

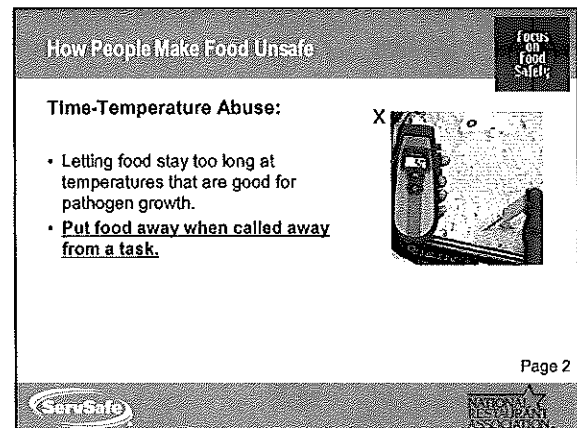
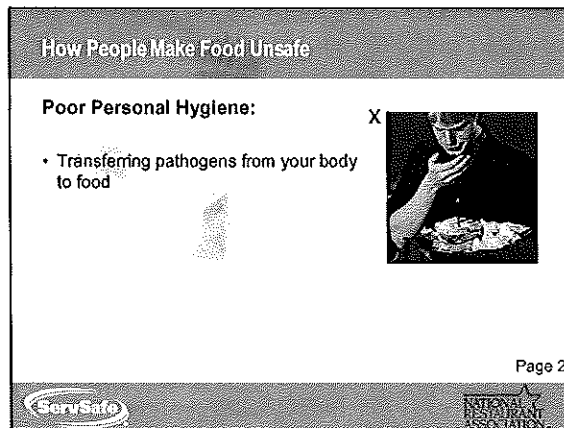
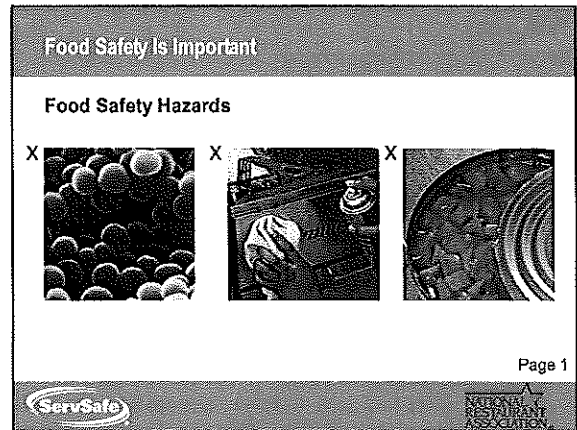
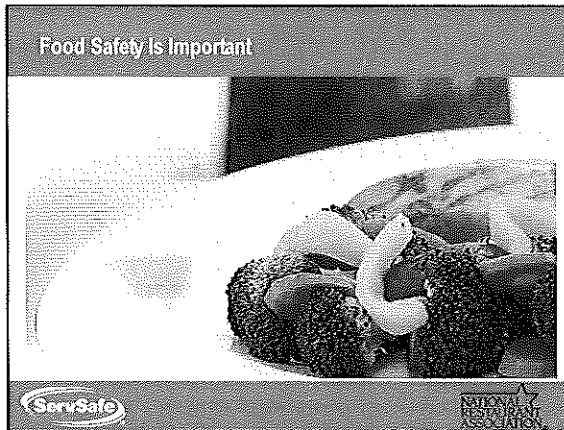
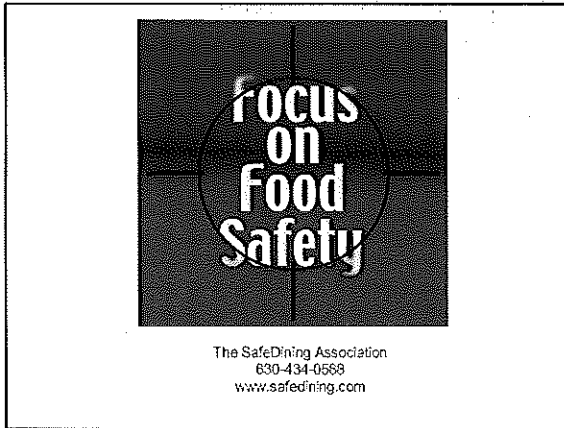
**The SafeDining Association
Food Handlers Training Guide
English**

630-434-0588

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How People Make Food Unsafe

Cross-Contamination:

- Transferring pathogens from one surface or food to another

X



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How People Make Food Unsafe

Poor Cleaning and Sanitizing:

- Letting food come into contact with contaminated surfaces

X



Page 2


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Physical Contaminants

Sources:

- Common objects that get into food
 - Metal shavings from cans
 - Wood
 - Fingernails
 - Staples
 - Bandages
 - Glass
 - Jewelry
 - Dirt
- Naturally occurring objects such as fruit pits and bones



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Your Role in Keeping Food Safe

Do NOT:

- Transfer pathogens from your body to food
- Let food stay too long at temperatures good for pathogen growth
- Transfer pathogens from one surface to another

Do:

- Keep everything clean
- Clean and sanitize anything that touches food


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Good Personal Hygiene

Good Personal Hygiene



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Good Personal Hygiene

How to wash your hands

- Hands can transfer pathogens to food
- Handwashing is a critical step for avoiding food contamination



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Handwashing

Focus on Food Safety

How to wash hands (should take at least 20 seconds):

1. Wet hands and arms. Use running water as hot as you can comfortably stand. It should be at least 100° F (38° C).
2. Apply soap. Apply enough to build up a good lather.
3. Scrub hands and arms vigorously. Scrub them for 10 to 15 seconds. Clean under fingernails and between fingers.
4. Rinse hands and arms thoroughly. Use running warm water.
5. Dry hands and arms. Use a single-use paper towel or hand dryer. Consider using a paper towel to turn off the faucet and open the restroom door.

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3-5

Good Personal Hygiene

How to wash your hands

After washing your hands use a paper towel to:

- Turn off the faucet
- Open the restroom door

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Good Personal Hygiene

Using Hand Antiseptics

If you use hand antiseptics:

- NEVER use them in place of handwashing
- Use an antiseptic after washing hands
- Wait for the antiseptic to dry before touching food or equipment
- Follow manufacturer's directions

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When to Wash Hands

Focus on Food Safety

Food handlers must wash their hands *before* they start work and *after*:

- Using the restroom
- Handling raw meat, poultry, and seafood (before and after)
- Touching the hair, face, or body
- Sneezing, coughing, or using a tissue
- Eating, drinking, smoking, or chewing gum or tobacco
- Handling chemicals that might affect food safety

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3-7

When to Wash Hands

Focus on Food Safety

Food handlers must wash their hands *after*:

- Taking out garbage
- Clearing tables or busing dirty dishes
- Touching clothing or aprons
- Handling money
- Leaving and returning to the kitchen/prep area
- Handling service animals or aquatic animals
- Touching anything else that may contaminate hands

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Good Personal Hygiene

Where to wash your hands

- Wash your hands only in a designated handwashing sink

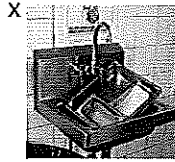
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Good Personal Hygiene

Where to wash your hands

- Keep handwashing sinks easy to clean
 - NEVER stack food, equipment, or supplies in them or in front of them



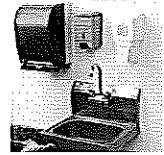
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Good Personal Hygiene

Stocking The Handwashing Sink

- A stocked sink should have:
 - Warm running water
 - Soap
 - Single-use paper towels
 - Garbage container
- If these items aren't stocked, tell your manager



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Good Personal Hygiene

Handwashing Sink:

Which sink should NOT be used to wash your hands?



Page 8



Single-Use Gloves

How to use gloves:

- Wash and dry hands before putting gloves on
- Change gloves in between touching raw meat and ready to eat food.
- Bandage cuts before you put gloves on.
- Select the correct glove size
- Hold gloves by the edge when putting them on
- Once gloves are on, check for rips or tears
- NEVER blow into gloves
- NEVER roll gloves to make them easier to put on



Hand Care

Requirements for food handlers:



Keep fingernails short and clean



Do NOT wear false nails



Do NOT wear nail polish



3-19

Work Attire

Food handlers must:


- Wear a clean hat or other hair restraint
- Wear clean clothing daily
 - Dirty clothes may carry germs
- Remove aprons when leaving food-preparation areas
- Remove jewelry from hands and arms before prepping food or when working around prep areas



Good Personal Hygiene Focus on Food Safety

Eating, drinking, smoking, and chewing gum or tobacco: X

- NEVER do these things in the following areas:
 - In prep areas
 - In service areas
 - In areas used to clean utensils and equipment




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Good Personal Hygiene Focus on Food Safety

What to do if you are sick

- **Tell your manager when you are sick**
This is very important for these symptoms:
 - Vomiting
 - Diarrhea
 - Jaundice (yellowing of skin and eyes)
 - Sore throat with a fever

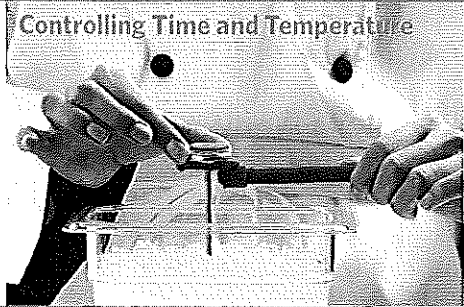


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Controlling Time and Temperature

Controlling Time and Temperature

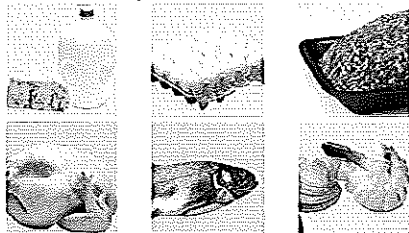


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Controlling Time and Temperature Focus on Food Safety

Foods most likely to become unsafe

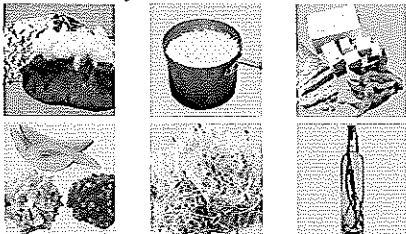


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Controlling Time and Temperature Focus on Food Safety

Food most likely to become unsafe




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Preventing Time-Temperature Abuse Focus on Food Safety

Avoid time-temperature abuse:

- Monitor time and temperature
- Make sure the correct kinds of thermometers are available
- Regularly record temperatures and the times they are taken
- Minimize the time that food spends in the temperature danger zone
- Take corrective actions if time-temperature standards are not met



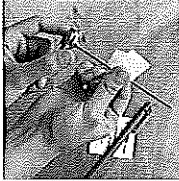
Like if the temperature of a cooler is wrong when you check it tell your manager.

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Controlling Time and Temperature

How to measure the temperature of food




- Clean and sanitize the thermometer
 - Do this after using it
 - Clean the storage case

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Controlling Time and Temperature

How to measure the temperature of food



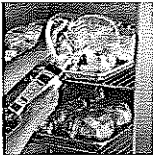
- Check temperatures the right way
 - Put thermometer into the thickest part
 - Wait until the reading steadies
 - Take a reading in at least two spots

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Controlling Time and Temperature **Focus on Food Safety**

Holding TCS Food Safely




- Keep hot food at 135°F (57°C) or higher
- Keep cold food at 41°F (5°C) or lower
- Keep frozen food frozen
- Check the food's temperature at least every four hours
- Tell your manager if food is not at the appropriate temperature

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Controlling Time and Temperature

Storing TCS Food Safely




- Do NOT overload coolers or freezers
- Return prepped food to coolers as quickly as possible
- Plan ahead to avoid opening cooler doors more often than necessary

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Controlling Time and Temperature

Labeling food for storage



Ready-to-eat food prepared in-house must have a label that includes:

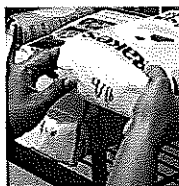
- Name of the food
- Use-by or expiration date

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Controlling Time and Temperature **Focus on Food Safety**

FIFO: First In, First Out



When storing food:

- Check the expiration date
- Store it in FIFO order; store items that will expire first in front of those that will expire later
- Use the food that was received first before others

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Preventing Cross-Contamination

focus on Food Safety

Preventing cross-contamination during storage

X  ✓ 

Before storing food:



- Wrap or cover it
- If juice from raw meat drips on ready to eat food like produce talk to the manager as to how to handle the product.

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Preventing Cross-Contamination

Preventing cross-contamination during storage

X  ✓ 

When storing food:



- Place ready-to-eat food above raw seafood, meat, and poultry

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Preventing Cross-Contamination

Preventing cross-contamination during storage

X  ✓ 

When storing food:


- Place it only in designated food storage areas

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Preventing Cross-Contamination

Preventing cross-contamination during service

✓ 

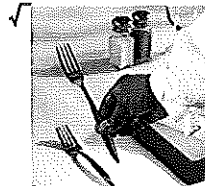
- Do NOT touch parts of dishes or glassware that come in contact with food
- Hold dishes by the bottom or edge
- Hold glasses by the middle, bottom, or stem

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Preventing Cross-Contamination

Preventing cross-contamination during service

✓ 

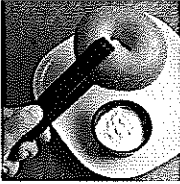
- Do NOT hold utensils by the parts that come in contact with food
- Hold utensils by the handle

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Preventing Cross-Contamination

Preventing cross-contamination during service



- Do NOT use bare hands to handle ready-to-eat food like muffins or bagels
- Use tongs, deli sheets, or gloves


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Preventing Cross-Contamination

Preventing cross-contamination during service



- NEVER scoop ice with your bare hands or a glass
- Use ice scoops or tongs to get ice
- Never use the ice to cool food in a customers drink


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Preventing Cross-Contamination

Preventing cross-contamination during service



- NEVER use towels used to clean food spills for any other purpose
- NEVER store towels in aprons or uniforms
- Store towels for cleaning food spills in a sanitizer solution

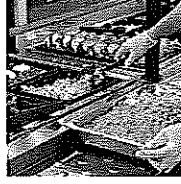
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Preventing Cross-Contamination

Preventing cross-contamination during service



- NEVER use the same utensils when handling:
- Ready-to-eat food and raw meat, poultry, or seafood
- Different food items


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Preventing Cross-Contamination

Preventing Cross-Contamination in Self-Service Areas



- Make sure that food is labeled


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Preventing Cross-Contamination

Preventing Cross-Contamination in Self-Service Areas



- Do NOT let customers refill their dirty plates
- Do NOT let customers use dirty utensils
- Hand them clean plates and utensils

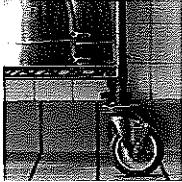
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Preventing Cross-Contamination

Preventing cross-contamination when storing utensils and equipment




- Any utensils or equipment that touch food should be stored at least six inches (15 centimeters) off the floor

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Preventing Cross-Contamination

Preventing cross-contamination when storing utensils and equipment



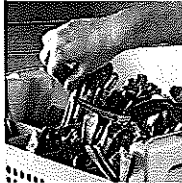
- Store glasses and cups upside down on a clean and sanitized surface

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Preventing Cross-Contamination

Preventing cross-contamination when storing utensils and equipment



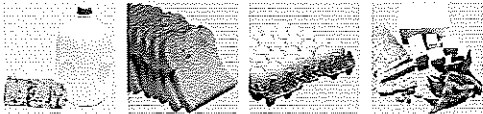
- Store utensils with handles up

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Preventing Cross-Contamination

The most common food allergens




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Preventing Cross-Contamination

The most common food allergens




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Preventing Cross-Contamination

When prepping food for customers with food allergies:

- Make sure the allergen does not touch anything for these customers, including:
 - food
 - beverages
 - utensils
 - equipment
 - gloves



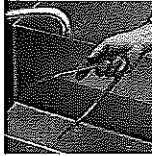
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Preventing Cross-Contamination

When prepping food for customers with food allergies:

- Wash, rinse, and sanitize cookware, utensils, and equipment before prepping their food



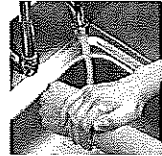
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Preventing Cross-Contamination

When prepping food for customers with food allergies:

- Wash your hands and change gloves before prepping their food



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Preventing Cross-Contamination

Focus on Food Safety

What to do if a customer has an allergic reaction



- Call the emergency number in your area
- Tell your manager

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Cleaning and Sanitizing



Cleaning and Sanitizing

Focus on Food Safety

Surfaces to Clean and Sanitize



- All surfaces must be cleaned and rinsed, including:
 - Walls
 - Storage shelves
 - Garbage containers

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How and When to Clean and Sanitize

Food-contact surfaces must be cleaned and sanitized:

- After they are used
- Before working with a different type of food
- Any time a task was interrupted and the items may have been contaminated
- After four hours if the items are in constant use



Three-Compartment Sinks

Steps for cleaning and sanitizing:



1. Rinse, scrape, or soak items before washing them



2. Wash items in the first sink



3. Rinse items in the second sink



4. Sanitize items in the third sink



5. Air-dry items on a clean and sanitized surface

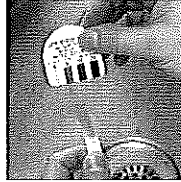
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Cleaning and Sanitizing

How to make sure sanitizers are effective



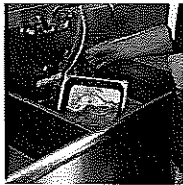
- Confirm that you used the right amount of sanitizer
- Use a test kit to check the sanitizer's strength

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Cleaning and Sanitizing

How to make sure sanitizers are effective




- Leave the items being sanitized in the sanitizer for the required period of time

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Cleaning and Sanitizing

Storing chemicals and cleaning supplies



- Always store chemicals and cleaning supplies in the designated storage area
- Ask your manager where these items should be stored


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Cleaning and Sanitizing

How to Handle Garbage

- Remove garbage from prep areas as quickly as possible



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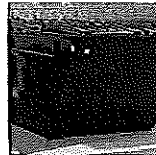
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Cleaning and Sanitizing

How to Handle Garbage

Focus on Food Safety

- Close the lids on outdoor containers




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Cleaning and Sanitizing

Signs of Rodents

- Gnaw marks
- Dirt tracks along walls



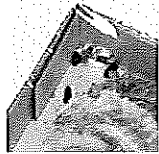
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Cleaning and Sanitizing

Signs of Rodents

- Droppings




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Cleaning and Sanitizing

Signs of Rodents

- Nests (Rats and mice use soft materials, such as scraps of paper, cloth, hair, feathers, and grass to build their nests.)
- Eliminate their access to food and shelter



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Focus on Food Safety

Cleaning and Sanitizing

Signs of cockroaches

- Capsule-shaped egg cases
- Strong oily odor
- Droppings that look like grains of black pepper



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Focus on Food Safety

In Conclusion

Safe food handling means:

- ✓ Understanding the biological, chemical and physical hazards.
- ✓ Controlling temperatures, times, pests, and sanitation from start to finish in your establishment.
- ✓ Controlling personal hygiene by teaching and supervising staff.
- ✓ Being an authority and an example in your organization.

Focus on Food Safety