

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

# H15

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Subject: **SERVING FOODS**

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**PURPOSE:** To prevent foodborne illness by ensuring that all foods are served in a sanitary manner.

**SCOPE:** This procedure applies to food service employees who serve food.

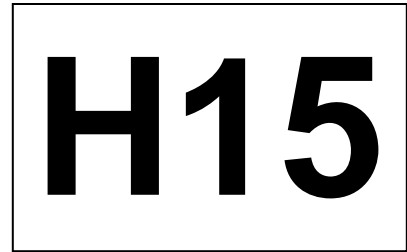
**KEY WORDS:** Cross-Contamination, Service

## INSTRUCTIONS

1. Train food service employees on using the procedures in this Standard Operating Procedure (SOP). Refer to the [Food and Nutrition Procedure H-6](#).
2. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the [Food and Nutrition Procedure H-2](#).
3. Avoid touching ready-to-eat foods with bare hands. Refer to the [Food and Nutrition Procedure H-5](#).
4. Handle trays and pans by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
5. Store utensils with the handles up or by other means to prevent contamination.
6. Hold potentially hazardous food at the proper temperature. Refer to the [Food and Nutrition Procedure H-10](#).
7. Serve food with clean and sanitized utensils. All unpackaged food must be served with proper utensils never with hands.
8. Store in-use utensils properly. Make certain utensils are dry before storing to avoid retaining moisture that fosters bacterial growth.
9. Date mark ([Attachment](#)) and cool potentially hazardous foods or discard leftovers. Refer to the Food and Nutrition Procedure [H-8](#) and [H-12](#).

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## **MONITORING**

The food service manager/satellite assistant will visually observe that food is being served in a manner that prevents contamination during all hours of service.

## **CORRECTIVE ACTION**

1. Retrain any food service employee found not following these procedures.
2. Replace improperly handled trays, pans, cups or utensils.
3. Discard ready-to-eat food that has been touched with bare hands.
4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat Foods; Cooling Foods; and Holding Hot and Cold Foods SOPs.

## **VERIFICATION AND RECORD KEEPING**

The food service manager/satellite assistant will periodically check the storage and use of utensils during service. In addition, the food service manager/satellite assistant will complete the [HACCP Food Safety Checklist](#) weekly. The region food service supervisor will review the [HACCP Food Safety Checklist](#) to verify that monitoring is being conducted. The [HACCP Food Safety Checklist](#) is to be kept on file for a minimum of five (5) years.

*For Action By: Principals, Food Service Managers, Satellite Assistants and All Food Service Employees*

*Refer Questions to: Department of Food and Nutrition*

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