Field Trip Meals
Standard Operating Procedure Template

Policy: Foodservice employees, teachers, other school staff, parents and volunteers will work together to ensure that field trip meals are safe to eat.

Teachers, other school employees, and parents will follow ordering procedures established by food service.

The Food Service Supervisor will:

1. Develop and share procedures for ordering meals.
2. Plan field trip meal menus with food safety in mind.
3. Process order from teacher, other staff member or parent.
4. Arrange for an appropriate time and location for picking up field trip meals.
5. Obtain suitable portable cold storage units (such as coolers) and cooling devices such as ice packs that will keep cold food items at 41 ° F. up to 4 hours.
6. Review safe handling procedures (listed below) with food service staff and with those who are picking up meals, when possible.
7. Accept and inspect returned portable food transport units and other equipment used for field trip meals.
8. Follow procedures for billing responsible teacher or staff member when portable cold storage units and/or other equipment items are not returned or are damaged when returned.

All school foodservice staff that prepares and/or packs field trip meals will:

1. Follow standard operating procedures for personal hygiene and employee health reporting.
2. Prepare and pack meals according to the field trip order.
3. Follow standard operating procedures pertaining to food preparation which minimize contamination and the time potentially hazardous food (time/temperature control for food safety food) are held at temperatures between 41° F. and 135°F.
4. Store components of field trip meals that must be refrigerated in cold storage units until time of pick up.
5. Use gloves or utensils to prevent bare hand contact when handling any ready-to-serve food items.
6. Place all potentially hazardous food (time/temperature control for food safety food) in portable cold storage units with ice packs or other devices to maintain temperature during holding.

Teachers, other school employees and volunteers who chaperone field trips will:

1. Observe appropriate food handling techniques such as:
    - Keeping cold items in portable food transport units (coolers) until time of meal service.
    - Washing hands prior to distributing meals.
    - Encouraging students to wash hands prior to meal service.
    - Serving meals within 4 hours of picking up the meals from food service.
2. Discard ALL leftover food items immediately following the meal service.
3. Return portable cold storage units with reusable ice packs and other equipment to the school foodservice after returning from field trip.

Date of implementation or most recent revision: _____