



Food Safety Plan

USDA National School Lunch Program (NSLP)

FDACS Compliant – Receiving Site

School: South Broward Montessori Charter School

Meal Vendor: Dixie Catering

Program Type: Receiving (No Cooking)

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Effective Date: 08/12/2025

Annual Review Date: June 2026

TABLE OF CONTENTS

1. Purpose & Regulatory Compliance
2. HACCP-Based Food Safety Program (Receiving Site)
3. Person in Charge (PIC)
4. Approved Food Sources
5. Standard Operating Procedures (SOPs)
6. Allergen Management
7. Employee Health & Hygiene
8. Temperature Monitoring Logs
9. Cleaning & Sanitation
10. Training Records
11. Pest Control & Waste Management

1. PURPOSE & REGULATORY COMPLIANCE

This Food Safety Plan complies with:

- **USDA NSLP – 7 CFR 210.13(c)**
- **HACCP-Based Food Safety Requirements**
- **Florida Department of Agriculture & Consumer Services (FDACS)**
- **FDA Food Code (Receiving Facilities)**

South Broward Montessori Charter School **does not prepare or cook food on site**. All meals are **prepared, packaged, and delivered by Dixie Catering**, an approved and licensed meal vendor.

2. HACCP-BASED FOOD SAFETY PROGRAM

(Receiving, Holding, and Serving Only)

Applicable HACCP Categories:

- No Cook Foods
- Same-Day Service Foods (Delivered Hot or Cold)

Critical Control Points (CCPs):

- Receiving meals
- Cold holding
- Hot holding (if applicable)
- Serving
- Cleaning & sanitation

3. PERSON IN CHARGE (PIC)

Title: Site Administrator / Cafeteria Manager

Responsibilities:

- Monitor food temperatures daily
- Review logs and corrective actions
- Ensure staff training compliance
- Maintain binder for FDACS Administrative Reviews

4. APPROVED FOOD SOURCES

- All meals received from **Dixie Catering**
- Vendor maintains required FDACS licensing

- No home-prepared or parent-provided foods allowed
- Vendor allergen documentation maintained on site

5. STANDARD OPERATING PROCEDURES (SOPs)

SOP 1: Receiving Delivered Meals (FDACS Priority)

Monitoring

- Inspect delivery vehicle cleanliness
- Verify packaging integrity
- Measure temperatures immediately upon delivery

Temperature Standards

- Cold foods & milk: **41°F or below**
- Hot foods: **135°F or above**

Corrective Actions

- Reject meals outside temperature limits
- Document issue and notify Dixie Catering

Records

- Receiving Temperature Log

SOP 2: Cold Holding

- Refrigerators maintained at **41°F or below**
- Temperatures checked daily
- Food covered, labeled, and dated
- No raw food stored on site

SOP 3: Hot Holding (If Used)

- Maintain **135°F or above**
- Check temperatures every 2 hours
- Discard food if temperature is unsafe

SOP 4: Serving Meals

- No bare-hand contact with ready-to-eat foods
- Gloves or utensils required
- Milk held cold until service

- Trained staff supervise meal service

SOP 5: Cleaning & Sanitizing

- Clean and sanitize food contact surfaces daily
- Use FDACS-approved sanitizer
- Verify sanitizer concentration with test strips

6. ALLERGEN MANAGEMENT

- Maintain up-to-date student allergy list
- Dixie Catering allergen statements available
- Special meals clearly labeled
- Prevent cross-contact during service
- Annual allergen training for staff

7. EMPLOYEE HEALTH & HYGIENE

- Employees report illness symptoms immediately
- Exclusion for vomiting, diarrhea, fever, or jaundice
- Hand washing required before service and after restroom use

8. TEMPERATURE MONITORING LOGS

Temperature monitoring is conducted daily to ensure compliance with USDA NSLP and FDACS food safety requirements.

All temperature monitoring records are maintained on the Daily Product Sheets.

These sheets document:

- Receiving temperatures for meals delivered by **Dixie Catering**
- Cold holding temperatures (refrigeration and milk coolers)
- Hot holding temperatures (if applicable)
- Any required corrective actions

Daily Product Sheets are:

- Completed each service day
- Reviewed by the Person in Charge
- Maintained on file and available for **FDACS Administrative Reviews**

Records are retained in accordance with USDA and FDACS recordkeeping requirements.

9. CLEANING & SANITATION CHECKLIST

- serving surfaces cleaned
- Utensils sanitized
- Refrigerators cleaned
- Floors swept/mopped
- Trash removed
- Sanitizer concentration verified

10. TRAINING RECORDS

Food safety training is provided to all food service staff to ensure compliance with USDA National School Lunch Program and FDACS requirements.

- **Annual Training:**
Food safety and program-specific training is conducted at the **beginning of each school year** for all applicable staff.
- **New Employee Training:**
Any employee hired after the start of the school year receives **food safety training upon arrival and prior to performing food service duties.**
- **Documentation:**
 - Annual training sessions are documented in the Training Records section of this binder.
 - **New employee training is documented separately**, and each participant **signs and dates** the training record upon completion.
 - All training documentation is reviewed by the Person in Charge (PIC) and maintained on file.

Training records are retained and made available for **FDACS Administrative Reviews** and USDA monitoring.

11. PEST CONTROL & WASTE MANAGEMENT

- Licensed pest control service
- Trash removed daily
- Dumpster lids closed
- No pest activity tolerated

- Binder available during FDACS reviews

Administrator Signature: 
Date: _____