

HACCP-Based SOPs

Employees Eating and Drinking in the Workplace

PURPOSE: To prevent contamination of food by foodservice employees.

SCOPE: This procedure applies to foodservice employees who handle, prepare, or serve food.

KEY WORDS: Personal Hygiene, Cross-Contamination, Contamination

INSTRUCTIONS:

All employees in school foodservice must:

1. Follow State or local health department requirements.
2. Eat and drink in designated areas only, never in the work area. Eating (with the exception of cooks tasting foods to ensure quality) is NOT allowed in the production and service areas. Drinking from a closed beverage container is permitted in the production area.
3. Chew gum or eat candy only in the area designated for employees to eat.
4. Wash hands before returning to any food service area.
5. Smoking is not allowed on any school premises or within the designated perimeter around the school property.

MONITORING:

The food service manager will:

1. Train foodservice employees on using the procedures in this SOP
2. Observe employees to make sure that they are eating, drinking, and smoking only in designated areas to be sure that each employee is following this SOP.
2. Follow up as necessary.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard affected food.

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Employees Eating and Drinking in the Workplace, continued

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist every two weeks. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log. The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____