

**Tahoma School District
Nutrition Services**

Standard Operating Procedures

Sack Lunches for Field Trips

Food service employees, teachers and school staff work together to ensure that sack lunches served to children are safe to eat; follow the State and local health department regulations to ensure food safety.

1. The teacher distributes sack lunch order forms to the parents who may sign and return the order form for their child to the teacher.
2. The teacher will give the completed order forms to the kitchen manager who in turn will notify the central kitchen manager about the number of sack lunches requested. If a child has a food allergy, the kitchen manager will make a copy of the order form and send it to the central kitchen manager for review.
3. The central kitchen staff will prepare special sack lunches for children with food allergies and write the student's full name on his/her sack lunch.
4. The central kitchen will deliver the sack lunches to the school's kitchen on the day before the field trip.
5. Due to operational issues, the central kitchen will not deliver any sack lunches on the following days:
 - On Tuesdays, following no-school days or holidays that fall on a Monday (like Memorial Day)
 - On Mondays, following no-school days or holidays that fall on a Friday (like Thanksgiving)
 - On Mondays, when schools open after winter break, mid-winter break and spring break.
5. Teachers or designated school staff pick up the sack lunches in the school's kitchen on the day of the field trip. It is the responsibility of the teacher/school staff to arrange for containers to keep the food cold when the lunches are picked up. Options include commercial portable coolers to hold cold food at 41 F or less.
6. The teachers/ school staff that pick up the sack lunches must sign the form "**Meal Service for Non-Present Students**" and certify that the meals are distributed to the students. This is a USDA requirement. It allows the District to claim meal reimbursement.
7. The cashier will account for the sack lunches in Skyward on the day of service. The cashier will return the signed forms "Meal Service for Non-Present Students" to the food services office. Food Service will keep the signed forms on file for audit purposes.
8. Observe appropriate food handling techniques:
 - The food must have an internal temperature of 41F or less when removed from cold holding in the kitchen. Use commercially prepared frozen sandwiches when available. Frozen juice may be offered to help keep sack lunches that are served in brown bags cold.
 - Wash hands or use hand sanitizer wipes prior to distributing the sack lunches and eating food.
 - *"Food shall be prepared, served and discarded within 4 hours from the point in time when the food is removed from temperature control (WAC 03530)."*
 - Discard ALL leftover foods immediately after lunch, and no later than 4 hours from the point in time when the sack lunches were removed from temperature control.