

POLICY

We at Poverello are truly dependent on the dedicated volunteers and staff that help keep our organization operational. We offer a complimentary breakfast and lunch daily to those individuals.

PROCEDURE

- I. Typically, two volunteer cooks operate and cook the meals for roughly forty people Monday thru Friday and twenty people on Saturdays and Sundays.
- II. Proper food safety and cooking techniques are used in all areas.
- III. The cooks are responsible for the setup, serving and cleaning of the kitchenette before, during and after service.
- IV. Any PPE (personal protective equipment) needed, for example gloves, hairnets, aprons and oven mittens, should be worn during food preparation, service of meal, and while cleaning.
- V. A weekly menu is planned by the Eat Well Center Manager that encompasses a healthy, cost effective meal.
- VI. Internal food temperatures should be taken daily with a probe thermometer to ensure proper foods have reached the ideal cooking temperature and recorded onto the Food Holding Log. See attached form below.

Approvals:

Signature: _____ Date: _____
Shanel Pamphile, Eat Well Center Manager

Signature: _____ Date: _____
Thomas S. Pietrogallo, CEO

BOD Approved Date: N/A

Date Established: 06.25.19

Date Revised and/or Reviewed: 06.27.19

Food Holding Temperature Log

Venue: _____ **Service Period:** _____

Station: _____ Date: _____

[illegible]

Cold Food Holding Standards

Hold cold food at 41° F or below.

ACTION FOR FOODS BELOW STANDARD:

- "1" - Quickly cool food that has been held above 41° F for less than 2 hours.
- "2" - Discard food that has been held above 41° F for more than 2 hours.
- "M" - Inform Chef/Supervisor.

Hot Food Holding Standards

Hold hot food at 140° F or above.

ACTION FOR FOODS BELOW STANDARD:

- "3" - Reheat food that has been held below 140° F for less than 2 hours to 165° F.
- "4" - Discard food that has been held below 140° F for more than 2 hours.
- "M" - Inform Chef/Supervisor.