

Best Practices for Safe Food Handling

The purpose of the Best Practices is to prevent foodborne illnesses and are recommended to all employees/volunteers who handle, prepare or serve food in a Student Nutrition Program.

A designated employee/volunteer will verify that all employees/volunteers have access to and are made aware of the Best Practices and they remain accessible for review when required.

DATE REVIEWED: _____

REVIEWED BY: _____

Dry Storage 1.0

1. Food storage areas must be dry and well ventilated.
2. Shelves must be raised at least 15 cm (6") above the floor for easier cleaning.
 - Do not store food on the floor.
3. Cover or reseal all opened food to protect it from contamination.
4. Clean and check storerooms daily. Remove any signs of spoilage and spillage.
 - Dispose of any rusty, dented or swollen cans.
 - Rotate the stock in order of purchase, first in, first out (FIFO).
5. Label and store cleaning and disinfecting agents, insecticides and other poisonous substances in a separate area, out of reach of children.
6. Store mops, brooms, brushes and personal items in a separate area.

Refrigerated Storage 2.0

1. Each refrigerator and freezer must have a reliable thermometer that is conspicuously placed in the warmest part of the unit to ensure proper operation.
 - Cold Foods must be maintained at 4°C/40°F or lower
 - Frozen food must be maintained at -18°C/0°F or lower.
2. Place food in the refrigerator and freezer so that air can circulate around it freely, avoid over stocking.
3. Raw meat must be stored below other food to prevent contamination.
 - Ready-to-eat foods must be stored separately or above raw foods to prevent cross contamination.
4. Cover all food or drinks stored in a refrigerator.
5. Do not keep leftover food such as stews, meats and fish dishes in the refrigerator more than three days. Label leftovers with the date of storage.
6. Defrost and clean refrigerators and freezers regularly for efficient operation.
7. Have equipment repaired immediately if required.

Personal Hygiene 3.0

1. Employees/volunteers with illnesses or infections are restricted from handling food to prevent contamination.
2. Wash hands properly, frequently, and at the appropriate times.
3. Post hand washing signs or posters in a language understood by all staff near all hand washing sinks, in food preparation areas, and restrooms.
 - ❖ Contact **Food for Learning** if hand washing signs are required.
4. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.
5. Provide warm, potable, running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
6. Keep hand washing sinks accessible.
7. Follow proper hand washing procedures as indicated below:
 - Wet hands and forearms with warm, potable, running water and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
 - Use hand sanitizers only after hands have been properly washed and dried.
8. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
9. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
10. Treat and bandage wounds and sores immediately.
 - Single-use gloves to be worn **only** when covering a bandage or sore.
11. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.

Cleaning and Sanitizing Food Contact Surfaces 4.0

1. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment with VIPER mixed at a concentration of:
 - Before each use
 - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
 - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
 - Any time contamination occurs or is suspected
2. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
 - Wash surface with detergent solution.
 - Rinse surface with clean water.
 - Sanitize surface using the VIPER sanitizing solution mixed at a concentration of 1:128 i.e. 1 ounce of concentrate to 1 gallon of water.
 - Place wet items in a manner to allow air drying.
3. Store wiping cloths in VIPER sanitizing solution to eliminate any bacteria they may pick up.
 - Test the VIPER sanitizer concentration periodically with the appropriate test strip.
4. Dishwashing:
 - Sort, scrape, and pre-rinse dishes.
 - Pre-soak tableware before washing to loosen encrusted food.
 - If a 3-compartment sink is used for dish washing, setup and use the sink in the following manner:
 - In the first compartment, wash with a clean detergent solution at or above 43° C/110° F.
 - In the second compartment, rinse with clean water.
 - In the third compartment, sanitize with VIPER sanitizing solution. Test the VIPER sanitizer concentration periodically by using an appropriate test strip.
 - Ensure wash and rinse water is clean throughout the process.
 - Allow dishes to air dry.

NOTE: A plastic dish basin is sufficient for use as a second or third sink for sanitizing dishes and utensils until permanent sinks can be installed.
5. Storage of clean utensils and dishes.
 - Store glasses and cups upside down on a clean, sanitized and dry surface.
 - Store knives, spoons and forks in clean containers.
 - Protect all utensils and dishes from contamination.

Food Preparation 5.0

HIGH RISK FOODS

Hazardous foods are those foods that can support the growth of pathogens (disease causing germs) and/or the production of toxins. These foods are all high in protein, moist and have a neutral pH. High risk foods include:

- poultry and poultry products
- meats and meat products
- fish and shellfish and other seafood products
- eggs and egg-products
- dairy products

For all of the above foods, controlling the temperature and eliminating any possible contamination is essential in preventing foodborne illness as outlined below.

1. Use clean and sanitized equipment and utensils while preparing food.
 - Use utensils to touch food whenever possible.
2. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils.
3. Wash fresh fruits and vegetables thoroughly before use vigorously under cold potable, running water.
 - Use a brush for apples, carrots and other thick skinned produce.
4. Hold cold foods, such as sandwiches, salads, and cut melons in a refrigerator until served.
5. Cooked Foods:
 - Verify the internal temperature of all foods with a thermometer. Insert the thermometer to the thickest part of the food. Wait for the temperature to register.
 - Reheat all hazardous food to an internal temperature of 74°C/165°F
 - Always cook in a continuous process. Never partially cook a food and then finish cooking hours later.
 - Never serve undercooked pork, fish or poultry. Cook all meats to a minimum internal temperature as shown in the chart below.

| COOKING / REHEATING TEMPERATURES | |
|---|--------------|
| Whole poultry | 82°C / 180°F |
| Other poultry/egg dishes | 74°C / 165°F |
| Pork & ground meats | 71°C / 160°F |
| Fish | 70°C / 158°F |
| Re-heating temperature | 74°C / 165°F |

Food Preparation 5.0 cont'd

6. Prepare foods as close to serving times as the menu will allow.
7. Chill food rapidly using an appropriate cooling method:
 - Place food in shallow containers and in the refrigerator
 - Use an ice bath
 - Do not allow food to cool at room temperature
15. Prevent cross contamination – the spread of bacteria from one source to another. This takes place in three ways.
 - Food to food, i.e. raw food in contact with cooked food.
 - People to food, i.e. contaminated hands touching food.
 - Equipment to food, i.e. using the same knife or cutting board to cut raw meats then to slice cooked poultry.
16. Ensure proper temperatures until food is served.
 - Hot Foods Hot $\geq 60^{\circ}\text{C}/140^{\circ}\text{F}$.
 - Cold Foods Cold $\leq 4^{\circ}\text{C}/40^{\circ}\text{F}$.
10. Do not thaw frozen foods at room temperature
 - Thaw in the refrigerator, under cool running water or in the microwave

Receiving Deliveries 6.0

1. Schedule deliveries to arrive at designated times during operational hours.
2. Organize freezer and refrigeration space, and store rooms before deliveries.
3. Compare delivery invoice against products ordered and products delivered.
4. Transfer foods to their appropriate locations as quickly as possible.
5. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
6. Check the temperature of refrigerated foods.
 - Ensure a temperature of 4°C or below. The temperature of milk should be 7°C or below.
 - For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 4°C , it may be necessary to take the internal temperature before accepting the product.
7. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
8. Check the integrity of food packaging.
9. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.
10. Reject the following:
 - Frozen foods with signs of previous thawing
 - Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust
 - Punctured packages
 - Foods with outdated expiration dates
 - Foods that are out of safe temperature zone

General Premise 7.0

1. Care of equipment:

- Use equipment that can be easily cleaned
- Keep equipment clean and in good repair
- Ensure any repairs are done in a timely fashion
- Clean hood, grease filters, vent pipes, ranges and grills regularly
- Do not use chipped, cracked or split cutting boards or utensils

2. Lighting and Ventilation:

- Keep lights clean and have burned out bulbs replaced promptly
- Ensure light fixtures have covers to prevent broken glass contamination
- Ensure adequate ventilation is supplied and maintained
- Ensure vent ducts and filter exhaust hoods are clean and in good working order

3. Housekeeping:

- Ensure floors, walls and ceilings are clean and in good repair
- Remove dirt from under fixtures, in corners and in hard to reach places, i.e. refrigerator gaskets, can openers
- Ensure all areas are cleaned and sanitized regularly, i.e. kitchen, eating area, washrooms, garbage storage and disposal area
- Ensure garbage is removed daily and inside and outside garbage container lids are closed to reduce pests
- Keep all storage areas clear of refuse, empty boxes and unused equipment