



# **After-School Coordinator Training**

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## August 17, 2022



## Supper & Snack Program Process

03

## LUNCH PERIOD ENDS

02

## SFE STAFF WILL OBTAIN AFTER-SCHOOL NUMBERS FROM SECRETARY

Secretary will reach out to afterschool coordinator for daily numbers

### SFE STAFF PREPARES SNACK AND MEAL

## AFTER-SCHOOL COORDINATOR DISTRIBUTES MEALS

# Required Documentation

ALL PAPERWORK MUST BE COMPLETED IN PENCIL DAILY AND LEFT IN DESIGNATED SPOT FOR FOODSERVICE STAFF TO PICK UP IN THE MORNING

## **PRODUCTION RECORDS**

SFE staff will complete production records

01

02

03

## **DAILY ATTENDANCE ROSTER**

Coordinator to complete daily as students arrive for after-school program

## **AT RISK DAILY MEAL COUNT RECORD (TALLY SHEET)**

Coordinator to complete daily as distributing snacks and supper

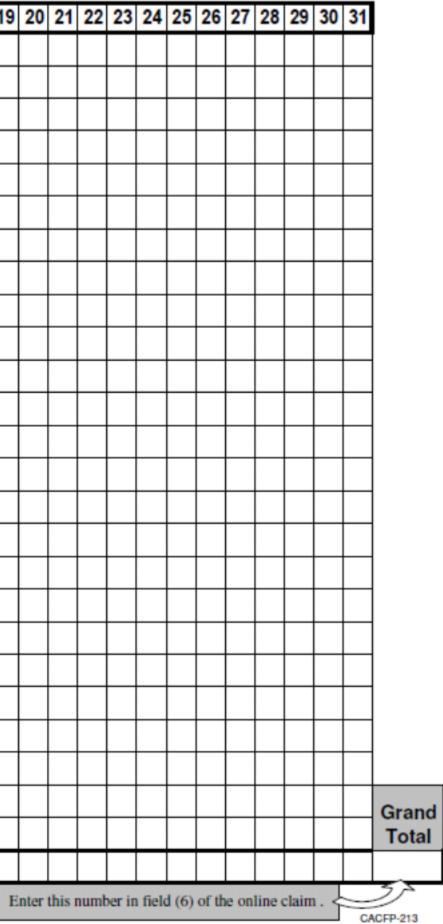


#### MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES COMMUNITY FOOD AND NUTRITION ASSISTANCE CHILD AND ADULT CARE FOOD PROGRAM

#### DAILY ATTENDANCE RECORD

Participant's Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	2
Total Daily Attendance																				
																			17	ſ

#### MONTH:



## At-Risk Daily Meal Count Record Child and Adult Care Food Program

Name	e of Pro	ogram:									
Date	of Sen	vice:	1 1								
Meal	Serve	d: 🗌	Snack		Supper	5					
Meal:	P	repare	ed 🗌	Delive	ered						
Meal	Servic	e Time	e:								
Total	Meals	Availa	ble:								
			Mea	Tally	- cross	s off a	numbe	r as ea	ach me	al is se	erved
1	11	21	31	41	51	61	71	81	91	101	111
2	12	22	32	42	52	62	72	82	92	102	112
3	13	23	33	43	53	63	73	83	93	103	113
4	14	24	34	44	54	64	74	84	94	104	114
5	15	25	35	45	55	65	75	85	95	105	115
6	16	26	36	46	56	66	76	86	96	106	116
7	17	27	37	47	57	67	77	87	97	107	117
8	18	28	38	48	58	68	78	88	98	108	118
9	19	29	39	49	59	69	79	89	99	109	119
10	20	30	40	50	60	70	80	90	100	110	120
						Adul	t Meal	Tally			
1	2	3	4	5	6	7	8	9	10	11	12
Tetal	#	a a la C		Fini	la Da	e					
	# of M					ucipar	its.				
Total	# of M	eals S	erved t	to Adul	ts:						
Total	# of M	eals Le	eft Ove	er:							
0:			-hl	D	- De -		-				0
Signa	ature of	Atters	school	Progra	т кер	resent	ative:				D

d			
1 2 3 4 5	121	131	141
2	122	132	142
3	123	133	143
4	124	134	144
	125	135	145
6 7	126	136	146
	127	137	147
8	128	138	148
9	129	139	149
0	130	140	150
2	13	14	15
	8		8
Dat	te:		

## **Meal Service Times**

## ALL MEALS MUST BE SERVED IN APPROVED TIMES

These are the times given to the state

2 IF TIME CHANGES ARE NEEDED

After-school coordinator will inform cafeteria lead

04

## CAFETERIA LEAD WILL COMMUNICATE CHANGE TO MANAGER

Manager will communicate change to Althea Albert-Santiago

## ALTHEA ALBERT-SANTIAGO WILL CONTACT STATE

State will update meal service times

# Food Safety



## Time and Temperature Control

Time and temperature are a perfect food safety pair. Because to reduce pathogens in food to safe levels, you have to cook the food to its correct minimum internal cooking temperature then hold the food at this temperature for a specific amount of time.

#### MINIMUM COOKING TEMPERATURES:



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## Hand Washing 101

How can you be sure you're washing your hands regularly enough? You should always wash your hands BEFORE you handle food or begin any food-related task, but it's also very important that you wash your hands AFTER these activities:

- · Handling raw most, poultry and saufood.
- \* Sneezing, coughing or using a tissue.
- · Emptying or taking out the garbage.

- · Using the restroom.
- Touching your heir, face, body, dathes or agros. Using chemicals that might affect the safety of food. Handling money and making change.
- \* Smoking, eating, drinking or chewing gam.
- · Clearing tables or washing dirty dishes.

#### HAND WASHING HOW TO:



For more information and resources on food safety, visit: foodsafetyfocus.com



comenzar cualquier tarea relacionada con alimentos, pero también es muy importante que se lave las manos DESPUÉS de estas actividades:

- Ir al bain.
- delental.



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## Lavado de las manos 101

#### ¿Cómo puede asegurarse de que se está lavando las manos con la frecuencia

necesaria? Siempre debe lavarse las manos ANTES de manipular alimentos o

- Manipular came cruda, aves de carral y mariscos.
  Estomodor, teser o asar un pañaelo desechable.
  Vaciar o sacar la basara.
  - · Fumer, camer, beber o mescer chicle.
- Tacarse el cabello, la cara, el cuerpo, la ropa a el 

   Usar productos químicas que puedan afectar la 
   Manejar dinera y cambia.

  seguridad de los alimentos.
- Limpior mesos o lover plates socies.

CÓMO LAVARSE LAS MANOS:



### **Cooking and Hot Holding Food**

The internal temperature of Potentially Hazardous Foods (Time/Temperature for Safety Food) must be 41°F or below or 135°F or above at all times. Hot foods must be held at 135°F or above. To ensure foods do not remain at temperatures favorable to bacterial growth, follow these guidelines:

#### **Hot-Holding Foods:**

Division of

**Food Safety** 

 Use a calibrated thermometer to frequently check internal temperature of all foods.

Use cleaned and sanitized utensils.

 If hot foods temperature falls below 135°F for no longer than 2 hours, reheat the food to 165°F for 15 sec.

#### For Microwave Cooking

- Cook to a minimum of 165°F in all parts of the food.
- Cover to retain surface moisture.
- Rotate or stir midway through cooking to help spread the heat.

 Allow to stand covered for 2 minutes after cooking to obtain temperature equilibrium.

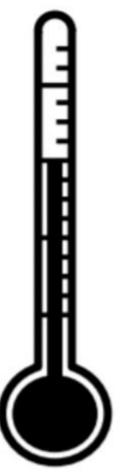
#### Commercially Processed Ready to Eat Potentially Hazardous Food

#### (Time/Temperature for Safety Food) Initially Heated:

 Must be heated to a minimum of 135°F for 15 seconds for hot holding.

If not for hot holding, may be served at any temperature.

The only way to ensure that foods have been cooked properly is to verify the minimum internal temperatures by using a properly calibrated thermometer.





The temperature danger zone is defined as the temperature between 41°F to 135°F. Foods left too long in the danger zone can cause foodborne illness. You can make sure foods are thoroughly heated or cooked by using the Minimum Cooking Temperature Chart below.

#### Food

 Fruits, vegetables holding

 Fish, seafood, port mutton, beef

 Raw eggs for imm service.

 Whole muscle, int steak

(145°F top & bottor exterior surfaces ha color)

· Ground meats (be

 Injected meats, co (a food that is redu by chopping, grindi restructured) fish a

Commercially rais
 meats

Raw eggs for hot h

Poultry

 Foods that are stur raw animal foods, r foods that are stuff raw animal food co microwave

Approved wild gas



### **Cooking and Hot Holding Food**

1	Temperature	Time
es for hot	135°F	N/A
ork, veal, lamb, mediate ntact beef om and all have cooked	145°F	15 seconds
beef and pork) comminuted luced in size ding, etc., and and meats ised game holding	158°F 155°F 150°F 145°F	< 1 second 15 seconds or 1 minute or 3 minutes
uffed with , raw animal ffed, any cooked in a ame animals	165°F	15 seconds

## If a concern arises:

## CONTACT ALTHEA ALBERT -SANTIAGO AND JACKIE MARTIN-BAKER

Althea Albert-Santiago - (314)345-5302 Jackie Martin-Baker - (314)229-4746





# Questions



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