

2024-2025 HACCP Plan Training Calendar



Lunch Ladies and Gentlemen
A bunch of FOOD SAFETY GURUS who love kids
and have fun together!

“The kids are hungry, and we're going to feed em!”

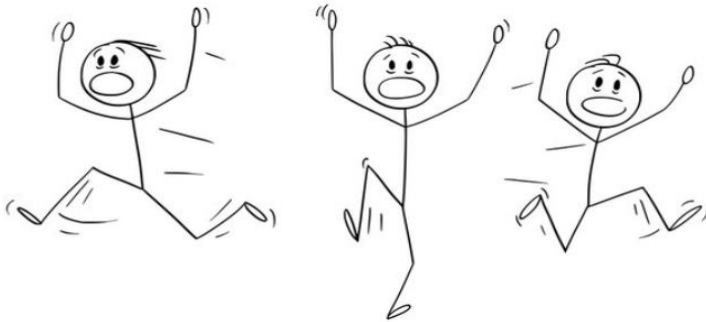
August 2024
HACCP Plan Training Log

School: _____

Food Safety Plan Updated - July 2021

Train Team Members on the following SOP's:

1 New Team Member Orientation	20
2 Health and Personal Hygiene	21
3 Eating and Drinking in the Workplace	25
4 Breaks and Meals	26
5 Visitors in the Kitchen	34
6 Handwashing	24
7 Illness Policy	96
8 Coronavirus	81
9 Coronavirus Cleaning, Sanitizing, and Disinfecting Procedure	83



Don't Panic! Train your team about food safety and live in peace! You are the 1st line of defense! Serving safe food is not an option. Be determined to prevent contamination and food poisoning by following the HACCP plan. Call your School Area Supervisor if you have food safety questions.

Managers: After training team members on the SOP's above, have everyone (including subs and trainees) sign the monthly training log and send it to Sharon.meady@knoxschools.org by email.

The August training log is due on Friday, Aug 9

Team Members Signatures Written Legibly

1	8
2	9
3	10
4	11
5	12
6	13
7	14

September 2024
HACCP PLAN Training Log

School: _____

Food Safety Plan Updated - July 2021

Train Team Members on the following SOP's:

- 1 Glove and Utensil Use 28
- 2 Using and Calibrating Thermometers 60
- 3 Storing Dry, Refrigerated, Freezer, and Chemical Items 56
- 4 Date Marking 41
- 5 Ice Machine Usage 78
- 6 Serving Safe Food to Students with Food Allergies 49



Take food safety seriously. Our customers health is in your hands. Follow recipes and CCP(Critical Control Point) food safety measures when cooking, cooling, reheating, and holding food for meal service. If food is out of the safe temperature range, do not serve it, notify the manager.

If you don't train them, then don't blame them.

Managers: After training team members on the SOP's above, have everyone (including subs and trainees) sign the monthly training log and send it to Sharon.meady@knoxschools.org by email.

The September training log is due on Friday, Sept 6

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October 2024
HACCP Plan Training Log

School: _____

Food Safety Plan Updated - July 2021

Train Team Members on the following SOP's:

- 1 Cooling Food 69
- 2 Reheating Potentially Hazardous Foods 53
- 3 Preventing Contamination on Self Serving Lines 46
- 4 Using Time as a Public Health Control 63



Food Safety - 5 Basic Steps

- *Wash your hands
- *Wash, rinse, and sanitize equipment and food prep areas.
- *Separate fresh produce, raw foods, and cooked foods to prevent cross-contamination.
- *Serve hot foods hot and cold foods cold. Keep food out of the temperature danger zone as much as possible (41°F-135°F).
- *After meal service, cool foods as quickly as possible. Use an ice bath, a blast chiller, or a cold holding unit.

Managers: After training team members on the SOP's above, have everyone (including subs and trainees) sign the monthly training log and send it to Sharon.meady@knoxschools.org by email.

The October training log is due on Friday, Oct 4

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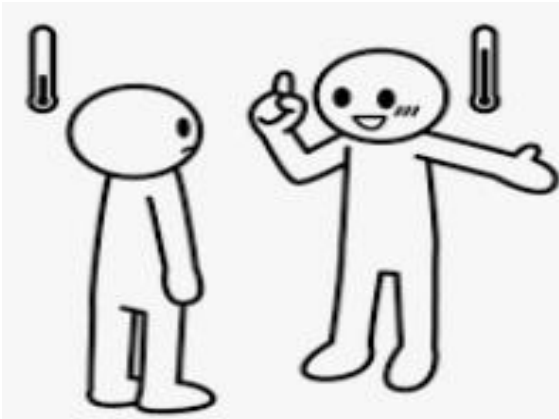
November 2024
HACCP Plan Training Log

School: _____

Food Safety Plan Updated - July 2021

Train Team Members on the following SOP's:

- 1 The Process Approach No Cook, Same Day, Complex Foods 92
- 2 Thawing Food 66
- 3 Cooking Food 67
- 4 Cooking Time/Temperature Control for Safe Food 39
- 5 Tasting Method 27



Food Temperatures Matter!

The three processes are based on the number of times food passes through the Temperature Danger Zone (41°-135°):

Process 1: No Cook - Food is not cooked to kill bacteria.

Process 2: Same Day Service - Food takes one trip through the Temperature Danger Zone.

Process 3: Complex Food Preparation - Food takes two or more trips through the temperature danger zone

Managers: After training team members on the SOP's above, have everyone (including subs and trainees) sign the monthly training log and send it to Sharon.meady@knoxschools.org by email.

The November training log is due on Friday, Nov 8

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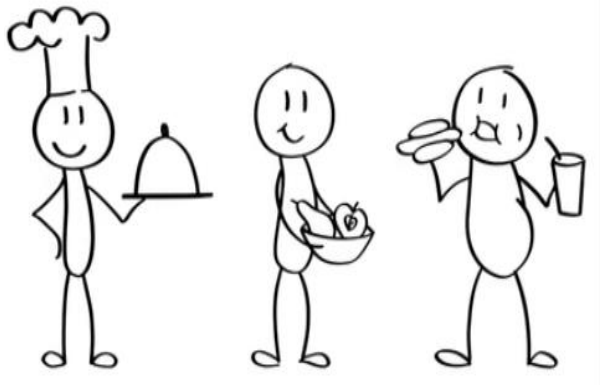
December 2024
HACCP Plan Training Log

School: _____

Food Safety Plan Updated - July 2021

Train Team Members on the following SOP's:

- 1 Preparing Cold Food 71
- 2 Washing Fruits and Vegetables 64
- 3 Holding Hot and Cold Time/Temperature Controlled Foods 44
- 4 Serving Food 54
- 5 Serving Temperatures 38



Providing safe food and good customer service is a responsibility that we take seriously. Over 60,000 Knox County students go thru our serving lines each day. Serve them a smile and safe food; they will remember you!

Thanks a BUNCH for Lunch! It's GOOD!!

Managers: After training team members on the SOP's above, have everyone (including subs and trainees) sign the monthly training log and send it to Sharon.meady@knoxschools.org by email.

The December training log is due on Friday, Dec 13

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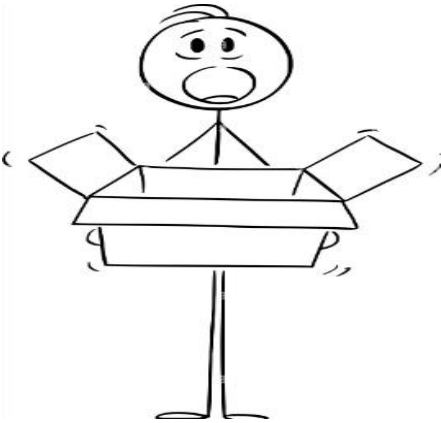
January 2025
HACCP Plan Training Log

School: _____

Food Safety Plan Updated - July 2021

Train Team Members on the following SOP's:

- 1 Vendor Deliveries 50
- 2 Cleaning and Sanitizing Food Contact Surfaces 35
- 3 Transporting Food from Production Centers to Site Schools 58
- 4 Preventing Cross-Contamination during Storage and Preparation 48



Good Receiving Practices

- 1. Match the item ordered to the invoice.
- 2. Make sure products are not damaged.
- 3. Use the First In, First Out rotation method
- 3. Log received items into your inventory
- 4. Send signed copies of invoices to Central Office

You won't know if your produce is missing or wholesome unless you check it in!

Managers: After training team members on the SOP's above, have everyone (including subs and trainees) sign the monthly training log and send it to Sharon.meady@knoxschools.org by email.

The January training log is due on Friday, Jan 10

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February 2025
HACCP Plan Training Log

School: _____

Food Safety Plan Updated - July 2021

Train Team Members on the following SOP's:

- 1 Boxed Lunch and Food Served Outside the Cafeteria 33
- 2 FFV and After School Snacks 86
- 3 Breakfast in the Classroom 89
- 4 Share Tables 91

41° or BELOW



Refrigerate foods quickly! Cold temperatures slow the growth of harmful bacteria. Hold COLD box lunches, FFV, After School Snacks, and Breakfast in the Classroom meals under refrigeration until meal service. Don't forget to record temperatures on the appropriate HACCP Log.

Keep them happy and full of safe healthy food

Managers: After training team members on the SOP's above, have everyone (including subs and trainees) sign the monthly training log and send it to Sharon.meady@knoxschools.org by email.

The February training log is due on Friday, Feb 7

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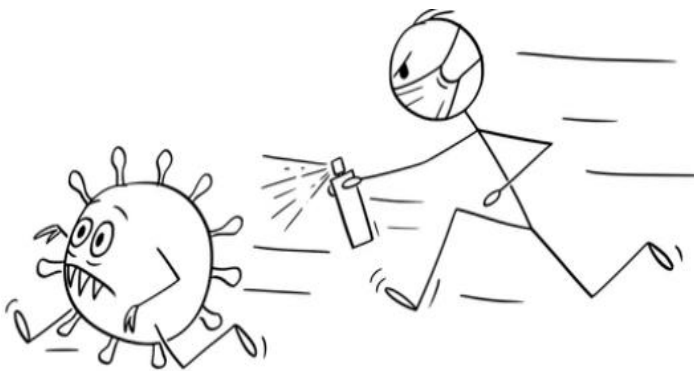
March 2025
HACCP Plan Training Log

School: _____

Food Safety Plan Updated - July 2021

Train Team Members on the following SOP's:

- 1 Contact with Blood and Bodily Fluids 29
- 2 Food Safety in Emergency Situations 30
- 3 Responding to a Foodborne Illness Complaint 31
- 4 Responding to a Physical Hazard Found in Food 32
- 5 Handling a Food Recall 43



You can't see, smell, or taste – bacteria, viruses, or tiny parasites, even though they are everywhere in the environment. Be mindful of biological, chemical, and physical hazards that can easily contaminate food. We are the last stop in the farm-to-table food safety continuum for our students.

Managers: After training team members on the SOP's above, have everyone (including subs and trainees) sign the monthly training log and send it to Sharon.meady@knoxschools.org by email.

The March training log is due on Friday, Mar 7

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April 2025
HACCP Plan Training Log

School: _____

Food Safety Plan Updated - July 2021

Train Team Members on the following SOP's:

- 1 Dishwashing Manual 2 Compartment Sink 76
- 2 Dishwashing Manual 3 Compartment Sink 75
- 3 Dishmachine Chemical Sanitizing 73
- 4 Dishmachine High Temperature Sanitizing 74



Proper care and regular cleaning are key to getting the most out of your dishmachine. Pre-Scrape food particles and debris from trays and pans before loading, and delime the machine weekly. Don't forget to leave the dishmachine doors open to allow the interior to air dry overnight.

Managers: After training team members on the SOP's above, have everyone (including subs and trainees) sign the monthly training log and send it to Sharon.meady@knoxschools.org by email.

The April training log is due on Thursday, Apr 11

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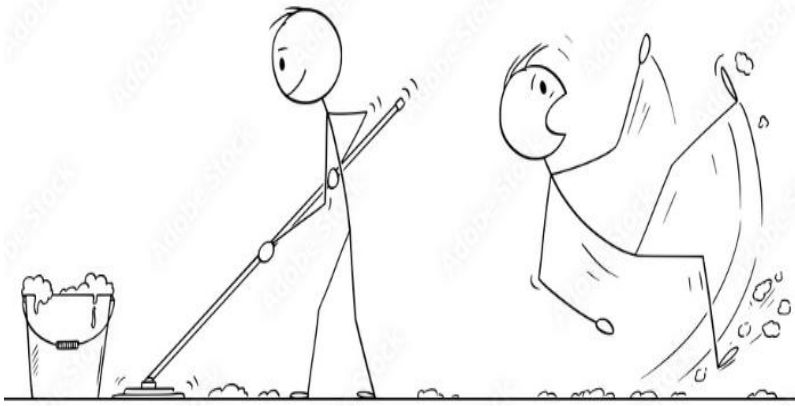
May 2025
HACCP Plan Training Log

School: _____

Food Safety Plan Updated - July 2021

Train Team Members on the following SOP's:

- 1 Facility and Equipment Maintenance 72
- 2 Laundry and Linen Use 79
- 3 Pest Control Measures 80



Prevent pests by:

- 1. Removing sources of food, water, or shelter.
- 2. Store items 6 inches off the floor.
- 3. Take out the garbage regularly.
- 4. Seal cracks and holes to eliminate pest entry.
- 5. Keep the workplace clean.

**Don't forget to use the wet floor sign
when mopping.**

Managers: After training team members on the SOP's above, have everyone (including subs and trainees) sign the monthly training log and send it to Sharon.meady@knoxschools.org by email.

The May training log is due on Friday, May 9

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