

IQRA ISLAMIC SCHOOL
FOOD SAFETY & HACCP PLAN

School Nutrition Programs | 2026–2027

Site: Iqra Islamic School, 2824 13th Avenue South, Minneapolis, Minnesota.

Foodservice model: catered breakfast and lunch delivered by Kilimanjaro Enterprises; school staff receive, store, hold and serve meals.

Plan owner: Executive Director / Foodservice Director (Khaleef Warsame).

Draft for adoption and staff training. Complete confirmation fields, have staff review SOPs, and sign/date the annual review record. Blank logs are templates—not evidence of monitoring already conducted.

Adapted from the structure and HACCP-based SOP approach linked by the Minnesota Department of Education to the Institute of Child Nutrition (ICN). This is an Iqra-specific adaptation, not a reproduction or completed copy of ICN’s original Word manual.

Approval and review

Field	Complete at adoption
Plan adopted on	October 12, 2026
Responsible official / signature	Khaleef Warsame
Staff trained on	10/12/2026
Trainer / initials	KW

Site details to confirm before adoption

- Identify all refrigerators, freezers, hot-holding equipment, handwashing sinks, and approved sanitizers.
- Identify designated receiving and meal-service personnel, substitute coverage, and record storage location.
- Confirm applicable Minneapolis Health Department requirements for shared milk and produce; use stricter approved procedures until confirmed.

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11. Blank logs: corrective action, thermometer checks, annual review

Program overview

Kilimanjaro Enterprises prepares food off-site and delivers catered meals. Iqra staff do not routinely cook, cool or reheat meals onsite. If any future menu or operation adds cooking, cooling or reheating, the director will add process-specific SOPs and monitoring before implementation.

Safety flow: Vendor preparation/transport → receiving and temperature verification → covered hot holding or refrigerated storage → food service → disposal, authorized return or approved share-table handling → cleaning and documentation.

HACCP process approach

Process	Iqra menu examples and controls
Process 1: No Cook	Milk, commercially packaged items, washed ready-to-eat whole fruit, cold ready-to-eat foods. Verify supplier, cold holding where required, safe handling, service.
Process 2: Same-Day Service	Catered cooked pizza, rice, pasta, meat or other hot entrees served the same day. Vendor cooks; Iqra receives and holds at safe temperatures, then serves.
Process 3: Complex	Not routinely performed onsite. Food items cooked, cooled and reheated at Iqra must be identified and subject to added SOPs.

Menu process-category worksheet: Complete for each actual item on the rotating breakfast and lunch menu; attach the current menu and production records.

Menu item	Process 1/2/3	Receiving/holding control
Cereal, breakfast bakery, crackers, raisins; bananas, apples	1 — No cook	Inspect packages/fruit, protect ready-to-eat items, follow supplier washing procedure.
Milk, yogurt, cheese, ranch; ready-to-eat salads and carrots	1 — No cook	Check cold TCS temperatures at receipt ($\leq 41^{\circ}\text{F}$), refrigerate and protect from cross-contact.
Pizza, meatballs, chicken, hot dogs, cooked rice/pasta	2 — Same-day service*	Vendor cooks; Iqra checks arrival temperature ($\geq 135^{\circ}\text{F}$), hot holds and serves same day.
Canned fruit, applesauce, mandarins, peaches	1 — No cook	Inspect container integrity; protect once opened; refrigerate according to product/handling needs.
Cooked-cooled-reheated meals	3 — Complex only if applicable	Not a routine Iqra on-site process; vendor must confirm if foods undergo cooling/reheating.

SOP 1 | Employee health, hygiene and handwashing

- Employees report vomiting, diarrhea, jaundice, sore throat with fever, diagnosed foodborne illness, infected wounds, or other reportable symptoms to the person in charge before handling food. Exclude/restrict employees as required by food code and health authority.
- Wash hands with soap and running water at designated handwashing sinks before food handling; after restroom use, touching face/hair, cleaning, handling waste, using phones or changing tasks. Dry with single-use towels.
- Do not handle ready-to-eat food with bare hands. Use gloves, deli tissue or utensils; change gloves when soiled and wash hands before gloving.
- Keep hair restrained, cover cuts, and keep personal food and belongings away from food-service zones.

Monitoring: Person in charge observes staff during each service. Corrective action: stop unsafe handling, discard contaminated food if needed, rewash hands, replace gloves, retrain and document significant incidents.

SOP 2 | Receiving catered meals

- Assign receiving staff. Check vendor delivery slip, packaging integrity, cleanliness, time, labels/quantities, allergen communication and food condition.
- Measure and record temperature of representative time/temperature-control-for-safety (TCS) foods using a clean, calibrated probe thermometer. Document date, item, time, temperature, action and initials.
- Accept hot TCS food only at 135°F or higher and cold TCS food at 41°F or lower unless a lawful documented exception is specifically authorized. Do not assume delivered food is safe because the vendor prepared it.
- Reject/segregate improperly held, damaged, spoiled or contaminated foods. Contact Kilimanjaro for replacement and record corrective action; do not serve questionable food.
- Immediately transfer accepted cold TCS products to refrigeration and hot TCS foods to adequately heated holding units.

Monitoring: Each delivery. Corrective action: refuse/reject unsafe food and document; notify the director and vendor.

SOP 3 | Refrigeration and hot/cold holding

- Maintain milk and other cold TCS foods at 41°F or lower and hot TCS foods at 135°F or above; measure with a food thermometer as appropriate.
- Keep foods protected, covered or shielded. Do not overload coolers; allow air circulation. Maintain a dated food rotation system (FIFO).
- Check and document refrigerator/milk cooler temperatures at minimum at start of operations daily; add follow-up when equipment is malfunctioning. Monitor hot-holding and serving temperatures according to the site log.

- Do not use an informal “four-hour rule” to return milk to storage. Time as a public health control requires a written, code-compliant procedure and controls; follow local health authority directions for service and share-table milk.

Corrective action: assess actual food temperature and time, restore safe holding, segregate/discard unsafe items and document.

SOP 4 | Serving meals and allergen controls

- Keep serving pans protected by sneeze guards/covers and use separate, clean utensils for each item. Staff portion food to meal-pattern amounts and avoid bare-hand contact.
- Use clean utensils and properly maintained work tables. Replace dropped or contaminated utensils. Do not refill a soiled pan without cleaning.
- Maintain an allergen-aware service process: obtain ingredient/allergen information from the vendor; prevent cross-contact; follow documented accommodation requests and staff directions.
- Record hot/cold TCS food temperatures during service and act if outside limits. Minimize time food remains out of temperature control.
- Discard food contaminated by customer handling or other contamination; do not put exposed/served leftovers back into vendor inventory without an approved method.

SOP 5 | Whole fruit, vegetables and share table

- Iqra does not wash whole produce onsite unless the Minneapolis Health Department has approved the necessary preparation facilities and process. Kilimanjaro supplies fruit ready for service in clean, food-grade containers.
- Use clean food-contact pans and utensils. Separate dirty and clean containers. Discard damaged, spoiled or visibly contaminated produce.
- A share table may hold only items allowed by site policy and the local health authority. Food returned from students must satisfy packaging, handling and temperature rules.
- Staff actively oversee share-table items. Keep TCS items such as milk under approved temperature control; do not automatically return unopened milk left unrefrigerated to stock.
- Document recovery/disposal when required by the adopted share-table SOP.

SOP 6 | Cleaning, sanitizing, facilities and pests

- Clean and sanitize food contact surfaces before use, between tasks, after contamination, and after service. Follow the product label for dilution, contact time and appropriate use.
- Check sanitizer concentration using manufacturer-appropriate test strips and maintain required logs. Replace solution if too weak, too strong, dirty or expired.
- Ensure handwashing sinks remain accessible with warm water, soap and towels; never use handwashing sinks for food preparation. Follow local sink restrictions.
- Use approved warewashing procedures and prevent mixing dirty and cleaned equipment. Store chemicals away from food in labeled containers.
- Inspect for pests and facility problems; notify responsible staff and keep incident/maintenance records.

SOP 7 | Thermometers, equipment and corrective actions

- Use clean, sanitized food probes. Verify thermometer accuracy using an appropriate ice-point or manufacturer method and record readings; recalibrate or replace inaccurate thermometers.
- Inspect refrigeration/hot holding units each operating day for proper function. Label equipment that is out of order, transfer food safely, and call for service as needed.
- Staff enter true observations on logs contemporaneously; no backdating or invented temperatures. The director reviews log exceptions and records how problems were resolved.

Roles and oversight

Role	Primary duties
Executive Director / Foodservice Director	Approve plan, supervise corrective action, review logs, communicate with vendor and MDE, conduct annual review.
Site meal staff / monitors	Follow SOPs, measure and log temperatures, operate and clean equipment, report and document problems.
Kilimanjaro Enterprises	Prepare/transport meals under its own approved food safety system, supply appropriate ingredient/allergen information, resolve rejected deliveries.

Records and retention

- Keep the current plan accessible to staff at the site; maintain the SOPs, blank templates, menu process lists and signed annual review.
- File actual receiving, holding, cooler and corrective action logs and any inspection reports in the food-safety binder or controlled digital folder.
- Retain School Nutrition Program records under applicable retention requirements and any longer outstanding review, audit or claim hold.

Implementation checklist

- ☐ Confirm site equipment and receiving staff
- ☐ Complete process categories for actual menus
- ☐ Put clean, accurate thermometers and test strips in service
- ☐ Train staff on all SOPs and share-table controls
- ☐ Begin contemporaneous temperature and sanitizer logs
- ☐ Sign plan approval and annual review page
- ☐ Review at least annually and when menu, equipment or procedures change

Log A | Catered meal receiving

Complete one line for each representative hot/cold TCS item at each delivery.

Date/time	Food and vendor	Temp °F	Accept/reject / corrective action	Initials

Log B | Refrigerator / milk cooler / freezer

Date	Unit / location	Reading °F	Food temp if abnormal	Corrective action / initials

Log C | Food holding / service temperatures

Date/time	Food	Temp °F	Hot/cold	Action and initials

Log D | Sanitizer checks

Date/time	Product & surface	Test-strip result	Required range per label	Action / initials

Log E | Corrective action and incident record

Date/time	Problem / food / equipment	Immediate action and disposal	Vendor or manager notified	Staff initials

Log F | Thermometer accuracy verification

Date	Thermometer ID	Method	Observed °F	Adjustment / replacement	Initials

Annual review and revision record

MDE requires documentation of annual review and any revisions. Complete this after actual review; do not predate.

Field	Response
Review date	_____
Reviewed by (name/title)	_____
Staff consulted	_____
Menus/process categories reviewed	☐ Yes ☐ No — describe: _____
SOPs and logs reviewed	☐ Yes ☐ No — describe: _____
Facilities and equipment reviewed	☐ Yes ☐ No — describe: _____
Changes made	_____ _____
Staff retraining date	_____
Director approval signature	_____

Source and site-specific limitations

Framework: Minnesota Department of Education Food Safety Resources and ICN HACCP-based Standard Operating Procedures Manual / Food Safety Plan Template. MDE: <https://education.mn.gov/MDE/dse/FNS/SNP/safe/> ; ICN: <https://theicn.org/icn-resources-a-z/food-safety/> .

The ICN source Word manual was linked by MDE but its full contents could not be retrieved in this session. This plan follows the documented ICN-style HACCP framework and MDE minimum content requirements, not a verbatim conversion. Confirm Minneapolis-specific code requirements and any written instructions from the reviewer before adopting procedures for time control, donated food, or reservice.

Appendix A | Representative menu-specific hazard and control matrix

Reference menus supplied by Iqra: “Breakfast Menu October 2024” and “Hot Lunch Menu October 2024.” Iqra confirmed these foods remain representative of its current catered menu. These historical menus are examples, NOT the October 2026 service/production record. Attach current menus and use actual items served when completing monitoring logs.

*Classification note: Process 2 examples assume Kilimanjaro cooks and delivers foods hot for same-day service with no cooling/reheating step. Vendor preparation flow needs confirmation before final categorization. The process approach classifies the complete preparation flow, not solely Iqra’s on-site step.

Representative foods shown on menus	Provisional HACCP process	On-site hazards, checks and corrective actions
Hotdog, hamburger, chicken patty, chicken drumstick, BBQ chicken leg, orange chicken, chicken curry, chicken Philly cheesesteak	Process 2, vendor cooks hot / same-day	TCS foods: measure $\geq 135^{\circ}\text{F}$ upon receipt and during hot holding; reject/segregate unsafe delivery and notify Kilimanjaro. Prevent cross-contact. Obtain vendor cooking records if requested.
Taco meat, meat sauce, meatballs, chicken Alfredo, mac and cheese, cheese pizza, scrambled eggs	Process 2 if hot same-day; vendor processing to verify	Measure representative hot components. Use clean pans/utensils, avoid service-temperature drift. Clarify vendor cooling or reheating if any.
Cooked rice, penne/shell pasta, cooked potatoes, cooked vegetables, beans served hot	Process 2 if cooked hot / same-day	Cooked starches and vegetables may be TCS: hot $\geq 135^{\circ}\text{F}$ or cold $\leq 41^{\circ}\text{F}$ as appropriate. Never assume plant foods are automatically shelf-stable once cooked.
Milk, yogurt, shredded/sliced cheese, ranch dressing requiring refrigeration	Process 1 at Iqra; supplier processing may differ	Receive and store cold TCS items $\leq 41^{\circ}\text{F}$; verify product labels and follow storage instructions. No undocumented return of milk left without temperature control.
Garden salad, lettuce, sliced tomatoes, baby carrots, raw celery, ready-to-eat produce	Process 1 / no cook	Vendor prewashes/prepares where required; Iqra does not wash whole produce without approved facilities. Keep cut leafy greens/cut tomatoes at

		≤41°F; protect from student handling.
Whole apples, bananas; commercially packaged crackers, cereal, muffin, toast bread, breakfast cookie, raisins	Process 1 / no cook	Check signs of spoilage, packaging damage and contamination. Whole uncut fruit and shelf-stable products generally do not require refrigeration; follow labels.
Canned mandarin oranges, peaches, applesauce; commercially packaged juice	Process 1 / no cook	Check intact containers; use sanitized utensils and food-grade clean pans after opening. Refrigerate when required by label or after opening; identify safe disposition of leftovers.

Appendix C | Menu review and change-control record

Date reviewed	Menu/change reviewed	Process category or SOP update	Reviewed by / initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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