

<i>HACCP</i> Europa.com	<b>STANDARD OPERATING PROCEDURE</b>	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	<b>Preventing Contamination at Food Bars</b>	<i>Approved by:</i>	
		<i>Issue date:</i>	
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**SCOPE:** This procedure applies to anyone who is responsible for maintaining and monitoring the self-service food bars.

**PURPOSE:** To prevent foodborne illness by ensuring that all items held on food bars are protected from contamination.

**RESPONSIBILITY:** It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements.

**INSTRUCTIONS:**

1. Follow Employee Personal Hygiene, and Washing Hands SOPs.
2. Follow manufacturer’s instructions for pre-heating and pre-chilling food bar equipment before use.
3. Place all exposed food under sneeze guards.
4. Provide an appropriate clean and sanitized utensil for each container on the food bar.
5. Replace existing containers of food with new containers when replenishing the food bar.
6. Assist customers who are unable to properly use utensils.
7. Ensure that customers use a clean dish when returning to the food bar.
8. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
9. Avoid using spray chemicals to clean food bars when in use.

**MONITORING:**

1. Monitor and record temperatures of food in accordance with the Holding Hot and Cold Potentially Hazardous Foods SOP.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.

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3. Continually monitor customers' use of the food bar to ensure that customers are not:
  - Touching food with their bare hands
  - Coughing, spitting, or sneezing on the food
  - Placing foreign objects in the food
  - Using the same plate for subsequent trips

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to customers how to properly use utensils.
4. Discard the food if it cannot be determined how long the food temperature was above 5°C or below 58°C.

**VERIFICATION AND RECORD KEEPING:**

1. The manager will verify that employees are assigned to maintain food bars during all hours of operation.
2. Employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log.
3. The manager will complete the Food Safety Checklist daily.
4. Employees will document any discarded food on the Damaged or Discarded Product Log.
5. The manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day.

**RECORDS APPLIED TO THIS PROCEDURE:**

- Hot and Cold Holding Temperature Log
- Food Safety Checklist
- Damaged or Discarded Product Log

**DOCUMENTATION RETENTION:**

The records applied to this procedure are to be kept on file for a minimum of 3 years.

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