

EMERGENCY MENU

(Use when no substitute cook is available)

Note: Keep two days of food supplies on hand at the beginning of the school year. Rotate for freshness. To meet CACFP Regulations, specific cereals (whole grain and sugar regulations) and amounts of food must be available.

1. Keep blank Production Record sheets on hand.
 2. Staple completed Production Record sheets into the Production Book.
 3. Follow the posted procedure for operating the dish machine. Be sure to drain and shut the power off at the end of the day.
 4. Be sure local staff know where the emergency foods and production sheets are stored and how to complete the forms.
- Use disposable plates, cups and utensils.
 - At the start of the day: wash (dish soap) and sanitize (Sani-Tyze) the kitchen counters and tables in the dining room. Wash and sanitize between tasks and meals.
 - Wash hands before working in the kitchen and before setting tables.
 - Wash hands and use gloves when handling ready-to-eat foods (breads, crackers, meat, and fresh fruit). Replace gloves when contaminated by touching items (phones, drawer knobs, etc.).
 - Check for food allergies.
 - Place cold foods on the table 15 minutes before the mealtime.
 - Complete Emergency Menu Production Sheets at meal or snack time with the number of children and adults served and the date.
 - Do not save leftover food on the tables for another meal.
 - Record refrigerator and freezer temperatures daily.