

ADMINISTRATIVE REVIEW REPORT OF FINDINGS

REVIEW SITE: North Livingston Elementary School

REVIEW CODE: 070101008

REVIEW DATE: February 14, 2018

PERSON INTERVIEWED: Miranda Kimberlin, Lunchroom Manager
Mary Dunning, Food Service Director

STORAGE FACILITIES

Observations:

Adequate dry, freezer and cooler storage is available.

All foods are stored off the floor on pallets and/or shelves.

Ventilation and air circulation is adequate.

STORAGE PRACTICES

Observations:

Most recent Health Department Inspection is on file. This cafeteria site received a rating of 100% on October 10, 2018. No discrepancies were noted regarding USDA foods.

All storage areas are very clean and orderly.

Chemicals and non-food items are stored apart from foods.

There are safeguards against theft.

Measures are taken to prevent insect and rodent infestation. Del Brantley's Pest Control treats or inspects on a monthly basis. Their last visit was on February 5, 2018. There is no evidence of insect/rodent activity.

All storage areas contain accurate thermometers.

Internal thermometers are in place for freezer, cooler and dry storage areas.

Temperature recording charts are maintained for all food storage areas. Temperatures are checked and recorded Monday through Friday in all food storage areas.

All temperatures are in acceptable ranges.

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TRAINING

Observation:

Ms. Miranda Kimberlin, Lunchroom Manager, and the food service staff receive training and updated information from Ms. Mary Dunning, Food Service Director. The District convenes monthly for managers meetings. The District also has annual training before the beginning of each school year.

RECEIPT OF USDA/DoD FOODS

Observations:

Ms. Kimberlin receives copies of KY-FD-3 forms prior to delivery of USDA foods.

All copies of KY-FD-3 forms are on file.

Ms. Kimberlin is the designated person in charge of receiving USDA/DoD shipments.

USDA/DoD shipments are verified for accuracy at time of delivery. Ms. Kimberlin is inspecting the condition and quality of products. USDA shipments have arrived in acceptable condition.

If discrepancies in shipment occur, Ms. Kimberlin would note same on distributor's invoice and contact Ms. Dunning. There have been no delivery issues with the state contracted distributor Clark Restaurant Service.

As of this review date, DoD shipments are being delivered as scheduled.

No food recalls have affected this school site in the past several years.

Ms. Kimberlin and the food service staff are aware of the proper procedures to follow should a food recall occur.

Staff knows how to properly dispose of out-of-condition foods.

RECORDS

Observation:

All records are on file for three years plus the current year.

CIVIL RIGHTS

Observation:

The "And Justice for All" poster is placed in a prominent place in the facility.