Personal Hygiene

Food Workers, even if the look and feel healthy, may accidentally spread harmful germs to food if they do not have good hygiene. Food workers with good personal hygiene help keep germs from getting into/onto the food

Proper food worker hygiene includes:

- Not working when you're sick
- Washing hands the right way at the right time
- Using clean gloves and utensils when handling ready to eat food
- Keeping fingernails trimmed and cleaned
- Wearing no jewelry around preparation area (exception being plain wedding band)
- No handling of food when have open sore on body including fresh tattoos that aren't properly bandage
- No eating or drinking in preparation area, cups must have lids with straws on them at all times in designated areas
- Wearing proper hair restraints when handling food or washing dishes (hat, bandana, hair net…)

Too Sick to Work with Food

- If you have diarrhea, vomiting, or jaundice
- Diagnosed infections that can spread through food such as *Salmonella, Shigella, E. Coli*, or Hepatitis A
- Infected uncovered wounds
- Continual sneezing, coughing, or runny nose

Food workers should immediately notify their supervisors or PIC if any of these conditions exist

Hand Washing

Preventing Bare Hand Contact

Even when food workers wash their hands properly, they are not allowed to touch ready-to-eat foods with their bare hands. This is to keep germs that might remain on the hands from getting onto ready-to-eat foods.

When, Where and How to Wash

Wash hands immediately when entering facility before touching any equipment of food also wash when

- After going to the restroom
- After eating, drinking, or smoking
- After touching face, body, hair or any other body parts

- After coughing and sneezing
- After a break
- When switching gloves
- After handling money
- After taking out the trash
- After using sanitizing chemicals

Always wash hands in designated handwashing sinks in the kitchen area. These sinks will be marked by having a handwashing sign above them that states all employees must wash hands.

The first step in the proper way to wash your hands is to make sure you're using the designated hand washing area. Other tips when washing are as follows:

- Use warm water and soap
- Briskly rub hands together with soap for a minimum of 20 seconds washing all parts of hands and arms including: back of hands, between fingers, wrists, and under fingernails.
- Rinse well

- Dry hands with paper towel and turn faucet and open door with that paper towel

Sanitizer can't be used as a replacement for handwashing only in addition to the hand washing.

Glove Usage

Food workers must use single-service gloves when handling any ready-to-eat foods, such as sandwiches, slicing and prepping food, or touching the food in any manner. Gloves must be used at all times when handling ready-to-eat foods because a lot of illness come from lack of hand washing and improper glove usage.

Important Rules for Gloves

- Always wash hand ***BEFORE*** putting on gloves
- Change gloves that get ripped
- Change gloves that become contaminated (handling raw food or touching something dirty)
- Never wash or reuse gloves
- Change gloves between handling raw and ready-to-eat foods
- Always throw gloves away when done using
- Wash hands before putting on a new set of gloves

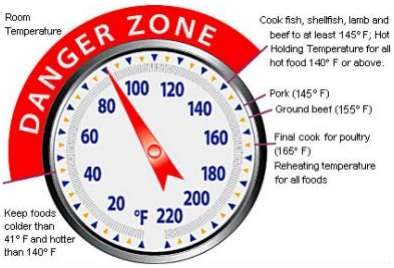
Food Protection

The food you handle will only be as clean and safe as you, and your hands!!

Special attention must be paid to Potentially Hazardous Foods such as milk, milk products, eggs, dairy products, meat, poultry, fish, shell fish and any other ingredients capable of supporting rapid growth of infectious of toxigenic microorganisms.

Refrigeration

- All fridges must be equipped with a thermometer that has 2 degree increments. Locate the thermometer in warmest part of fridge usually near the door
- All fridges must be capable of maintain a temperature of 41 F or below
- All food when in fridge or walk-in cooler must protected by having a covering on top of it
- Food that's not in its original container must be identified and labeled if its potentially Hazardous
- Any raw meat, poultry, eggs or any other potentially hazardous foods must be stored on bottom shelves or if above a product it must have the same or higher cooking temperature

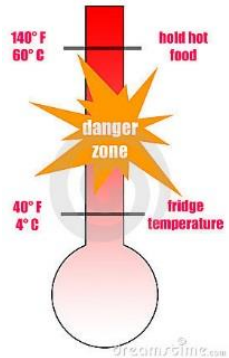


Storage of Foods

- All foods in dry goods and walk-in cooler and freezers must be stored at least 6 inches above floor level
- Food and food equipment may not be stored under sewer lines or harmful chemical cleaners
- Food not subject to washing before consumption should be stored in a different place than those requiring cleaning and cooking as protection from cross-contamination
- Chemicals and cleaners are to be stored in a separate area from any kind of food including single service items and dishware/silverware

Food Protection

Time and Temperature are two critical elements in proper food handling. You can control bacteria growth on food by keeping the temperature warmer than 135 F or cooler than 41 F at all times. Bacteria has a harder time growing when the food is either cold or warm, conversely it thrives in room temperature settings. The “danger zone” is when food is stored in between these two temperatures.



Food Protection (cont.)

Ice is considered a food product, and as such, must be properly stored and dispensed. Ice storage bins must be impervious, easily cleanable, and equipped with a lid and drain. Ice dispensing utensils and

transfer containers shall be stored clean in a way that protects from contamination. Including keeping the Ice scoop in bucket or container to protect it from contaminations. Ice machines cleanliness should be maintained on a consist basis to prevent mold growth with the Ice machine.

Another important step in proper food handling is the proper way to thaw potentially hazardous frozen foods. There are multiple different ways to properly thaw the food including:

- Under refrigeration
- Under continuously running water that is less than 70 degrees
- Start of the cooking process
- Under microwave, if moved immediately to the cooking process

Cooking Process

Cooking food to the proper temperature is the best way to kill any germs that may be food related. Temperatures must be taken with a food thermometer that is inserted in thickest part of food. Cooking temperatures vary on the type of food. *See Chart Below*

Cold/Hot Holding

One of the most important steps in safely serving food is to always have food out of the "danger zone which is 41F-135 F" and either be hot or cold held at all times. Some potentially hazard foods must be held at cold holding temperatures at all time, including mayonnaise, yogurt, raw eggs, milk, cheese, and other products that are meat or dairy based.

Once food has been cooked enough to kill the bacteria and cook the product it must then remain in a warm state to prevent bacteria growth from starting up. Some of ways to maintain the temperature at desired level including steam tables, soup warmers, and crock pots. Thermometers should be readily available to check the temperature of the product on a regular basis.

Tips for hot/cold holding:

- ***Hot*** Holding Temperature is **135** F or warmer
- ***Cold*** Holding Temperature is **41** F or below
- Reduce volume of product in container
- Aluminum bins/tube are more conducive and transfer both heat and cold more easily than plastic
- Keep lids on as often as possible
- Stir food often to mix the heat/cold to other parts of the foods

Reheating Food

Food that is cooked and cooled may be reheated later to be served again. Potentially hazardous foods must be heated to 165 F internally within 2 hours of reheat beginning. When checking Internal temperature of food insert thermometer in thickest part of the meat. Steam tables, warmers, and similar hot holding facilities are prohibited for reheating.

Food Labeling

All food that is not in original container shall be labeled and dated. This is to assure that all food is properly stored and used in a correct time frame and the item is properly identified. The date can be either the date you cooked it/opened it (Born on date) or the date you need to consume it by (CBD). Either method is acceptable the key is that everyone at a food establishment does it the same way so there is consistency. The shelf life for a meat is 7 days including beef, chicken, pork, fish, and any other potentially hazardous meats. Eggs and dairy products you look at the date identified on the carton/package and follow it.

Dishwashing

There are two accepted methods of dish cleaning. Once being manual dishwashing with a three bowl sink. The second being by a mechanical dishwasher, some establishments may have both methods. Regardless of the method all dishes must be aired dry. Never towel dry-items or place items in storage while still wet.

Manual Dishwashing

Washing dishes manual require a minimum three different sink bowls. Each one is used for a separate but equally important part of the dishwashing process. Working left to right this the proper order of the sinks.

WASH→RINSE→ SANITIZE

- Wash- This compartment shall be supplied with clean, Hot, soapy water. Approved food service brushes are recommended for scrubbing. Water should be changed as often to maintain a clean condition
- Rinse- Equipment and utensils shall be rinsed free of detergent and abrasives with clean water
- Sanitize- Equipment and utensils shall be immersed for at least one minute in a clean solution of an approved sanitizer at proper concentration. The two most common sanitizers used are
    1. Chlorine (usually bleach) This solution shall be maintained a concentration level of 50-100 PPM and a water temperature of 75 F -90 F
    2. Quaternary Ammonia (quat Ammonia) This solution shall be maintained a concentration level of 200-400 PPM and a water temperature of 75-90 F.

       All establishments must have test kits on site and readily available to be able to properly test the concentration of solution.

Mechanical Dishwashers

Mechanical dishwashers must of a commercial type and NSF approved. These machines must be properly installed and maintained properly. There are two types of mechanical dishwashers. One type sanitizes by hot water the other with a chemical solution.

- Hot water Sanitizing- The machine must deliver the rinse manifold temperature of at least 180 F with a water pressure of 15-25 PSI

- Chemical Sanitizing- The chemical must be automatically dispensed to the rinse water in an amount sufficient to provide a concentration of 50 PPM. A test kit must also be provided to test the concentration.

Equipment and Utensil Storage

Properly clean and sanitized equipment are essential in preventing on contamination with a food establishment. Clean and sanitized equipment shall always be handle in a way that protects them from contamination such as not touching food contact areas. Below are also some keys to protecting your equipment:

1. Items shall be stored 6 inches off the floor at all times same as food
2. Items shall not be stored below sewage lines or near chemical cleaners also same as food
3. Glasses, cups, bowls etc. shall be inverted (upside down) when stored to protect from elements.
4. Single service items shall be stored in closed cartons or containers
5. All single service utensils including straws shall be individually wrapper or put in proper dispenser that distributes on item at a time.

Cleaning

Toxic items used for cleaning and sanitizing must be stored away from any food, or food contact items. Pesticides used for insect and rodent control also must be stored separate from any other items, including cleaning supplies.

All sanitizing buckets must be labeled and easily identified as such on the outside on the container. Warm should be keep warm and test strips to test the PPM concentration should also be available. Dry rags should not be laying around then should be in warm water at all times except when being used.