

**FRESH FRUIT & VEGETABLE PROGRAM (FFVP)**  
**Standard Operating Procedure**  
**Food Service**

**Purpose:**

To prevent food borne illness by ensuring that all fruits and vegetables are handled and stored properly.

These procedures apply to *anyone* who handles, prepares and serves fresh fruit and vegetables as part of the FFVP (primarily food service staff, teachers and students).

**Instructions for Food Service Staff:**

- Foodservice employees are trained on how to properly receive, store, wash and handle fresh fruits and vegetables.
- Wash hands before starting any food preparation. Wear non-latex gloves when handling product that is not individually wrapped.
- Wash and sanitize all food-contact surfaces, equipment and utensils that will be in contact with produce such as cutting boards, knives and prep sink.
- Wash all raw fruits and vegetables thoroughly under cold running water. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
- Label, date and refrigerate all fresh cut items.
- Discard all leftover fruits and vegetables that were served to students or that were exposed to any source of contamination.
- Store fruits and vegetables in refrigerators or at least 6" off the floor for non-refrigerated items such as bananas.
- Ensure that suitable food containers and utensils are available for use.
- Clean and sanitize baskets used for distributing fruits and vegetables to classrooms.
- Driver delivering product to the school will ensure that items are properly stored upon delivery.
- Follow all state and local public health requirements.

**Instructions for Teachers and other school employees:**

- Encourage students to wash hands prior to service and after consuming fresh fruits and vegetables.
- Serve fresh fruits and vegetables as soon as possible after delivery to the classroom, but no more than 4 hours after delivery.
- Baskets of fruits and vegetables must be stored on a desk or counter top, not on the floor.
- Dispose of any leftover product and return baskets to the cafeteria every day.
- Clean classroom areas as needed.

**Monitoring:**

- Supervisor will work with local produce company to ensure quality product and appropriate delivery times. To maintain freshness, product will be delivered no more than 1 – 2 days in advance of service.
- Foodservice employees will check the quality of fruits and vegetables upon delivery and refuse any product that is of poor quality. Lead Cook will monitor that product is properly washed, labeled and dated as needed.
- Temperature logs are maintained for all refrigeration equipment and product is checked upon delivery.
- Supervisor will complete monthly menu in advance and submit to Food Service Director and Operations Manager.
- Food Service Director will keep copies of all menus and invoices on file and provide bi-weekly to Operations Manager.