

Breakfast Recovery and Rescue BIC / Kid's Choice / Morning Break Café /Nutrition Break Operating Standards

Breakfast in the Classroom (BIC)

Kitchen Staff

- Fill BIC Blue Bags as per classroom number with daily breakfast items
 - Add cold items first (milk, juice, yogurt, etc.), then room temperature items, such as breakfast bars
 - Bag hot foods separately and attached to top of large Blue Bags
- *Blue Bags are taken to classrooms by students*
 - *Food items are offered to students*
 - *Unwanted and unopened items are returned to the Blue Bags at end of breakfast period*
 - *Blue Bags are brought back to kitchen*
- Separate Contents of Returned Blue Bags
 - Count **recovered** foods from daily breakfast offerings and return them to the food production area
 - Return recovered foods, including milk, juice, yogurt, applesauce, wrapped cheese sticks, and apple slices to refrigeration
 - Return items such as, raisins, crackers, breakfast bars, and dry cereal, etc. to dry storage
 - **Rescued** items include waffles and pancakes, burritos, turkey roll-ups, etc.
- Bring Hot Rescued Food Down to Temperature
 - Spread out multiple hot, individually wrapped items on a metal sheet pan or in an open plastic tote as needed so they will reach 70°F within 2 hours and 41°F or less within 4 more hours. Do not put a lid on the tote or secure/tie plastic bags until items have reached appropriate temperatures.
 - Check temperatures hourly to make sure items have cooled as appropriate.
 - When food items reach 70°F they can be taken off the sheet pan and placed in a clear plastic bag. This bag can be inserted in a cardboard box and placed in walk in cooler or frozen as space demands.
 - Label Food Rescue Bags/Boxes **** NEW****
 - The plastic bag of rescued food items should be closed with a tie or tape.
 - All bags and boxes must be labeled with Feeding San Diego required labels. These labels come four to an 8 ½" x 11" standard size copy paper and can be copied and cut as needed.
 - Labels can be pre-written with the site name and address before copying.
 - The remaining information includes the description of the food and the donation date.
 - Optional: Count the number of items for Rescue and include on the daily *Breakfast & Lunch Food Rescue Tracking Log* and place with the Rescued Food container.
- Give Food Rescue Bags/Containers to Delivery Driver
 - The following day, remove Food Rescue container(s) from cold storage and give to the SDUSD Transportation truck driver during the daily delivery route. Include "blue ice" in transport container as needed. If transport between the site refrigeration and the cluster production kitchen refrigeration exceeds 30 minutes, ensure a proper holding temperature of 41°F is maintained during transport. (Cal Code Section 113996).

Kid's Choice Breakfast Menu & Morning Break Café Menu

Kitchen Staff

- Follow the same general procedures as outlined above for BIC for the Kid's Choice Breakfast Menu & Morning Break Café Menu
- Return any excess **recoverable**, unopened items to production, including items such as juice, apple slices, applesauce, crackers, milk, cereals and yogurts.
- **Rescued** items include waffles, pancakes, burritos, turkey & cheese roll ups, etc.
- Bring Hot Rescued Food Down to Temperature
 - Spread out multiple hot, individually wrapped items on a metal sheet pan or in an open plastic tote as needed so they will reach 70°F within 2 hours and 41°F or less within 4 more hours. Do not put a lid on the tote or secure/tie plastic bags until items have reached appropriate temperatures.
 - Check temperatures hourly to make sure items have cooled as appropriate.
 - When food items reach 70°F they can be taken off the sheet pan and placed in a clear plastic bag. This bag can be inserted in a cardboard box and placed in walk in cooler or frozen as space demands.
 - Label Food Rescue Bags/Boxes **** NEW ****
 - The plastic bag of rescued food items should be closed with a tie or tape.
 - All bags and boxes must be labeled with Feeding San Diego required labels. These labels come four to an 8 ½" x 11" standard size copy paper and can be copied and cut as needed.
 - Labels can be pre-written with the site name and address before copying.
 - The remaining information includes the description of the food and the donation date.
 - Optional: Count the number of items for Rescue and include on the daily *Breakfast & Lunch Food Rescue Tracking Log* and place with the Rescued Food container.
- Food Rescue Pick-up
 - The following day, remove Food Rescue container(s) from cold storage and give to the SDUSD Transportation truck driver during the daily delivery route. Include "blue ice" in transport container as needed. If transport between the site refrigeration and the cluster production kitchen refrigeration exceeds 30 minutes, ensure a proper holding temperature of 41 degrees is maintained during transport. (Cal Code Section 113996).

Nutrition Break (Middle & High Schools)

- Items will be treated in the same manner as stated above.

All Meal Service - Food Rescue Transportation & Handling

Transportation Truck Driver

- Take Food Rescue container(s) from kitchen staff at each site and place in a designated location on delivery truck. Refrigerated items should be in containers with "blue ice" and/or in insulated totes as needed to maintain safe temperatures.
- Food items must not be out of the safe temperature zone for more than 30 minutes during transportation
- Deliver Food Rescue containers to the Cluster Production Kitchen as part of the regular route.

Production Kitchen Staff

- Periodically check temperatures of Food Rescue items delivered from cluster schools to make sure food is within safe temperature zone (at or below 41°F).
- Place rescued food in a designated location in a refrigeration or freezer unit until the pre-arranged arrival of the Hunger Relief Organization (HRO).
- Transfer Food Rescue containers to the HRO upon their arrival (HRO shall notify the kitchen supervisor when they arrive). HRO's shall transfer the rescued food into their own containers and leave any District-owned containers on site.
- Receipts: The HRO may leave a receipt for the pick-up, however these are not required and can be discarded. The District will receive information on quantities received directly from Feeding San Diego.
- Optional Food Rescue Tracking:
 - Track items for **Rescue** on the Food Based Report in the "Discard" column (*see Tracking section for example*)
 - Track weights of products provided to the HRO on the SDUSD/Feeding America Food Rescue Tracking Log (*see Tracking section for example*)