



Food Safety Reporting an issue with a Kids Café Meal



The purpose of this procedure is to define the process for any sites, staff and volunteers employed by Kids Cafe agency partners reporting a problem with a Kids Cafe meal (hot or cold) including to, but not limited to, finding foreign material in the food or reports of illness after eating a meal provided by Kids Cafe.

It is the desire of St. Mary's Food Bank Alliance (SMFBA) to follow strict food safety guidelines while preparing meals for the Kids Cafe program and during the storing and distribution of those meals at our partner locations.

All Kids Cafe agency partner locations must be inspected to assess general cleanliness and safe food storage access, have personnel with a current Food Service Worker card or certificate issued by an accredited food handler training program onsite, and participate in training covering safe food handling prior to receiving meals from the Kids Cafe program.

It is the responsibility of the Agency Partner Site Leader at the Agency Partner location to report a problem with a Kids Cafe meal as soon as the problem is discovered and no later than the end of the day. The Child Nutrition team is responsible for responding to the reported problem within 24 business hours.

To report a problem with a Kids Café meal, the Agency Partner Site Leader is responsible for the following:

- 1) Ensure the child is ok and seek medical attention if needed before conducting the following steps.
- 2) Suspend the distribution of remaining meals immediately after a problem is discovered.
- 3) Assess the remaining meals for possible contamination and isolate any meals identified to be un-safe to eat. When in doubt, **DO NOT** serve the meals.
- 4) **HOLD** any meals deemed un-safe to eat for pick-up. **DO NOT** throw away any meals so further investigation can be done by St. Mary's Food Bank Alliance. Store the meals in a separate location to avoid cross-contamination with other food products until pick-up can be scheduled.
- 5) Notify your assigned Child Nutrition Specialist or the Child Nutrition Program Manager immediately to report the problem.

Child Nutrition Staff:

Name	Desk Phone	Cell Phone	Email
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