

## Appendix C - Food Service and Sanitation

### Food Safety Basics

The health and safety of our clients is very important. Please follow these guidelines to protect their health and yours!

#### HAND WASHING

- **When?** Before beginning to cook/serve, after using the restroom, after touching raw meats, after touching your hair/face/body, after sneezing or coughing, after touching chemicals, between glove changes, and after touching dirty dishes.
- **How?** Wash your hands with soap and hot water for at least 20 seconds (*sing happy birthday twice!*). Use paper towels to dry your hands, and then turn off the faucet with the paper towel.

#### FOOD HANDLING

- Clean and sanitize all food prep surfaces prior to using. This includes countertops, cutting boards, knives, pots and pans, and serving utensils.
- Use single-use vinyl or latex gloves when handling ready to eat foods such as salad, bread, and desserts. Change your gloves whenever you begin a new task, washing your hands in between glove changes.
- When tasting food, use a clean spoon each time and taste from a small cup, not directly from pan.

#### FOOD TEMPERATURES

- Keep cold food cold and hot food hot. All cold foods should be kept at 40 degrees or below. Hot foods should be kept at 140 degrees or above.
- The temperature danger zone, between 40-140 degrees, creates an environment for bacteria to grow very quickly.
- All food that needs to be reheated must reach a temperature of 160 degrees. This kills any bacteria that may have developed during the cooling process. Please be especially mindful of this when reheating food that has been prepared offsite.
- Cool prepared food as quickly as possible. Divide large batches of food into smaller pans to facilitate cooling.

#### FOOD STORAGE

- **Dry Storage** - All food must be stored off of the floor, at least 6 inches above floor.
- **Cooler/Freezer Storage** - Store raw meats/eggs/fish poultry **BELOW** ready to eat foods. This prevents contamination of ready to eat foods if raw product were to leak.
- Rotate foods that are being stored - **FIRST IN, FIRST OUT**. Always use oldest product first.
- **Label and date all food products**. This is especially important because many different groups will be working in the kitchen.
- **WHEN IN DOUBT, THROW IT OUT!** If you are ever uncertain about the freshness or safety of food, throw it out!

### Sanitizer Spray Instructions

- This sanitizer solution is pre-dissolved at the correct dilution. **Do not add water.**
- Spray the solution on tables and chairs. Leave for **1 minute** to sanitize surfaces. Let air dry or wipe with a clean paper towel.
- Do not use dish cloths or towels to wipe surfaces.
- Solution may also be used for sanitizing large pots, pans, sinks, counter tops, etc. Spray solution on surface and allow to air dry.