



Ole Farmer Association North America (OFANA)

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## OFANA Food Safety and Sanitation Standard Operating Procedure (SOP)

### *Policy*

All OFANA regions that are handling food at authorized OFANA functions must ensure that food is served in a safe and sanitary environment by following the guidelines set forth in this SOP as well as any other applicable federal, state and local laws and industry best management practices for food safety and sanitation. Always seek to cater using qualified commercial food service vendors. If not possible then the guidelines outlined in this SOP must be adhered to.

### *Purpose*

To provide guidance to OFANA regions and their members on food safety and sanitary practices when catering at authorized functions. This is to ensure the safety of the health and welfare of all attending these functions.

### *Scope*

This SOP covers all authorized OFANA functions in which food will be sold or served and outlines the basic requirements for providing a safe and sanitary environment for handling and serving food.

### *Responsibilities*

1. **Vice-Presidents:**
  - a. Be familiar with this SOP and ensure adherence by members in their region.
  - b. Contact their local health department and / or other government agency to ascertain permits requirements and any applicable health code or regulations pertaining to sanitation and food handling. Ensure that all hospitality committee leader and their members are familiar with and adhere to these requirements.
  - c. Ensure that all necessary permits and contracts are in place prior to any event. Where a licensed commercial vendor will be used ensure that they have the necessary permits and insurance and secure a copy for their record.



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d. Inform the OFANA executive of all planned functions in which food will be responsibility of the vendors for food safety and sanitation and their responsibility to follow all pertinent regulations and best management practices.

**2. Regional members:**

- a. Members responsible for handling food must do so in accordance with these guidelines.

**Procedure**

Always seek to use licensed commercial food vendors at catered functions. When food will be prepared, transported or served by OFANA members the following guidelines must be followed:

**1. Health and personal hygiene of persons handling food**

- a. Only persons in good health should be handling food. Any person having symptoms such as fever, diarrhea, nausea, vomiting or who have open sores or infected cuts should not be allowed to handle food.
- b. Follow good hygiene practices when handling raw foods, washing hands, covering cuts and abrasions, and preventing exposure to blood or bodily fluids.
- c. Hands should be washed before meal preparation, after each chore or task or as is necessary during food preparation and serving. Hands must be washed after sneezing, coughing, touching body parts or raw food products. Wash for a minimum of 20 seconds using soap and water.
- d. Wear clean outer clothing as well as disposable gloves and change when performing all new chores and as necessary to prevent contamination of food.
- e. Wear hair restraints and remove jewelry when handling food.
- f. Assign someone to oversee and ensure that good personal hygiene practices are followed during the functions.

**2. General cleaning and sanitizing of food contact surfaces and equipment**



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**a. Purchasing and receiving**

- i. Buy from reputable vendors, grocery stores, or food buying clubs only. No home grown produce should be served to the general public.
- ii. Check “use by” dates to purchase the freshest foods.
- iii. Place fresh raw meat in separate area from ready-to-eat foods.

**b. Receiving and Storing**

- i. Keep receiving and storage areas clean.
- ii. Store food and other food-related supplies away from chemicals and at least 6-8” off floor.
- iii. Store open bags of food in tight fitting containers.
- iv. Maintain proper refrigerator, freezer, and dry storage temperatures. Dry storage is between 50-70 °F and cold storage below 41 °F.
- v. Properly store and handle at the event. Do not use ice in beverages that is being used to cool cans and bottles.

**c. Preparing /Cooking Food**

- i. Prepare foods no further in advance than necessary and cook food to the proper internal temperature for appropriate time without interruptions.
- ii. Keep foods out of the “temperature danger zone” (41 °F–135 °F). Use a clean thermometer to check food temperatures.

**d. Holding and Serving Food**

- i. Hold foods at proper temperature, either below 41 °F or above 135 °F.
- ii. Monitor the temperature of hot-holding and cold-holding equipment.
- iii. Food must not be held on steam tables or chafing dishes for longer than 4 hours during service. All food held for 4 hrs during service must be discarded.

**e. Controlling temperature**

- i. Take temperatures at all steps in the food flow – receiving, preparation, cooking, transporting, serving and cooling – with calibrated thermometers to ensure the safety of food being served.
- ii. Cooling Food – Chill food quickly that will not be served immediately to 41 °F and hold at that temperature until ready to serve.



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- i. All food transported to site should be done in clean rigid insulated containers that will maintain food in the safe temperature zone and prevent leakage.

### ***Special Considerations for Hosting Outside Events***

1. Ensure that guidelines outlined in this SOP are followed for food prepared, transported and served at these venues. Special attention should be paid to sanitation, personal hygiene and temperature controls.
2. Ensure that hand washing facilities are available. When potable water is not readily available, provide a covered container of at least 5-gallon capacity with a valve that allows a continuous flow of water over hands.
3. Choose a simple menu and take extra precaution when serving meats, dairy products, cut fruits and vegetables.
4. Cook to order as much as possible to avoid potential contamination.
5. Ensure precooked foods are properly chilled and reheated before serving.
6. Avoid using leftovers and keep raw foods and cooked foods separate.
7. Ensure that garbage is covered and disposed of routinely to prevent overflow and pests.

### ***Obtaining Permits***

1. Contact your local health department or other government agency about permits and food code requirements.
2. Ensure required permits are obtained before any event takes place and when licensed commercial vendors are used ensure that they have the required permits.
3. Outside events held in locations such as parks and other public spaces may need additional permits based on the expected turnout, type of food being served and other items for sale or distribution.

### ***Choosing Vendors and Awarding Contracts***

1. Whenever possible use only licensed commercial vendors.
2. Follow guidelines outlined in the Awarding and Entering Contractual Obligations on Behalf of OFANA SOP when making final selection and awarding or signing contracts.

### ***Special Considerations***

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2.Members or attendees taking any food item from any location in which food was prepared or served do so at their own risk and will not hold OFANA liable for any foodborne illness arising out of improper transportation or storage of food that will be eaten at a later date.

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