold storage are below 5°C and hot storage are above 60°C.
 - Food items or meals arrival time is appropriate and ensure safety of food items served to the students.
 - Food items are wrapped in safe manner that fits the health standards.
 - Boxes storing dry food items are clean and fit the health standard.
 - Collect at least 250 g of each meal in sterilized food grade plastic bags and keep them for 5 days in a freezer.
 - Canteen is clean and free from any source of infection and free from pests and insets.
 - Presence and efficiency of insect killer in the entrance of the canteen.
 - Presence of sufficient number of garbage containers that fits the standard in both canteen and kitchen.
 - Cleaning materials used in the canteen are safe on food items.
 - Cleaning tools and equipment are stored in a separate place far from storage, display and sale of food items.
 - Presence of hand washing sink for food handlers, provided with dispensers for liquid disinfectant soap and drying paper towel.
 - Food handlers are in compliance to wearing clean, light colored uniform, gloves or hairnet.
 - Food handlers are in compliance to healthy behaviors and proper personal hygiene.
 - Food handlers health certificate are valid and under job category of Food Service

 <p>مدرسة ستب ون الدولية Step One International School</p>	<p>DEPARTMENT: OPERATIONS</p> <p>PROCEDURE</p>	<p>Doc. No. - SOP-039 Rev. No. - 003 Rev. Date – June 2020 # Pages: 6</p>
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Canteen documents

File documents include

- Healthy and Safety guidelines for school canteens
- Valid copy of food handler health certificate.
- Procedure for collection of Retention Samples
- School Canteen Daily follow up form
- Form to request sample analysis
- Warning form of food violation
- Food Safety Management letter
- Food Supplier Qualification Request
- Pest control contract
- Pest control checklist provided by Ministry of Health.
- Chemical properties of the chemical used by the cleaning company (MSDS), Taking in to account that all chemicals are appropriate to food establishment.
- Contract from food provider.
- Material Safety Data Sheet (MSDS) of chemicals using to clean the canteen.
- Food wrapping materials test report from food provider.
- Water sample analysis report and procedure guidelines.
- Food temperature log for Hot and cold food.