



SFSP Administrative Handbook

Table of Contents

5. Food Safety

Food Safety Resources.....	1
Website Resources	1
USDA Nutrition Guide for SFSP.....	1
Food Safety for Volunteers and Students	1
Focus on Food Safety	1
Kansas Food Code	2
Requirements for Employees	2
Handwashing & Glove Use.....	2
Hygiene and Grooming.....	3
Control Bacterial Growth to Keep Food Safe.....	3
Procedures to Control Bacterial Growth	4
Procedures to Prevent Contamination of Food	4
Procedures to Prevent Contamination of Equipment, Pans, & Dishes	5
Procedures for Dishwashing.....	5
Mechanical Dishwashing	5
Manual Dishwashing	6
Policies for Serving Safe Food.....	6
Sneeze Guards.....	6
Share Table.....	6
Re-Serving Unopened Food.....	7
Family Style Meal Service.....	7
Serving Seconds	7
Storing Foods Brought from Home	7
Responding to a Food Recall.....	8
Procedures for Handling Foodborne Illness Complaints.....	8
Procedures for Hazardous Chemicals	8

Revised 01/2026

SFSP Administrative Handbook

5. Food Safety

Child nutrition program personnel are entrusted with the health and safety of those they serve. It is critical for all employees to be equipped with a thorough understanding of how to keep foods safe.

Foodborne illnesses can be caused by physical contaminants, chemicals, viruses, bacteria, fungi, or parasites. Unsanitary practices, poor personal hygiene, and improper holding can allow food to become contaminated and cause foodborne illness. Unsafe food may look and even taste normal. When eaten by young children and others with a weak immune system, contaminated food can cause serious illness or even death.

Food Safety Resources

Website Resources

The Child Nutrition & Wellness website provides easy access to all of the food safety resources listed below and many, many more. Go to <https://cnw.ksde.gov>, School Nutrition Programs, Food Service Facts, Chapter 22 Food Safety & Sanitation.

USDA Nutrition Guide for SFSP

The USDA Nutrition Guide for SFSP describes the policies and best practices for successful operation of summer meal sites. The guide also covers food safety practices for serving safe meals. It is available at [USDA Nutrition Guide for SFSP](#).

Food Safety for Volunteers and Students

This training tool consists of five modules that can be used as a self-training workbook for a supervisor and food handler to progress through together. Information in each module is provided in a specific area of food safety followed by activities or quizzes to reinforce learning. This is an ideal tool to use as a food safety refresher, as an introduction to food safety for a new employee, or as a guide for volunteer staff and student workers.

Focus on Food Safety

This booklet designed by the Kansas Department of Agriculture's (KDA) Food Safety and Lodging contains basic food safety information in an attractive, easy to follow format. It is available at [Educational Materials - Food Safety | Department of Agriculture](#).

Kansas Food Code

All licensed food service establishments in Kansas must follow rules set forth in the most recent edition of the Kansas Food Code from KDA. The current Kansas Food Code is posted on the KDA website at [Educational Materials - Food Safety | Department of Agriculture](#).

Requirements for Employees

Each individual who handles food should observe clean personal habits and follow sanitary work practices that prevent contamination of foods. To reduce the risk of foodborne illness, child nutrition program personnel should observe the following rules for food handlers.

Handwashing & Glove Use

1. Wash hands and forearms with warm water (at 100°F or warmer) and soap. Rub soapy hands together vigorously for at least 20 seconds. Rinse well. Use a towel to turn off the faucet. Dry hands with an air-dryer or single-use towel. Hand sanitizers and single-use food gloves can be used as a follow up to proper handwashing but should NEVER replace good handwashing practices.
2. Always wash hands thoroughly:
 - Before starting work
 - Before touching food
 - After blowing nose or coughing
 - After touching face (eyes, nose, mouth) or hair
 - After going to the restroom
 - After smoking
 - After touching raw meats, poultry, fish, seafood, eggs, or other time/temperature control for safety foods
 - After handling soiled dishes or other soiled food-contact surfaces
 - After handling money
 - After handling trash or engaging in pest removal activities
 - After handling animals, animal waste, or animal foods
3. Single-use food gloves, utensils, or methods other than bare hand contact must be used when handling ready-to-eat foods. If single-use food gloves are used, the following guidelines are recommended:
 - Wash hands before putting on gloves.
 - Put gloves on only when you are ready to handle ready-to-eat food.
 - Use gloves for only one task, such as preparing a ready-to-eat food, then discard.
 - If an interruption occurs during food preparation or service, remove gloves, wash hands, and use clean gloves when resuming food handling activities.
 - Dispose of gloves immediately upon removal.
 - Single-use food gloves should not be used around heat or hot fats.
4. Fabric or reusable gloves may not be used when handling ready-to-eat foods.

Hygiene and Grooming

Program personnel must always be clean and well groomed. These characteristics improve appearance, personal pride, and guard against food contamination. A well-groomed, professional-looking employee should:

1. Wear clean, neat clothing, a uniform, or an apron. Wear comfortable, well-fitting shoes with closed toes. Keep shoes clean and in good repair.
2. Avoid wearing jewelry while working with food. A plain band ring is acceptable during food production activities.
3. Keep nails clean, filed short, free of hangnails and infection. Do not wear artificial nails or nail polish.
4. Wash hair frequently and comb in a neat, suitable style. All personnel in food production and service areas, including student workers and volunteers, are required to wear hairnets or hair coverings designed and worn to effectively restrain all hair, including bangs, sideburns, and beards.
5. Bathe daily and use an effective deodorant.
6. Practice good oral hygiene.
7. Do not use tobacco products in any area of the child nutrition program facilities.
8. Do not eat or chew gum in food production and service areas.

Control Bacterial Growth to Keep Food Safe

Bacteria need certain conditions to grow to harmful levels. These conditions can be controlled and the risk of foodborne illness significantly reduced. Bacteria require (1) adequate time, (2) a comfortable temperature, (3) a certain type of food with (4) adequate moisture, and (5) a neutral or slightly acidic pH value in order to multiply to harmful levels. Bacterial growth can be minimized by controlling these five factors.

Bacteria multiply by dividing in half every 20 to 30 minutes in room temperatures and can produce toxins not easily destroyed by heat. If a time/temperature control for safety (TCS) food is mishandled (e.g. held at room temperature for more than four hours), the food may contain excessive levels of bacteria and bacterial toxins. Every effort must be made to minimize the amount of time a TCS food is held in the temperature danger zone.

The temperature danger zone, 41° to 135° F, is the range of temperatures at which bacteria multiply quickly. Refrigeration at or below 41° F will slow but not stop the growth of bacteria. Freezing at 0° F or below will practically stop bacterial growth. Cooking to minimum required temperatures kills most bacterial cells but not the toxins deposited by bacteria as they grow and die. See [Internal Temperatures for Cooked Time and Temperature Control for Safety \(TCS\) Foods](#) for a list of minimum internal temperatures for cooked TCS foods.

TCS foods, defined as any food or food ingredient capable of supporting the rapid growth of harmful microorganisms, include raw and cooked foods of animal or aquatic origin, cooked foods of plant origin, and a few other foods such as cut melons, cut tomatoes, cut green leafy greens, and plant foods containing raw seed sprouts. TCS foods should be handled with proper time and/or temperature controls during receiving, storing, preparing, and serving.

Procedures to Control Bacterial Growth

- Store all TCS food at or below 41° F.
- Thaw frozen raw meat, poultry, or aquatic foods safely:
 - In the refrigerator, OR
 - In a watertight package under cold, running water, OR
 - In the oven, steamer, or microwave as a continuous process of cooking
- When preparing a TCS food, remove from refrigeration and prepare in small batches to minimize the length of time the TCS food spends in the temperature danger zone.
- Ready-to-eat TCS foods prepared and held refrigerated for more than 24 hours must be date-marked with a “use by” safety date. Allow seven days if held in refrigeration at 41°F or below. This also applies to a commercially processed and packaged, refrigerated, ready-to-eat TCS food once the original container is opened.
- Heat TCS foods to the minimum internal temperatures as specified on the Internal Temperatures for Cooked Time and Temperature Control for Safety (TCS) Foods.
- Never partially cook TCS foods one day and complete the cooking the next day.
- Hold cooked TCS foods in a thermostatically controlled hot box, oven, or serving line.
- Hold cold TCS foods in the refrigerator or on a thermostatically controlled cold bar.
- Place leftover cooked foods in prechilled two-inch deep half pans for cooling and storage. Cool from 135° F to 70° F within 2 hours and from 135° F to 41° F within a total of 6 hours (two-stage method of cooling).
- When reheating a cooked product, heat to 165° F within 2 hours or less.
- Remove garbage and trash from the premises daily.

Procedures to Prevent Contamination of Food

- Cover pans with a lid or foil to protect food and keep it free from contamination.
- Use suitable equipment, utensils, or single-use food gloves to mix or portion food.
- Never use fingers to taste food. Use a tasting spoon and step away from the product to prevent contamination. Do not reuse the soiled tasting spoon.
- Wipe tops of canned foods with a clean sanitizing cloth before opening them.
- Cover food being transported from one location to another.
- Rinse fresh fruits and vegetables in clean potable water to remove residue from spray and soil.
- Discard food that shows signs of spoilage. When in doubt, throw it out.
- Do not cough or sneeze near food.
- Report health problems, illness, or injury before starting work. To determine if an employee should be restricted or excluded from working with foods and clean food-contact surfaces, refer to *Requirements for Employee Health* earlier in this chapter.
- Do not use the same utensils, equipment, or gloves in the preparation of more than one food because of the possibility of cross-contamination.
- Use an air dryer or single-use towel to dry hands after handwashing.
- Keep the kitchen and storeroom free of insects and rodents.
- Limit traffic in the kitchen to only those employees directly involved in the production or service of food.
- Maintain a clean and orderly kitchen and storeroom at all times.
- Cover cuts and burns with a bandage or finger cot and glove.

Procedures to Prevent Contamination of Equipment, Pans, & Dishes

- Keep work surfaces and equipment clean. Food contact surfaces should be cleaned and sanitized before food production. Tables should be cleaned before meal service begins.
- Clean corners and seams when washing equipment.
- Report any equipment in need of repair.
- Follow recommended instructions to clean and operate equipment.
- Invert all utensils stored on tables or shelves.
- Never re-use soiled utensils for food. Clean and sanitize them before re-use.
- Allow washed dishes and utensils to air dry. Do not dry with towel.
- Never allow pans to touch the floor.
- Keep garbage and trashcans covered.
- Handle bowls and plates by the outer edge or rim.
- Pick up glasses at the bottoms.
- Keep spoons, knives, and forks in a sanitary receptacle with only the handles exposed.
- Pick up spoons, knives, and forks by the handles.
- Do not use the top plate or dish of a stack if they have not been covered in storage.
- Do not keep a scoop, spoon, or tongs in the ice machine. Store in a clean, covered container near the ice machine when not in use.
- Dispose of cracked, scratched, or chipped dishes, trays, or rubber spatulas.

Procedures for Dishwashing

Dishwashing, whether done mechanically or manually, should include the following steps:

1. Scrape / Pre-rinse
2. Wash
3. Rinse
4. Sanitize
5. Air dry

Mechanical Dishwashing

- Dishwashing machines should be equipped with temperature reading devices that accurately indicate the temperatures during the wash, rinse, and sanitizing cycles.
- Dishwashing machines should sanitize using one of the following:
 1. **Hot water** dispensed at 165° F for a stationary rack or 180° F for a conveyor machine. To properly sanitize, the hot water must hit the cleaned equipment at 160° F or above inside the machine.
 2. **Chemical sanitizer** dispensed at the proper concentration and water temperatures as specified by the manufacturer.
- Ensure that the dishwashing machine is constructed and operated correctly. For more information, contact the manufacturer and review the requirements in the Kansas Food Code.
- Never touch or load soiled items and then touch or remove clean items from the dishwashing machine without first properly washing hands.

Manual Dishwashing

- Manual dishwashing requires a three-compartment sink.
- A soiled dish counter of adequate length should be provided preceding the dishwashing compartment.
- A clean dish counter should be provided for air drying the dishes. These counters preferably should be constructed of stainless steel.

The procedure for manual dishwashing is as follows:

- **Compartment 1:** Wash in hot soapy water. Maintain water temperature at 110° F or above unless otherwise specified by manufacturer of the cleaning agent.
- **Compartment 2:** Rinse in clean water.
- **Compartment 3:** Sanitize using one of the following methods:
 1. Use a sanitizing solution of water and either chlorine, quaternary ammonia (sometimes referred to as “quats”), or iodine. Refer to manufacturer’s recommendations for water temperature, concentration, and immersion time for the chemical used. Use test strips to check the strength of the solution every 30 minutes. Replace solution as needed.
 - OR
 2. Use water maintained at 171°F or hotter with an immersion time of at least 30 seconds. A thermometer should be readily available for checking the temperature.

Policies for Serving Safe Food

It is important to keep food safe during serving as well as during production and storage.

Sneeze Guards

- The purpose of a sneeze guard is to interrupt the direct line between the consumer and the food. Sneeze guards should be in place on all serving lines and in all self-service areas where unpackage, exposed foods are displayed.
- Placement of the sneeze guard should be appropriate for the serving situation. For example, if younger participants will be served, sneeze guard placement should be relative to their height.

Share Table

A “share” table may be used for unopened packaged food items that children do not consume.

- Share tables must follow safe food handling procedures and follow health regulations.
- Share table items are discarded at the end of their safe food expiration.
- Children who wish more to eat may take food from the share table to eat on-site.
- Adults may not take food or beverages from the share table.
- Share table foods may be returned to appropriate storage and served to participants on the share table at another meal or may be given to program personnel to serve to participants at the site.
- Food or beverage items left on the share table may be returned to appropriate storage, served to participants, and claimed for reimbursement during another meal (USDA SP 41-2016).
- Share table foods may be returned to appropriate storage and donated to charitable institutions, food banks, and government-supported facilities such as correctional facilities, child welfare facilities, homes for senior populations, institutions for the physically or mentally ill, or similar qualifying institutions.

Re-Serving Unopened Food

Re-service (sharing) of unopened cartons of milk, unopened individual containers of yogurt, and individual packages of string cheese is permitted by KDA if the following criteria are met:

1. Within 30 minutes after an unopened container or unopened package is placed on the share table, the container or package shall be:
 - Served to another participant as seconds with their meal.
 - Placed on ice for other participants to consume later in that serving period.
 - Placed in refrigeration separate from unserved products and marked in some way (such as "R" or a slash mark) to designate that they are the returned product.
 - Unopened cartons of milk, unopened individual containers of yogurt, and individual packages of string cheese can be returned to appropriate storage and used for cooking purposes, and/or may be served and claimed for reimbursement during another meal service, and/or donated to a recognized charitable organization.
2. Returned unopened products shall not be intermixed with fresh products in storage.
3. Expiration date of returned products shall be monitored and product discarded when expiration date is reached.

Family Style Meal Service

Family style meal service is a method of serving food to groups of participants with adult supervision. Sanitary procedures must be followed to assure the safety of the food during the meal service.

- Tables must be cleaned and sanitized before each group of participants arrives for the meal service.
- The participants and adult supervisors must wash their hands before the meal is served.
- Food should be held at proper temperatures (hot foods hot, cold foods cold) until everyone is seated and ready to be served.
- Each table must have its own set of serving containers.
- There must be no bare hand contact with ready-to-eat food. Appropriate serving utensils should be provided to serve the food. These may include tongs, spatulas, forks, serving spoons, single-use gloves, and/or dispensing equipment.
- Participants must pass the serving containers without putting their fingers into the containers or touching the food within the containers.
- Meals and snacks must be served on an appropriate plate or napkin (cannot be directly on the table, picnic blanket, torn piece of paper towel, etc.).
- Food that has been on tables cannot be offered to participants at other tables or at other meals.
- Clean serving containers must be used for each group of participants. The serving containers/utensils that were used by participants at a previous meal service must be washed and sanitized before being used for the next meal service.

Serving Seconds

If second portions of food are offered:

- They must be served to consumers on clean dishes, trays, or disposable ware.
- Clean dishes, trays, or disposable ware must be provided at self-service bars.

Storing Foods Brought from Home

Food brought from home (sack lunches, food for fundraisers, etc.) should not be stored with food prepared in and for the child nutrition program.

Responding to a Food Recall

Although the United States food supply is among the safest in the world, sometimes food may be recalled when there is reason to believe it may cause people to become ill. The food may be recalled because it is deemed unsafe or it is mislabeled. Usually, a food manufacturer or distributor initiates the recall to take the food off the market. In some situations, food recalls are requested by government agencies, such as the United States Department of Agriculture (USDA) or the Food and Drug Administration (FDA). When a food is recalled, notifications are generated. To find the latest information about food recalls and to sign up for free email notification of food recalls, visit www.foodsafety.gov/recalls.

KSDE monitors USDA and FDA recalls and public health alerts. KSDE will email a food recall notice to sponsors. The sponsor should discard or set aside any items specifically identified in the recall. For a listing of current food recalls affecting Kansas, go to: <https://cnw.ksde.gov>, Key Links, Food Recalls.

Procedures for Handling Foodborne Illness Complaints

The first step in dealing with a complaint of possible foodborne illness is to gather as much information as possible. Interview the parent(s) and/or participant(s) involved. Ask for a three-day history of food eaten by the participant. Also, ask:

- At which site did the participant eat?
- On which day(s) did the participant eat at the site?
- Which meal(s) did the participant consume at the site?
- Which foods were selected?
- Which foods were eaten?

Gather data from the site. Determine which employee prepared particular foods. Determine whether anyone in the kitchen displayed signs of illness or has recently been ill. Should there be sufficient reason to suspect that foodborne illness has occurred, a sample of the food served must be available for testing.

Inform the program administrators that you have received a complaint. Ask them to report any and all other complaints to you.

Notify KDA and KSDE Child Nutrition & Wellness when a complaint has been received. A sanitation inspection may be conducted by KDA or another agency. Cooperate with any investigation to determine the cause of the illness.

Procedures for Hazardous Chemicals

- The Hazardous Communication Program requires that *Safety Data Sheets* (SDS) be maintained in all work areas where hazardous chemicals are stored or used.
- SDS are available from the supplier/distributor of chemical products. They outline handling precautions and provide emergency care information to be used in case of an accident.
- All chemical substances should be clearly labeled, whether in their original containers or in a working container, such as a wiping cloth bucket or spray bottle.
- Chemicals should be stored away from and never above food, equipment, utensils, single-service articles, or food contact surfaces.