

POLICIES FOR THE KITCHEN/STAFF

- Follow all Nutrition Policies found in the Blue Blook.
- Follow all policies found in the Employee Handbook.
- Follow Wisconsin Child Care Licensing rules and expectations at all sites.
- Follow menus and recipes printed in the NSP (Nutrition Service Providers) binder, to keep in compliance with CACFP Regulations.
- Follow each recipe as it is listed; there will be no modifications, elimination or adding of ingredients.
- Cell phone usage should be kept to a minimum. See the Employee handbook for exact policy.
- Cleaning tables:
 - Spray soap and water wipe off the table with a disposable towel, mist sanitizer, and allow to air dry when possible.
 - Wipe off the table if still wet when setting the table. Tables must be clean for all meals and in all settings.
 - Use single-use disposable towels only when cleaning tables. Each table must have a separate paper towel.
- Sponges are used for ice packs **only**.
- Date all consumable food when it comes in on the delivery day.
- Follow expiration dates on packages for all foods including allergy foods.
 - “Use by” date food must be used prior to that date.
 - “Sell by” date must be used within 3 days after that date.
 - “Best by” date must be used within 7 days of that date.
 - If there is no label to indicate if it is a use, sell or best by date then the date on package is the expiration date.
- Do not eat or drink during food preparation or in the kitchen. Talk with supervisor about where breaks can be taken. Eating with the children is highly encouraged.
- Any food sent through the food office **can only be eaten while sitting with the children in the classroom** during meal service time.

- **All food sent from the Food Office for each meal must be prepared, sent to classrooms, and offered to children.** Contact your supervisor for any exceptions.
- Staff's personal food (your own from home) may not be prepared in the kitchen.
- Each table requires their own container for dirty silverware and a container for scraping plates, bowls, emptying cups.
- Each cart must have additional plates, bowls, cups, and silverware to allow for items that may be needed or get dropped.
- A fork and spoon must be offered at each meal.
- A bowl and plate must be offered for multiple food items such as oatmeal and strawberries or cereal and bananas.
- All fruits and vegetables must be washed before preparation.
- Do not purchase additional food to be served to children and staff. All food must come from the food office, including snacks.
- Plates must be used to cover food whenever possible, plastic wrap or aluminum foil use should be kept to a minimum.
- Gloves must always be worn during food preparation and service.
- Hairnets and beard nets must be worn during food preparation and service.
- Closed-toe shoes with heel/strap must be worn in the kitchen.
- Track Continuing Education (15 hrs.) and turn it into your supervisor.
- Follow and adhere to food allergy and intolerance policies.
- Communicate all updated menu changes to all kitchen staff immediately after receiving an update and note changes on posted menus in the kitchen and in the classrooms.

Signature_____ Date_____

**This is a limited list of policies. All staff must follow all Reach Dane Nutrition Policies.*