


<b>Performance Standard:</b>	<b>Part 1302 - Subpart D Health Program Services, Nutrition and Safety</b>	<b>INCA Community Services</b>  <b>Head Start &amp; Early Head Start Policies and Procedures</b>  
<b>Sub Category:</b>	<b>1302.44, 1032.47</b>	
<b>Reference:</b>	ODOH-CACFP- Food Safety for Food Service	
<b>PC Approval Date:</b>	9/2018	
<b>GB Approval Date:</b>	8/2018	
<b>Form:</b>	Refrigerator Log	
<b>Responsible:</b>	Nutrition Manager, Kitchen and Classroom Staff	
<b>Refrigeration and Freezer Temperatures</b>		
<b>Policy</b>		
<p>Staff shall monitor and log refrigerator and freezer temps daily, to ensure food safety. Food spoilage is reduced when storage areas maintain proper temperatures. Logging the temperature of food is essential in maintaining equipment and serving food safely.</p>		
<b>Procedures</b>		
<p>Food Service staff shall:</p> <ul style="list-style-type: none"> <li>• Post a refrigerator log at the beginning of the month of each refrigerator and freezer to be used in the preparation of meals.</li> <li>• The center name/month/year will be clearly written on log.</li> <li>• Log daily, preferably around the same time each day, and initial. (see documentation)</li> <li>• Keep a thermometer in the refrigerator and freezer where it can be located easily.</li> <li>• Ensure the door(s) are securely closed after every time you open, close, enter or exit a unit.</li> <li>• Ensure air flow is not restricted by not overloading with food.</li> <li>• <u>Not</u> put hot foods directly into the unit, hot food placed in unit, can cause the temperature inside the unit to rise.</li> <li>• Remove the food quickly to prevent change in temperature.</li> <li>• Keep the freezer temperature at (0°F) or below.</li> <li>• Maintain the refrigerator at (40°F) or below.</li> <li>• Keep dry storage area between (50°F and 70°F).</li> <li>• Ensure refrigerator and Freezer is working property <ul style="list-style-type: none"> <li>○ Immediately replace malfunctioning thermostats and appliance bulbs.</li> <li>○ Test the seal of the refrigerator doors by putting a piece of paper on the edge of the rubber gasket and close the door. If the paper can be pulled out easily then warm air can find its way in. The gasket should be replaced.</li> <li>○ Report immediately any suspicious changes in temperature to Nutrition Manager.</li> </ul> </li> </ul>		
<b>Equipment</b>		

- If a thermometer or appliance bulb needs replaced complete a Purchase Request and submit to Nutrition Manager.

### **Training**

Food Technician and classroom staff handling food will receive training on safe food handling yearly.

### **Documentation/Monitoring**

At the end of the month, file the form in CACFP record-keeping book to be turned in to the Nutrition Manager the first week of October.

### **Definitions/Acronyms**

PC - Policy Council

GB - Governing Board

INCA - Head Start and Early Head Start programs

HS - Head Start program

EHS - Early Head Start program

CACFP - The Child Nutrition Programs Child and Adult Care Food Program provides reimbursement for well-balanced, nutritious meals served to individuals enrolled in daycare centers, Family Day Care Homes (FDCH), after school programs, emergency shelters, and/or head start programs. Funding is provided to the Oklahoma State Department of Education (state agency) from the United States Department of Agriculture (USDA) based on claims submitted by program participants.

### **Dissemination of Policy**

The policy will be made available to all Food Service employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.