

## BARBOUR COUNTY SCHOOLS

### STANDARD OPERATING PROCEDURE (SOP)

#### SHARE TABLES

**Purpose-** Reduce food waste and help address food insecurity for county students.

**Scope-** This plan applies to Barbour County School students and involves cafeteria staff, aides, teachers and administrative personnel who oversee the breakfast and lunch periods.

**Key Words-** Share Table, Food Safety, Allergens, Monitoring, Donations and Packaged Foods.

#### **Definitions:**

**Share Table-** A Share Table consists of a cart or table with signage designating cold item storage from room temperature food items, an ice pack or ice strip to keep cold items cool, and signage explaining what can be placed on the table/cart. Referred to as a "share table" for the remainder of this SOP.

**PHF-** Potentially Hazardous Food

#### **Instructions for Share Table:**

1. Foods allowed will be limited to unopened prepackaged items and fruits with inedible peels. (Example, bananas and uncut oranges) No opened foods are to be placed on the share table.
2. No foods from home are allowed to be placed on the share cart.
3. Foods need to be placed on the appropriate location according to cold or room temperature.
4. No foods from the share table are to leave the cafeteria. All items must be consumed in the eating area during the assigned eating period.
5. Hot and cold lunch students may take items from the share cart.

#### **Instructions for Reuse/Disposal of Share Items:**

1. All items designated to share table after breakfast should be stored and can be made available during that day's lunch service. Any cold items must be held in a separate container at 41 degrees or below until used. All share table items must be held separate from other foods that have not been served.
2. Non-perishable prepackaged items (crackers, cereal, cereal bars, etc.), may be used with any snack or backpack program affiliated with your school.
3. Any share table items kept for a backpack program, must be stored in a separate container/bin in the school until a designated backpack program representative can pick up and sign for the items.

#### **Instruction for Allergens:**

1. Staff monitoring the share tables must be made aware of any student allergies present in the school.
2. Students with allergies or modified diets need to be made aware of potential allergen possibilities associated with items on the share cart and any item they may want should have the label checked before consumption.

#### **Monitoring of Share Tables:**

1. A designated person monitoring each meal period will need to monitor the share table.
2. The designated share table monitor will ensure that only the proper items, unopened and not from home, are being placed on the cart.
3. Cafeteria staff will be responsible for collecting any leftover items from the share table for disposal, storage or reuse in Outreach Programs (ex. Backpack) at the end of meal service.

**Corrective Action:**

1. Employees failing to follow the above procedures will be retrained on operations and requirements of the share table.
2. Students failing to follow the guidelines for the share table should have the rules explained again to learn proper procedures for what can be placed on the table.
3. Any opened items, PHF's kept out of temperature past recommended time control, items from home or items that are not to be shared on the share table could potentially cause food-borne illness or exposure to allergens. To ensure implementation of guidelines listed above; staff must adhere all previously listed instructions and guidance. If any staff or student is not following the guidelines then corrective action No. 1& 2 should be enacted to retrain.

**Source: 05/13/19 Board of Education Minutes**