

Needham Public Schools Nutrition Services Food Safety Program

The Nutrition Services Department has a HACCP Food Safety program, which is explained below.

HACCP: Hazard Analysis Critical Control Point

- Each of the 8 Needham schools, as well as the Nutrition Services Director, keeps a copy of the HACCP Procedure manual in their office
- The table of contents is attached here
- HACCP procedures are reviewed and revised periodically, and signed off on by each Cafeteria Manager, assuring they are aware of , and employ each procedure.
- All Cafeteria staff attend ServSafe training every year, and are required to become ServSafe Certified. Those who do not need to test for re-certification, complete a take-home test which is reviewed and graded by the director. They are returned to employees for their reference and review of any incorrect answers.
- During orientation with the Director, every new Cafeteria Worker is briefed on food safety, and the importance of personal hygiene, dress code, sanitation, food temperatures, and constant awareness that “the children’s health and safety is in our hands”.
- Sanitation is a huge priority in the Needham Schools Cafeterias and all procedures are followed diligently, including
 - Personal hygiene
 - Food temperatures at all stages of production
 - Thermometer calibration
 - Sanitizing equipment, utensils, and work surfaces
 - A monthly food safety checklist completed at each school
- HACCP records are turned in to the Nutrition Services Director at the end of each month, reviewed for completeness, followed up on, and records kept for 2-3 years.
- Needham Nutrition Services contracts with SFS Services to provide
 - Sanitation products, guidance, and product usage training
 - Monthly food safety inspections at each school, including reports on each visit, which are reviewed with the director, and kept on file for 2-3 years. The fold service director follows up on each report, if necessary.
 - Brief food safety training modules conducted with staff during each school kitchen visit
- The Board of Health in Needham conducts thorough food safety inspections 2 times/year at each school, providing reports which are followed up on until all issues are resolved, if any.