



After-School Coordinator Training

Althea Albert-Santiago MPH, CCNP, CMP, Director of Food and Nutrition Services
Jackie Martin-Baker, Assistant General Manager
Karen Lee, ServeSafe Trainer

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Supper & Snack Program Process



01

LUNCH PERIOD ENDS

02

SFE STAFF WILL OBTAIN AFTER-SCHOOL NUMBERS FROM SECRETARY

Secretary will reach out to after-school coordinator for daily numbers

03

SFE STAFF PREPARES SNACK AND MEAL

04

AFTER-SCHOOL COORDINATOR DISTRIBUTES MEALS

Required Documentation

01

PRODUCTION RECORDS

SFE staff will complete production records

02

DAILY ATTENDANCE ROSTER

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

03

AT RISK DAILY MEAL COUNT RECORD (TALLY SHEET)

Coordinator to complete daily as distributing snacks and supper

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

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

Name of Program:														
Date of Service: / /														
Meal Served: <input type="checkbox"/> Snack <input type="checkbox"/> Supper														
Meal: <input type="checkbox"/> Prepared <input type="checkbox"/> Delivered														
Meal Service Time:														
Total Meals Available:														
Meal Tally – cross off a number as each meal is served														
1	11	21	31	41	51	61	71	81	91	101	111	121	131	141
2	12	22	32	42	52	62	72	82	92	102	112	122	132	142
3	13	23	33	43	53	63	73	83	93	103	113	123	133	143
4	14	24	34	44	54	64	74	84	94	104	114	124	134	144
5	15	25	35	45	55	65	75	85	95	105	115	125	135	145
6	16	26	36	46	56	66	76	86	96	106	116	126	136	146
7	17	27	37	47	57	67	77	87	97	107	117	127	137	147
8	18	28	38	48	58	68	78	88	98	108	118	128	138	148
9	19	29	39	49	59	69	79	89	99	109	119	129	139	149
10	20	30	40	50	60	70	80	90	100	110	120	130	140	150
Adult Meal Tally														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total # of Meals Served to Eligible Participants:														
Total # of Meals Served to Adults:														
Total # of Meals Left Over:														
Signature of Afterschool Program Representative:										Date:				

Meal Service Times

01

**ALL MEALS MUST BE SERVED
IN APPROVED TIMES**

These are the times given to the state

03

**CAFETERIA LEAD WILL
COMMUNICATE CHANGE TO
MANAGER**

Manager will communicate change to Althea Albert-Santiago

02

**IF TIME CHANGES ARE
NEEDED**

After-school coordinator will inform cafeteria lead

04

**ALTHEA ALBERT-SANTIAGO
WILL CONTACT STATE**

State will update meal service times

The background features a light blue-grey color with a faint, light-colored grid pattern. Several slices of oranges are scattered across the frame, some appearing more vibrant and others more faded. The text 'Food Safety' is centered in a bold, black, sans-serif font.

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:

165°	(74°C) FOR <1 SECOND (INSTANTANEOUS)	<ul style="list-style-type: none">• Poultry—including whole or ground chicken, turkey, or duck.• Stuffing made with fish, meat, or poultry.• Stuffed meat, seafood, poultry, or pasta.• Dishes that include previously cooked TCS (Temperature Controlled for Safety) ingredients.
155°	(68°C) FOR 17 SECONDS	<ul style="list-style-type: none">• Ground meat—including beef, pork, and other meat.• Injected meat—including brined ham and flavor-injected roasts.• Mechanically tenderized meat.• Rattles—including ostrich and emu.• Ground seafood—including chopped or minced seafood.• Shell eggs that will be hot-held for service.• Ground meat from game animals commercially raised and inspected.
145°	(63°C) FOR 15 SECONDS	<ul style="list-style-type: none">• Seafood—including fish, shell fish, and crustaceans.• Steaks/chops of pork, beef, veal, and lamb.• Commercially raised game.• Shell eggs that will be served immediately.
145°	(63°C) FOR 4 MINUTES	<ul style="list-style-type: none">• Roasts of pork, beef, veal, and lamb.
135°	(57°C) NO MINIMUM TIME	<ul style="list-style-type: none">• Food from plants, fruit, vegetables, grains, (e.g., rice, pasta) and legumes (e.g., beans, refried beans) that will be hot-held for service.

SIMPLE STEPS TO MAKE TAKING TEMPERATURES PART OF YOUR OPERATION:

- Having calibrated thermometers readily available.
- Modeling correct behaviors.
- Giving positive reinforcement.
- Identifying corrective action.
- Conducting training and retraining when necessary.

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



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 meat, poultry and seafood.
- Sneezing, coughing or using a tissue.
- Emptying or taking out the garbage.
- Using the restroom.
- Smoking, eating, drinking or chewing gum.
- Clearing tables or washing dirty dishes.
- Touching your hair, face, body, clothes or apron.
- Using chemicals that might affect the safety of food.
- Handling money and making change.

HAND WASHING HOW TO:



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



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

- Manipular carne cruda, aves de corral y mariscos.
- Estornudar, toser o usar un pañuelo desechable.
- Vaciar o sacar la basura.
- Ir al baño.
- Fumar, comer, beber o masticar chicle.
- Limpiar mesas o lavar platos sucios.
- Tocarse el cabello, la cara, el cuerpo, la ropa o el delantal.
- Usar productos químicos que puedan afectar la seguridad de los alimentos.
- Manejar dinero y cambio.

CÓMO LAVARSE LAS MANOS:



Para obtener más información y recursos sobre la seguridad alimentaria, visite:
foodsafetyfocus.com



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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:

- 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.



Cooking and Hot Holding Food

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	Temperature	Time
• Fruits, vegetables for hot holding	135°F	N/A
• Fish, seafood, pork, veal, lamb, mutton, beef • Raw eggs for immediate service. • Whole muscle, intact beef steak (145°F top & bottom and all exterior surfaces have cooked color)	145°F	15 seconds
• Ground meats (beef and pork) • Injected meats, comminuted (a food that is reduced in size by chopping, grinding, etc., and restructured) fish and meats • Commercially raised game meats • Raw eggs for hot holding	158°F 155°F 150°F 145°F	< 1 second 15 seconds or 1 minute or 3 minutes
• Poultry • Foods that are stuffed with raw animal foods, raw animal foods that are stuffed, any raw animal food cooked in a microwave • Approved wild game 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

**Food and Nutrition Services/
Health and Wellness Department**

**Althea Santiago, Director Food/ Nutrition Services
Althea.albert-Santiago@slps.org
District Cell Number: 314-934-5302
Office Number: 314-345-4519**

**Tenecia Williams, Accountability Specialist
Tenecia.williams@slps.org
Office Number: 314-345-2308**

**Erika Hollinshed, Catering Services Specialist
Erika.Hollinshed@slps.org
Number: 314-331-6115**

SLPS Office Number: 314-345-2308

Southwest Foodservice Excellence (SFE)

**Carolyn Penn, General Manager
Carolyn.penn@sfelc.org
Cell Number: 314-637-4841
Southwest Office Number: 314-381-4155**

**Jackie Martin-Baker, Asst. General Manager
Jackie.martin-baker@sfelc.org
Cell Number: 314-229-4746
Office Number: 314-381-4155**

**Faith Fude, Nutrition Coordinator
Faith.Fude@sfelc.org
Office Number: 314-381-4155**