

– Harvesting your School Garden for use in Cafeteria Standard Operating Procedure

Policy: On the day of the School Garden harvest, the Garden Team Leader will follow appropriate steps to prepare for the harvest.

Procedure:

1. Garden Team Leader will check in with Kitchen Manager/Food Service Director.
2. Gather harvest baskets (cleaned and sanitized), scale and record sheet from Kitchen Manager/Food Service Director
(Harvest basket- must be made of hard plastic that is easily cleanable, with smooth surfaces and not porous. Items that are acceptable are food-grade Lexan containers, plastic bus tubs, and plastic shopping baskets; all must have smooth surfaces that are easily cleanable. Wicker baskets, cloth, plastic or burlap bags are not acceptable. Harvest baskets will be kept in the kitchen during harvests.)
3. Garden Team Leader surveys garden for fruits and vegetables to pick.
4. Garden Team Leader gathers a small group of students.
(Be sure to verify that none of the students are showing any signs of illness or have missed school in the past two weeks because of an illness. If a student was absent for an illness at any time in the previous two weeks, he/she cannot participate in the harvest).
5. Students and the Garden Team Coordinator (GTC) Leader wash their hands with soap and water in the designated sink.
6. Garden Team Leader shows students what fruits and vegetables are ready for harvest.
7. Harvest baskets are passed out and the students start the harvest.
8. Produce in the harvest baskets are washed in the basket under potable running water. The purpose of the first wash is to remove the large visible signs of dirt.
9. Produce is weighed and recorded on the record sheet. The record sheet must contain:
 - Weight of the produce.
 - Names of Garden Team Leader and all students involved in the harvest.
 - The date and time of the harvest.
10. Produce is delivered to Kitchen in harvest baskets. The Kitchen Manager/Food Service Director verifies record sheet and receives the produce.

Corrective Action:

Reject/discard produce from School Garden that is not wholesome.

Date of implementation or most recent revision: _____



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