

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 254</b>
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<b>Food Safety Practices</b>	<b>Effective: December 10, 2015</b>
	<b>Revised: May 25, 2023</b>
APPROVED BY: Board of Directors	

**Policy Statement**

HACAP operates a food warehouse within its corporate facility and due to that is committed to food safety. HACAP will adhere to food safety protocols as required by the Feeding America Contract.

**Standard Operating Procedure**

As part of the food safety practice and protocol, HACAP’s Food Reservoir will:

- Take every precaution to ensure the product is free from cross-contamination and allergens during transportation, storage, re-work, and distribution.
- Do everything necessary to ensure that temperature-sensitive product is transported, stored and distributed at the appropriate temperature.
- Never knowingly distribute a product that is unsafe for human consumption.

**Program**

It is imperative that every staff member of HACAP has a thorough understanding of basic food safety storage and handling techniques as identified in the Food Bank’s Prerequisite and Food Safety Training programs. As such:

- Every HACAP team member whose job requires they spend time working in the food storage section of the Warehouse, within the first 90 days of their employment, will complete the Prerequisite and Food Safety Training Program (AIB 5.5).
- Annually, at the agency all-staff meeting, a review of HACAP Prerequisite and Food Safety Program will be provided.
- Volunteers working in the facility will receive instructions as to safe food handling practices as part of their orientation.

**Accountability**

While food safety and sanitation are the responsibility of all staff, HACAP’s CEO and Director of the Food Reservoir are responsible for ensuring compliance with this policy.

**Policy Review**

This policy will be reviewed and revisited no less frequently than once per year.

**Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.