

**PARTNER FOOD SAFETY MANUAL**

1. **THE IMPORANCE OF FOOD SAFETY**

**How Food Becomes Unsafe**

A food borne illness is a disease that is transmitted to people through food. Many hazards can make food unsafe and cause a foodborne illness.

**Types of Hazards**

**1. Environmental**

* Biological ( bacteria, viruses)
* Chemical (cleaners, sanitizers, machine lubricants)
* Physical ( glass, bones, fruit pits, metal shavings, staples, dirt, bandages, jewelry)

 **2. People Practices**

* Poor personal hygiene
* Time-temperature abuse
* Cross contamination
* Poor cleaning and sanitizing

 **What is my role in keeping food safe?**

* Practice good personal hygiene
* Control the time and temperature of food
* Prevent cross contamination
* Clean and sanitize surfaces the right way
1. **GOOD PERSONAL HYGIENE**

Your hands can transfer pathogens to food. In order to keep food safe you must follow the practice of good hand washing. Hand washing should only take about 20 seconds and is critical in maintaining good personal hygiene.

After washing your hands use a paper towel to turn off faucet and open the restroom door.

**New Food Code Guidelines: Employee Hand Washing and Hygiene (2005)**

The new food code provides very specific requirements and guidelines for frequent and effective hand washing. Food employees shall keep their hands and exposed portions of their arms clean.

**The code requires visible signage that notifies employees to wash their hands to be posted at all hand washing sinks used by food employees.**

**When to Wash:** Food employees shall clean their hands and exposed portions of their arms:

- Immediately before food prep, working with clean equipment and utensils and unwrapped single-service and single use articles; after using the toilet room; after coughing, sneezing or using a tissue; after eating, drinking or using tobacco; when switching between working with raw food and RTE food; before putting on gloves to engage in food prep; after handling soiled equipment or utensils; after caring for or handling service or aquatic animals; as often as necessary to remove soil and contamination to prevent cross contamination when changing tasks; or after engaging in other activities that contaminate the hands and arms.

**New Food Code Guideline (2005)**

**Bare Hand Contact with Ready-to-Eat (RTE) Foods**

**Employees are now PROHIBITED from touching RTE foods with bare hands (except when washing fruits and vegetables) to prevent food contamination.**

Bare hand contact can be avoided by using utensils (such as deli tissue, spatulas, tongs, or dispensing equipment) or food handler’s single-use gloves. Foods not in RTE form (such as raw meats prior to cooking) shall have minimized contactwith food employees’ bare hands and arms.

**USE GLOVES THE RIGHT WAY**

Gloves can help prevent the spread of pathogens if they are used the right way by:

* Use the correct glove (NEVER WASH, RINSE OR REUSE GLOVES)
* Only use single use gloves when handling food
* Make sure gloves fit securely on the hand
* Wash your hands before putting on gloves and when changing to a new pair
* Change gloves when necessary
* As they become dirty
* Before beginning a new task
* After handling raw meat, seafood or poultry and before handling ready to eat food
1. **Controlling Time and Temperature**

Any type of food can be contaminated. Some foods can be considered more hazardous for pathogen growth. The best way to control pathogen growth is to control **TIME and TEMPERATURE for SAFETY or TCS FOOD.**

**MOST COMMON TYPES OF TCS FOODS:**

* Milk and dairy products
* Meat (beef, pork, lamb)
* Poultry
* Eggs
* Shellfish
* Fish
* Baked Potatoes
* Others: tofu, sprouts, seeds, cooked rice, beans, vegetables, sliced melons, cut tomatoes, untreated garlic/oil mixtures

**HOLDING AND STORING TCS FOOD:**

When you hold or store food the wrong way, pathogens will grow. Follow the guidelines below to keep food safe:

* Keep food out of the danger zone **(135-41°)**
* Hot food above 135°
* Cold food below 41°
* Keep frozen food frozen
* Storing TCS food safely
* **Must be stored right away**
* **Do not overload coolers or freezers**
* Plan ahead so coolers are not open more often than necessary

**LABELING FOOD FOR STORAGE**

**New Food Code Guideline (2005)**

**DATE MARKING**

All ready-to-eat (**RTE**), potentially hazardous foods (**PHF**) that are prepared on-site and are held in refrigeration for more than 24 hours must be marked with the date of preparation or with the date by which the food shall be consumed, sold, or discarded.

Note: Day #1 shall be counted as the day of preparation, removal from container or day & time at which frozen food was thawed. Freezing food stops time.

|  |  |
| --- | --- |
| IF  |  THEN  |
| On site preparation of food to be refrigerated more than 24 hours | Hold at 41˚ F or less and consume or discard in 7 days -OR-Hold between 41˚F-45˚F and consume or discard by day 4  |
| Food from a commercial container  | Must be consumed, sold or discarded by the manufactures date  |
| Food was removed from freezer  | Hold at 41F or less, discard/consume by Day 7 **-OR-**Hold between 41oF - 45 |

When storing food:

* Check the expiration date
* Store food using the FIFO method ( First in, First out)

**SEE SPECIFIC STORAGE GUIDELINES**

* Store dry food away from walls and at least 6 inches off the floor
* Keep storerooms cool and dry. The storeroom should be between **50-70°F**
* Make sure storerooms are well ventilated
* Keep dry food out of direct sunlight

**TEMPERATURE CHARTS FOR STORAGE**

* Refrigerator
* Freezer
* Dry

**It is the responsibility of each agency to supply thermometers.** **All temperature charts are to be stored for 60 days.**

1. **Transporting Food Product**

Specific guidelines for transporting food products from Dare to Care Food Bank warehouse to all associated agencies must be followed to ensure safe handling practices.

* Carriers (cars, vans, trucks etc) must be clean and free of pests, dirt, debris, liquid spills and odors before food product will be loaded.
* Temperatures of foods must remain in the safety zone at all times.

Refrigerated food < 41°F

Frozen food -10-0°F

Dry – 50-70 F

**All perishable and prepared food to include meat (fresh and frozen) must be delivered to the agency site and placed into proper storage within 1.5 hours of leaving the Dare to Care Food Bank warehouse.**

**IMPORTANT REMINDER**

This guideline is to protect all parties involved with the transportation of food products to ensure that clients receive optimal quality product. To ensure that food products remain at the appropriate temperature please bring coolers and or cambros for food storage transportation. Refrain from using garbage bags as this does not keep food at safe temperatures.

Minimize extra stops on the return back to the agency to prevent food spoilage.

1. **Cleaning and Sanitizing**

Cleaning removes food and other dirt from a surface. Although pantries do not cook and serve foods it is important that all areas are clean and free of dirt, insects and rodents.

All areas of distribution from receiving to delivering products must be clean and organized to ensure safe handling of food.

Daily and periodic cleaning duties should be assigned and inspected by management.

Cleaning products **MUST BE LABELED** properly and stored away from **ALL FOOD**. Always wear protective equipment as needed when using chemicals, for example, gloves.

Remove all garbage as quickly as possible to eliminate odors and pests.

Do not clean garbage containers near food storage areas.

Close all lids on outdoor containers.

1. **Manager/Operator Food Safety Knowledge**

**New Food Code Guideline ( 2005)**

**Manager and Operator Food Safety Knowledge**

**The person in charge (PIC) of the establishment must demonstrate to the health department that they are knowledgeable about the prevention of food borne disease and food code requirements.**

**Employees with Illness**

Food employees (both permanent and temporary) shall report to the manager or owner information about their health and activities related to diseases that are transmissible through food.

**Food employees must disclose to the person in charge (PIC) if they are experiencing:**

- vomiting, diarrhea, jaundice, sore throat with fever or a lesion containing pus or in-fected on the hands or wrists (unless protected by an impermeable cover) or exposed portions of the arm.

Food employees shall report if they have been diagnosed by a health practitioner with an illness due to: *Norovirus, Hepatitis A, Shigella,* Shiga toxin-producing *E coli* or *Salmonella typhi*., has been exposed to, or is the suspected source of a confirmed disease outbreak of: *Norovirus* within the past 48 hours of expo-sure, Shiga Toxin-Producing *E coli* within the past 3 days, *Salmonella* within the past 14 days or *Hepatitis A* within the past 30 days.

The manager or operator shall ensure that a food employee who exhibits or reports a symptom, or who reports a diagnosed illness or a history of exposure to any of the above diseases shall be excluded or restricted from work as specified under 2-201.12.

1. **Agency Distribution of Specific Food Products**

**Frozen Products:** All meat, poultry and fish must be provided to client in the

 frozen state. If product is discolored, discard immediately.

 Pull small quantities of product at a time and replenish as

 needed.

**Fresh Products:** All meat, poultry and fish must remain at 41°F and if product

 is kept in danger zone (41-135°F) for more than 2 hours

 DISCARD. Pull small quantities of product at a time and replenish as needed.

**Chilled Perishable:** All pre-packaged foods (orange juice) must remain at 41° or

 less and if product remains in danger zone of 41°-135° for 2

 hours DISCARD.

1. **Re-Packaging Foods**

**Dare to Care Food Bank requires that all food products received must be distributed in the original container with the approved food label attached.**

**ONLY EXCEPTIONS INCLUDE:**

Potatoes (can be re-packaged into smaller containers)

Sweet Potatoes

Carrots

Apples

Squash/Zucchini

All other produce varieties

Please contact an agency team member if you have any further questions and or concerns.

\*Produce is the only type of food that if re-packaged does not require a label.

1. **Monitoring Temperatures**

All food must be stored within the correct temperature guidelines.

Storage refrigerator and freezers must have visible temperature charts.

Refrigerator temperatures must be 41°F or less and freezer temperatures must be -10-0°F.

**See sample Temperature Chart for Storage**

Check temperature at the beginning of operation and at closing.

If equipment does not meet temperature guidelines please seek advice from maintenance and or call manufacturer.

1. **Food Allergy Safety Guidelines**

Remind all clients to read food labels carefully for specific allergens.

Follow cleaning procedures that quickly and safely remove spills while preventing allergen cross contamination.

Inspect area where spillage occurred and remove contaminated product.

Most common allergens:

Milk, eggs, peanuts, tree nuts ( walnuts, almonds, pecans, hazelnuts, pistachios, cashews, coconuts, pine nuts, macadamia nuts and brazil nuts), fish, shellfish, crab, crawfish, lobster, shrimp, oysters, wheat, soybeans and sesame seeds.

1. **High Susceptible Population Regulations**

**New Food Code Guidelines (2005)**

**Highly Susceptible Population Regulations**

Highly Susceptible Population - persons who are more likely than other people in the general population to experience food borne diseases because they are:

- Immunocompromised, children age 9 and younger, or an older adult

- Obtaining food at a facility that provides services such as custodial care, assisted living such as child or adult day care centers, kidney dialysis centers, hospital, nursing homes or nutritional or socialization services such as a senior center

**Prohibited Practices:**

1. Bare hand contact with ready to eat foods is **not** allowed

2. Time, by itself, is **not** to be used as a public health control measure, proper temperature must be used

3. Any foods served to patients shall **not** be re-served