



LONDONDERRY SCHOOL DISTRICT

Procedures for Serving Food in Londonderry Schools

Each year, many school and community teams and organizations use the Londonderry Schools to host a function in which various types of food are served. These events can be as simple as a small meeting with light refreshments up to a large catered banquet with hundreds of attendees. The school district administration supports and encourages these activities, but we must also comply with federal and state regulations regarding the preparation and serving of food in our facilities.

The Londonderry School District is a federal / state licensed facility. Food that is brought from home and served is technically being served under our licensure. We can be held liable for any incidences that may occur due to foodborne illness or an allergic reaction to food products in any food presented for consumption. Therefore, we can no longer allow potentially hazardous food to be brought from home and served to large group events that take place in our schools. Potentially hazardous food is defined as a food item that must be served above the temperature of 140 degrees or below the temperature of 40 degrees thus requiring food to be heated or refrigerated in order for the food to be enjoyed at the proper temperature.

In order to comply with regulations and guidelines, we are implementing and enforcing the following procedures:

When serving food involves students anytime (other than through the dining service department):

- Foods that are not temperature sensitive (breads, cookies, fudge, jams, pastries, etc.) are allowed and can be brought in and served, however a complete ingredient list is recommended to insure the safety of the food for a person who may have food allergies.
- Any food that is temperature sensitive, in that it must be served at temperatures above 140 degrees or below 40 degrees, are prohibited. This will include "pot luck" meals, crock pots, sandwich platters, etc.
- Pizza can be served, but it must be delivered to the school by an employee of a licensed restaurant or pizza shop.

- The Londonderry School District dining service staff can provide catering services for events that take place at our schools. The catering menu, with options and pricing, can be found at www.londonderry.org/dining. Please contact Amanda Venezia, Director of Dining Services at 432-6941 x2234 or avenezia@londonderry.org, for additional details. As a general rule, outside licensed caterers are not allowed and we have the right of first refusal when it comes to dining on campus. However, exceptions may be made at the discretion of the Director of Dining Services and those are intended for the following two issues:

1. The event is so large, we would not have the staff or resources to appropriately handle the event
2. The Dining Services calendar is full, and we would not want to cancel an event due to our inability to serve the function

- Lunches brought from home for your own consumption are exempt from the above procedures.
- Events sponsored by the school PTA or faculty and staff members are required to follow the above procedures.

When serving food involves staff and community members (no students):

- Any potentially hazardous foods must be kept in a refrigerator with a known temperature below 40 degrees. Storage may include the kitchen refrigerator/freezer but must be removed at the end of the dining service shift; in most schools this is 2:00 P.M. Please check with your school's manager.
- Reheating of foods in crock pots is not allowed.
- Food may not be prepared on the premises. No raw meats may be brought in, prepared and served.
- When using the school kitchens, a dining service staff member must be present to be sure that surfaces are sanitized prior to using the surface, equipment is being used safely, hands are washed according to the USDA recommendations and the food is kept out of the potentially hazardous temperature zone.

Cookouts:

- All cookouts during school hours must have a dining service employee preparing and cooking all raw products. Raw ground meats must be cooked to a temperature of 160 degrees or until meat juices are clear in order to reduce the risk of E. coli. Chicken must be cooked to a temperature of 165 degrees or until juices are clear to reduce the risk from salmonella.
- Precooked products such as hot dogs must be cooked to a temperature of 145 degrees or until steaming hot.
- Perishable foods may be brought in by the group but should not be left unrefrigerated for longer than 2 hours.
- All cookouts outside of school hours do not require a dining service worker unless other kitchen equipment will be used.

As questions arise and regulations change, we will update these procedures as necessary and pass along information as quickly as possible.

Updated September 11, 2015