

Long Beach Unified School District and the City of Long Beach Health Department, Bureau of Environmental Health present:  
**FOOD SAFETY REFERENCE GUIDE FOR ELEMENTARY, K-8 & MIDDLE SCHOOL ADMINISTRATORS**

**Purpose:** To provide site administrators and staff with information and resources necessary to operate safe food service venues after school hours.

**Food Sales After School Hours (defined as “from 30 minutes after the school day until midnight”)**

Items Offered for Sale/Service Location serves:	Food Safety Manager Certificate Required? Health Permit to operate? Training?	Equipment required	Comments and Resources
<p><b>Prepackaged Foods:</b> <u>Only</u> commercially packaged, bottled and/or canned nonperishable items may be sold. Nothing is served in open containers such as beverages from a dispenser or trays of tortilla chips with nacho cheese sauce. No “Potentially Hazardous Foods” (PHF) are served. These include anything that requires refrigeration (ice, dairy products, meats, cut fruits and vegetables).</p>	<p>No Food Safety Manager Certificate required.</p> <p>Facility must have a current annual City of Long Beach Health Permit to operate posted in each location (\$66).</p> <p>Basic food safety knowledge for all food workers.</p>	<p>Approved hand wash facilities must be available per California Health &amp; Safety Code (Cal Code) requirements*:</p> <p>Hot water must be available for washing hands (100 to 108°F), including hand soap and single use disposable towels.</p>	<p>Only shelf-stable items may be served. Items may be refrigerated to improve acceptability. Any cold holding equipment in the facility must be of commercial grade and must be in working order.</p>
<p><b>Open Foods:</b> Prepared or portioned items in addition to packaged items are served. These might include beverages from a dispenser, cheese sauce, individual pieces of pizza, hot dogs, corn dogs, sandwiches, snow cones, etc. This includes the service of PHF. <u>No foods prepared, stored or grown at home may be served.</u></p>	<p>Yes, there must be a Person-In-Charge (PIC) onsite at all times who is certified as a Food Safety Manager</p> <p>A current annual City of Long Beach Health Permit to operate must be posted at each service location (\$66) along with the original Food Safety Manager certificate.</p> <p>Employees/volunteers must be trained in and demonstrate proper food handling and hand washing techniques, as trained by the certified Food Safety Manager/ PIC.</p>	<p>Approved hand wash facilities (see above)</p> <p>3-compartment sink, large enough to fit the largest utensil/pan with flowing water at a minimum of 120°F. Use of proper ware washing procedures, including the use of sanitizer and test strips.</p> <p>Any refrigerator must be commercially approved and in good working order with a thermometer inside for accurate reading of internal temperatures.</p> <p>Any stove or equipment used for heating food, must meet California Health &amp; Safety Code (Cal Code)* requirements. Crock pots and other household equipment are not approved for heating and/or serving food.</p> <p>Metal stem probe thermometer.</p>	<p>A list of accredited food safety certification exams: <a href="http://www.longbeach.gov/health/media-library/documents/inspections-and-reporting/forms/environmental-health/accredited-food-safety-exam/">http://www.longbeach.gov/health/media-library/documents/inspections-and-reporting/forms/environmental-health/accredited-food-safety-exam/</a>.</p> <p>For information about Person-In-Charge: <a href="http://www.longbeach.gov/health/media-library/documents/services/directory/food-safety-and-inspections/food-safety-information-bulletins/ib-no-2007-09-18-person-in-charge-revision-date-11-1-2007/">http://www.longbeach.gov/health/media-library/documents/services/directory/food-safety-and-inspections/food-safety-information-bulletins/ib-no-2007-09-18-person-in-charge-revision-date-11-1-2007/</a></p> <p>Within LBUSD, you may also contact the Nutrition Services Branch to see if space is available during the next training and testing sessions (562-427-7923).</p>

Items Offered for Sale/Type of Service	Food Safety Manager? Health Permit Required? Training?	Equipment required	Comments and Resources
<b>Barbeque</b> —Follow <b>Open Foods</b> service guidelines	Yes, yes and yes	See <b>Open Foods</b> above. The barbecue crew must have access to a close Health Department permitted facility with a hand-wash sink and a 3-compartment ware washing sink as described above.  If the Cafeteria Kitchen is used to meet the hand wash sink and ware washing sink facility requirement, then follow the “Use of Cafeteria Kitchen” requirements.	Must provide a 3-foot barrier around the barbeque unit. Food may not be served directly from the barbecue. See health department “Temporary Outdoor Barbecue Guide” <a href="http://www.longbeach.gov/health/media-library/documents/inspections-and-reporting/forms/environmental-health/barbecue-guidelines-and-application/">http://www.longbeach.gov/health/media-library/documents/inspections-and-reporting/forms/environmental-health/barbecue-guidelines-and-application/</a>
<b>Food Trucks</b> (Outside activities)	Must have valid Long Beach or Los Angeles County Health Permit to Operate. Orange County permits are not acceptable.	If the Cafeteria Kitchen is used to meet the hand wash sink and ware washing sink facility requirement, then follow the “Use of Cafeteria Kitchen” requirements.	The vendor is responsible for meeting all Health Department and California Health & Safety Code (Cal Code) requirements.
<b>Use of Cafeteria Kitchen</b>	Yes—Must be LBUSD Nutrition Services Employee on duty.		All use of school cafeteria kitchens must be approved in advance by the Nutrition Services Branch (NSB) and NSB staff will be assigned to oversee and assist with use of equipment and clean up following the event. Event sponsor will be charged through the Use of Facility permit office.
Environmental Health Forms, Guides and Applications located on Long Beach Health Department web page: <a href="http://www.longbeach.gov/health/inspections-and-reporting/forms/environmental-health/">http://www.longbeach.gov/health/inspections-and-reporting/forms/environmental-health/</a> including link to Cal Code 2015, posters and permit applications. Questions? Contact Leila Judd REHS at 562-570-4152 or <a href="mailto:Leila.Judd@longbeach.gov">Leila.Judd@longbeach.gov</a> .			

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Reviewed:  
Darlene Martin, Director  
Nutrition Services Branch

Reviewed:  
Leila Judd, REHS, Program Supervisor  
Consumer Protection Program  
City of Long Beach Health Dept.  
Bureau of Environmental Health

Approved:  
Brian Moskovitz  
Assistant Superintendent  
Elementary Schools

Approved:  
Jay Camerino  
Assistant Superintendent  
Middle School & K-8 Schools