



The Food Safety Field Guide for Food Service Managers

The Food Safety Field Guide is adapted from the Eat What You Grow! School Garden Food Safety Manual and the USDA Food Safety Tips for School Gardens and is a convenient food safety checklist. For detailed information, please refer to your school garden food safety manual.

Below is a list of Food Service Manager responsibilities:

- I. Ensure all Foodservice Staff are implementing food safety best practices.
- II. Communicate with the Food Safety Administrator and Garden Coordinator(s).
- III. Complete all necessary food safety documentation.
- IV. Manage all foodservice related food safety documents and track any necessary updates.

General Requirements

Food Safety Training

- Develop any necessary food safety trainings for Foodservice Staff that include all the relevant risk areas.

Health and Hygiene

Good Health and Hygiene Training

- I. Make sure ALL Foodservice Staff are implementing Good Health and Hygiene Practices including:
 - a. Proper hand washing techniques
 - b. First aid procedures and identifying first aid kit location(s)

Food Service Handling

Training Foodservice Staff

- I. Train Foodservice Staff on how to properly receive garden produce.
- II. A completed Harvest Activity Log must accompany every garden produce delivery.
 - a. The Food Service Manager or trained Foodservice Staff must check that the Garden Coordinator or Food Safety Administrator has initialed the Harvest Activity Log.
 - b. The Food Service Manager or trained Foodservice Staff will receive the produce by checking the produce against the produce listed on the Harvest Activity Log and inspect the cleanliness of the product.
 - c. The Food Service Manager will then initial the Harvest Activity Log.
 - d. The Harvest Activity Log should then be returned to the Food Safety Administrator where it will be filed accordingly with all other food safety records.

Washing Garden Produce

- I. Train Foodservice Staff on how to properly wash produce.
- II. If possible, designate one sink as the food preparation sink. Use this sink to wash produce.

Proper Produce Storage

- I. Develop an organized labeling system to identify garden produce.
- II. Train Foodservice Staff to regularly clean produce storage.
- III. Keep a Cold Storage Temperature Log to make sure refrigerator and freezer are at food safe temperatures. Train and assign Foodservice Staff to record this information first thing in the morning and at the end of the day.
- IV. Post Cold Storage signage to remind Foodservice Staff the critical food safety rules for cold storage.

Corrective Action Procedure

- For major non-conformances (e.g., produce that was improperly stored), document the non-conformance, corrective actions, and preventive actions in the food safety records.

