

ERC Policies and Procedures

CDC FOOD SERVICE POLICIES & PROCEDURES

I. CDC FOOD SERVICE POLICY

A. All ERC Children's programs that serve food as part of their program requirements will comply with the following:

1. Ensure components meet USDA meal pattern requirements
2. Meet all requirements of the Arkansas Special Nutrition Program, with regard to meal/supplement service and documentation
3. Meet all requirements of the Arkansas Department of Health
4. Meet Child Care Licensing Standards
5. Meals obtained from an outside source will meet USDA meal pattern requirements
6. Develop procedures to address special dietary needs
7. Develop food and kitchen safety procedures

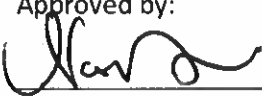


II. CDC FOOD SERVICE and KITCHEN SAFETY PROCEDURES

1. Comply with all Arkansas Department of Health with regard to temperature requirements, food protection, sanitizing and cleaning, and employee hygiene.
2. Current documentation of Health Department inspection must be on file for outside facilities who prepare food for ERC and for food prep areas within ERC Child Development Centers.
3. Meals and snacks must be individually packaged.
4. Food and drink not available to children shall not be consumed in front of the children.
5. The temperature of test meals will be recorded each week.
6. All refrigerators must be checked daily and the temperature recorded daily.
7. All food must be stored off the floor.
8. Food and chemicals must be stored apart from one another.
9. Clean and sanitize all work surfaces, equipment, and utensils before and after each use.
10. Hands must be washed when entering the food prep area, before handling clean utensils or prepared foods, before putting on food gloves, after handling soiled utensils, chemicals, or garbage, and after using the toilet, coughing or sneezing
11. Food gloves must be used for only one task and replaced when damaged or soiled.

III. Reviewed / Approved by

- Revised by CDC management team 4/24/2014.
- Program Directors reviewed and approved procedure on 8/15/2014.
- Board of Directors approved on 8/28/2014, 12/2019, 2/20/2020
- Reviewed – no revisions – 1/31/2017, 5/15/2018.
- Reviewed/Revised – 11/2019, 2/2020

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Approved by:	
	02/26/2020
Sr. Director of Administration	Date
	2/26/2020
Co-Director, or designee	Date
	2/26/2020
Corporate Compliance Officer	Date

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