

Area Agency on Aging District 7, Inc.
MEAL SERVICE PROGRAMS
Policy and Procedures

Policy Name: Leftovers

Created: 06/21/2012

Policy #: MSP-018

Revised: 03/20/2015

Reference: Rule 173-4-04 (6), Rule 173-4-04.1 (7),
Rule 173-39-02.14 (2)(d)

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Policy: Meal service providers will ensure safe food with optimal quality for the consumer.

Procedures:

1. The standard for meal production should be to calculate the number of meals needed then determine the amount of food to produce with a minimal amount of leftovers. This will save time and money, and aid with producing a quality product that does not need reheated.
2. Any leftovers may be offered to congregate meal participants as second servings.
3. If it is determined that the amount remaining past a meal production exceeds the amount needed for that day, specific actions must be taken:
 - a. Has the food been handled safely and remained in the safe temperature zone (<41 degrees F. for cold foods and >135 degrees F for hot foods)? If yes, then proceed. If not, then discard the food.
 - b. Is the food not overcooked and remains with good quality in texture and appearance? If yes, then proceed. If not, then discard food.
 - c. The food must now be taken from hot to cold within a specific timeframe and monitored to ensure safety.
4. A Cooling Log must be maintained on all leftover foods used for another meal. Refer to the Cooling Log document (that must be kept and filed for three years).
5. These leftovers are only appropriate to pack for a frozen meal. When these meals are packed, they should be packed within 48 hours as a frozen meal in a blast chiller.
6. These leftovers should not be reheated and served to the consumer as a hot meal. The one reheat that is allowed should be completed by the consumer. Leftovers are to be reheated only once before they are considered unsafe. Consequently, the one reheat is reserved for the consumer.