



Making every day a better day

Food Safety Fundamentals: Part I – Personal Hygiene



Handwashing



1 Wet hands with warm water.



2 Apply soap from dispenser.



3 Lather hands and wrists with soap for at least 20 seconds. ("Happy Birthday" twice.)



4 Clean thoroughly underneath fingernails and between fingers.



5 Rinse hands thoroughly with warm water.



6 Dry hands with disposable paper towels.



7 Turn off faucet with paper towel—not with clean hands.



- Wash hands properly and use disposable gloves or clean, sanitized utensils to prevent cross-contamination of ready-to-eat foods from hands.



- Hands can also be dried under an air dryer.
- Never use an apron or kitchen towel to dry hands.

When to Wash Hands

Wash hands thoroughly and always:

- *after using the restroom*
- *before starting to work and when returning from the restroom or from breaks*
- *after eating, drinking and smoking*
- *after handling raw meat, poultry, seafood and produce*



- Wash hands properly and use disposable gloves or clean, sanitized utensils to prevent cross-contamination of ready-to-eat foods from hand.

- *before working with ready-to-eat foods*



- *before handling different types of food*
- *after touching your hair, face, nose or any other part of your body*
- *after coughing, sneezing and blowing your nose*



- Never use an apron or kitchen towel to dry hands.

- *after cleaning*
- *after handling chemicals*



- *after handling dirty equipment*



- *after handling trash or other contaminated objects*

Using Gloves



Grab disposable glove from box by the cuff.



Holding on to the cuff, pull glove over hand without touching any other part with your hands. Make sure that glove fits hand properly.



Holding on to the cuff, take off glove by turning it inside-out.



Use gloves when handling ready-to-eat foods without utensils. Gloves are not needed when handling foods that will be cooked.



Standard Analysis Official Control Point

HACCP

- Wash hands before putting gloves on.
- Do not use gloves as a replacement for handwashing.
- Always take gloves off when you go to the restroom, go on break or leave your work area.
- Always change gloves when they are torn, dirty or contaminated and before starting another job.

Always, Cleanse and Sanitize

TIPS

- Gloves slip on best when hands are completely dry.

Personal Hygiene



Hair should be restrained, and a hairnet and/or cap should also be worn.



Hands should be clean with trimmed, unpolished fingernails. No jewelry and watches should be worn on hands and arms, except for a plain, smooth-surface ring/band.



Apron should be kept clean and free of soil.

Based on the HACCP system
HACCP[®]

- Never use your apron to wipe your hands after washing them.
- Keep fingernails well trimmed and clean.

Share. Customer's experience
TIPS

- Keep a clean change of uniform at work.
- Change aprons when they become soiled.
- Leave jewelry at home.



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Food Safety Fundamentals: Part II - HACCP



Potentially Hazardous Foods

These foods or products containing these foods are considered potentially hazardous:



MEATS
(Beef, Pork, Lamb, Veal and others)



POULTRY
(Chicken, Turkey, Cornish Hens, Duck and others)



SHELL EGGS AND EGG PRODUCTS



SEAFOOD



MILK AND MILK PRODUCTS



CUT MELON



BAKED POTATOES

Also

- Tofu and other soy products
- Garlic in oil mixture
- Raw seed sprouts (bean sprouts, alfalfa sprouts and others)
- Cooked rice, beans and other heat-treated plant food

Critical Control Points



1
HANDWASHING: Wash hands thoroughly and often. Use disposable gloves or clean, sanitized utensils to prevent contamination of ready-to-eat foods from hands.



2
COOKING: Cook raw foods to correct minimum internal temperature.



3
HOT HOLDING/SERVING: Hold hot foods at 140°F (60°C) or above.



4
COOLING: Cool foods rapidly from 140°F (60°C) to 70°F (21°C) within 2 hours and then to 40°F (4°C) or below within an additional 4 hours.



5
REHEATING: Reheat foods rapidly to 165°F (74°C) for 15 seconds (within 2 hours.)



6
COLD HOLDING/SERVING: Maintain cold foods at 40°F (4°C) or below.



7
REFRIGERATION: Maintain refrigerator temperature at 40°F (4°C) or below.

Minimum Required Critical Control Point

HACCP

- Cold foods at 40°F (4°C) or below.
- Hot foods at 140°F (60°C) or above.

Thermometer Calibration

TIPS

- Calibrate thermometers to 32°F (0°C).
- Sanitize thermometers using one of three methods.

Preventing Cross-Contamination

Always use separate cutting boards for:



GREEN: washed raw fruits and vegetables



WHITE: ready-to-eat food



RED: raw meat, poultry, seafood (all raw foods of animal origin)



- Always wash, rinse and sanitize the RED cutting board between using different raw foods (i.e., first cutting chicken, then beef).
- Wash hands properly and use disposable gloves or clean, sanitized utensils to prevent cross-contamination of ready-to-eat foods from hand.



- Store cutting boards vertically in draining rack for quick drying.



Use separate serving utensils for each item on the service bar.



Store less hazardous foods above more hazardous foods.



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Food Safety Fundamentals: Part III - Thermometers



Types of Thermometers



Bi-metallic Thermometer—for taking product temperature. Tip must be inserted at least 2" into food.



Thermo couple Thermometer—for taking product temperature. Good for checking thin foods such as hamburgers. Best for back of the house.



Digital Thermometer—for taking product temperature. Good for checking thin products such as hamburgers. Keep the digital display dry.



Infrared Thermometer—for taking surface temperature. Used for receiving and for foods on serving line that can be stirred.

Cleaning and Sanitizing Thermometers



1 Wash thermometer stem in hot detergent water in sink.



2 Rinse stem in clean water.

HACCP

- If product temperature is 140°F (60°C) or higher or 40°F (4°C) or lower, it is **not** necessary to resanitize the thermometer before checking the next food item.
- Thermometers must be **resanitized between each food item** if temperature of hot food is below 140°F (60°C) and temperature of cold food is above 40°F (4°C).

TIPS

- Wash thermometers before placing in holder.
- Wash, rinse and sanitize thermometers **after** removing from holder and before taking any food product temperature.
- Keep the digital display dry.



3 Sanitize stem in solution.



OR

Sanitize thermometer using special alcohol wipes.



OR

Immerse in hot water from coffee urn at 185°F (85°C) for at least three seconds.

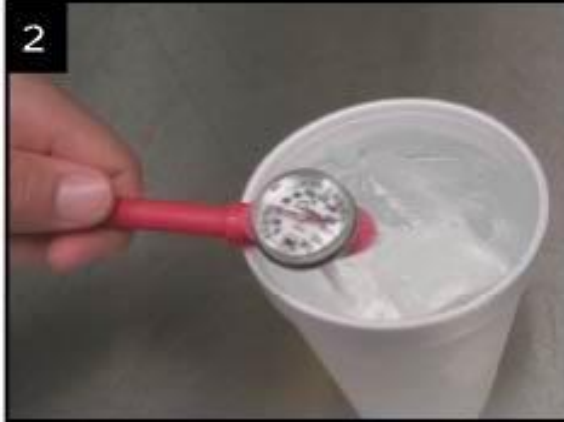
Calibrating Thermometers

1



Fill a styrofoam cup with crushed ice and water.

2



Place thermometer stem 3" into the ice water.
Read thermometer after 2 minutes.

3



If the thermometer does not read 32°F (0°C), then adjust it by gripping the nut under the thermometer head with a wrench. Turn face of the thermometer until pointer lines up with the correct temperature.

4



Check thermometer for the correct freezing temperature again—32°F (0°C).

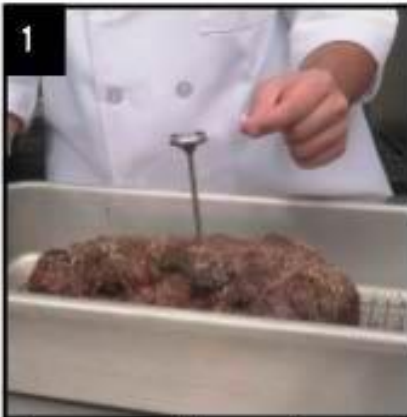
HACCP

- Calibrate thermometer if they are dropped.
- Calibrate thermometers when they are subject to severe temperature change (e.g., in freezer, in dishwasher, etc.).

TIPS

- You must have a thermometer that can be calibrated. Some do not have the type of nut that allows the dial housing to be moved.

Using Thermometers



1 *Thermometer is inserted correctly—halfway through and in the center.*



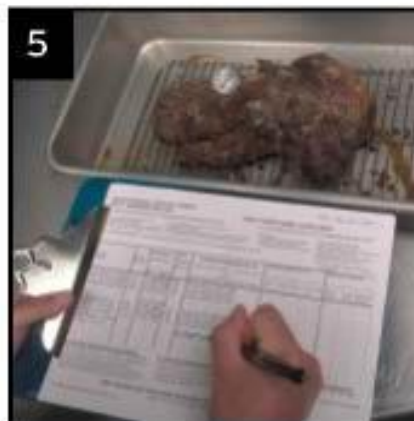
2 *Thermometer is inserted too deep.*



3 *Thermometer is not inserted deep enough.*



4 *Thermometer is not inserted in the center.*



5 *Read the thermometer for the correct internal temperature and record it on a log.*

Basic Principles of Food Control Plans
HACCP

- Use cleaned, sanitized and calibrated thermometers to check food product temperatures.

Check, Estimate and Verify
TIPS

- Bi-metallic, thermocouple and digital thermometers are used for taking food product temperatures. Infrared thermometers are used for taking surface temperatures.



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Food Safety: Preparing and Cooking



Critical Control Points



1
HANDWASHING: Wash hands thoroughly and often. Use disposable gloves or clean, sanitized utensils to prevent contamination of ready-to-eat foods from hands.



2
COOKING: Cook raw foods to correct minimum internal temperature.



3
HOT HOLDING/SERVING: Hold hot foods at 140°F (60°C) or above.



4
COOLING: Cool foods rapidly from 140°F (60°C) to 70°F (21°C) within 2 hours and then to 40°F (4°C) or below within an additional 4 hours.



5
REHEATING: Reheat foods rapidly to 165°F (74°C) for 15 seconds (within 2 hours.)



6
COLD HOLDING/SERVING: Maintain cold foods at 40°F (4°C) or below.



7
REFRIGERATION: Maintain refrigerator temperature at 40°F (4°C) or below.

Minimum Required Critical Control Point

HACCP

- Cold foods at 40°F (4°C) or below.
- Hot foods at 140°F (60°C) or above.

Clean, Calibrated and Checked

TIPS

- Calibrate thermometers to 32°F (0°C).
- Sanitize thermometers using one of three methods.

Cooking Temperatures

Foods should be cooked to the proper internal temperature:



Beef, veal, and lamb to 145°F (63°C)

Sodexo roast beef recipe to 135°F (57°C) — must also be held for 45 minutes



Poultry (ground and solid) to 165°F (74°C)



Ground meats (beef, veal, lamb and pork) to 155°F (68°C)



Stuffed foods (meats, poultry, sea food and pasta) 165°F (74°C)



Pork, gameto to 155°F (68°C)



Seafood to 145°F (63°C)



Shell eggs for immediate consumption and pasteurized egg dishes to 145°F (63°C)
Shell eggs that will be hot-held for service to 155°F (68°C)

NOTE: Most foods must be cooked to the listed temperature for 15 seconds; refer to Sodexo recipes for cooking temperature/holding time combinations.



- Always check internal temperatures using a thermometer.
- Use utensils or disposable gloves to handle ready-to-eat foods.
- Record temperatures and corrective action steps on HACCP log.



- Prepare food in small batches whenever possible.
- Do not overcook food.

Cooling Foods

The following steps must be used for cooling foods:



1
Shallow pans



2
Ice bath



3
Stirring



4
Refrigerate



- Cool foods from 140°F (60°C) to 70°F (21°C) within 2 hours and then to 40°F (4°C) or below within an additional 4 hours.
- Use all four steps for quick cooling.
- Record final temperature on HACCP log.

Clarity, Consistency and Quality

TIPS

- Wait to cover food for storage until it is fully cooled.
- Blast chillers can also be used to cool foods quickly.
- Stirring with an ice paddle will help cool food more quickly.



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Food Safety: Service

sodexoUSA.com



Service—Hot Foods Hot/Cold Foods Cold



1 Keep pots and/or pans covered for hot foods.



2 Stir hot and cold foods during service to maintain temperatures.



3 Take temperatures often. Hot foods at 140°F (60°C) or above. Cold foods at 40°F (4°C) or below.



4 For hot foods, heat service containers in oven.



Chill service containers in refrigerator.

Food Safety Critical Control Points
HACCP

- Cold foods at 40°F (4°C) or below.
- Hot foods at 140°F (60°C) or above.
- Record on HACCP log.

Clean, Sanitize and Dry
TIPS

- Always cover containers placed in refrigerator for chilling.

Service—Handling Utensils



1
Utensils stored on a clean, dry surface in the appropriate container.



2
Utensils stored in food with handles pointing out.



3
Handle serving utensils properly; never touch the side that will come in contact with food.



4
Use utensils when serving food; never use your bare hands.

Food Safety Critical Control Point
HACCP

- Wash, rinse and sanitize all utensils before use.

Client, Customer and Quality
TIPS

- Utensils can also be stored in potable running water (i.e., ice cream scoops.)



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Food Safety: Receiving and Storing



Receiving Temperatures



Foods such as raw vegetables and fruits and canned goods do not have temperature-specific requirements for receipt, but should be inspected for packaging quality.



Frozen foods should be received frozen.



Refrigerated ready-to-eat foods should be received at 40°F (4°C) or below.



Milk, other dairy products and liquid eggs should be received at 40°F (4°C) or below.



Fresh meat, poultry and seafood should be received at 40°F (4°C) or below.

NOTE: Shell eggs and shellfish may be received at 45°F (7°C) or below.



- Check temperatures of all potentially hazardous foods received.
- Inspect packaging quality of all foods.



- Schedule deliveries during non-peak service times.
- Use a receivable log to check in all food items.

Perishable Storage



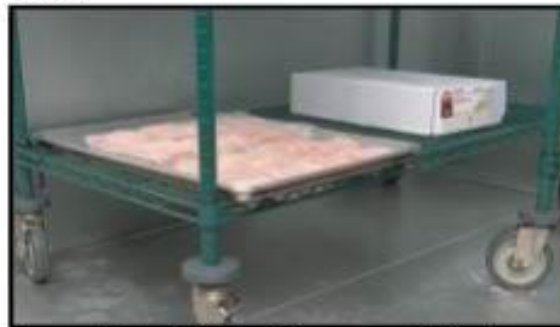
Store less hazardous foods above more hazardous foods.



Store ready-to-eat foods and leftovers in separate areas from raw foods when possible.



All foods kept in the refrigerator should be covered, labeled and dated.



Store all food items 6" or more off the floor.



Store all food items 6" away from refrigerator walls.



- Cold foods at 40°F (4°C) or below.
- Check product temperature regularly.
- Check and record air temperature on refrigerator log.



- Day dots or labels help identify food shelf life.

Dry Storage



Use the FIFO method of dry storage—
First In, First Out. Date items for proper
rotation.



Always keep storage carts clean.



Be sure to keep cartons and cans 6" away
from the walls.



Store foods at least 6" off of the floor to allow
for proper cleaning.



Food and chemicals do not mix. Store chemicals
in separate areas away from food.

Separate Food & Chemicals



CORRECT



Store food away from chemicals.



CORRECT



Store chemicals away from food, food equipment, utensils and single-service articles and in original labeled containers.

INCORRECT



Never store food and chemicals together!

Food Safety Critical Control Point
HACCP

- Keep storage areas well cleaned.

Strong Customer Commitment
TIPS

- Use movable racks in storage areas to make cleaning easier.
- Use color-coded labels to easily identify chemicals.



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Food Safety: Cleaning and Sanitizing



Cleaning and Sanitizing—Food Contact Surfaces



*Food Contact Surfaces: Cutting boards, plates, utensils, counters, bowls, hands.
Any surface or utensil that normally touches food.*

Food Safety and Inspection Service **HACCP**

- Clean, rinse and sanitize all food contact surfaces between each use or at regular intervals.

Food Safety and Inspection Service **TIPS**

- Store cutting boards vertically on storage racks for draining and quick drying.

Cleaning and Sanitizing—Washing Pots and Pans



Clean and sanitize pot washing area.



Flush, scrape and pre-soak.



Wash in detergent.



Rinse in clean water.



Sanitize by immersion. Check concentration regularly.



Allow to air dry. Do not dry with a towel.



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Food Safety Fundamentals: Part IV – Food Allergens



Common Food Allergens Answers



1. Peanuts



2. Tree Nuts



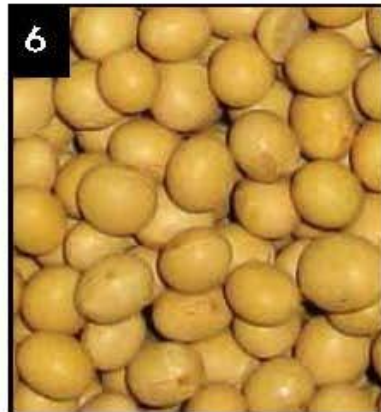
3. Eggs



4. Crustacean Shellfish



5. Wheat



6. Soybeans



7. Fish



8. Milk

Prepare

C. PREPARE YOURSELF!

GLOSSARY OF TERMS

Additives	Sulfites, Sulfates, Nitrites and Nitrates, MSG (monosodium glutamate) and yellow dyes are common additives that may cause an adverse allergic reaction.
Allergic Reaction	Allergic reactions are sensitivities to substances, called allergens that come into contact with the skin, nose, eyes, respiratory tract and gastrointestinal tract. They can be inhaled into the lungs, swallowed or injected. Many allergic reactions are mild, while others can be severe and life-threatening. They can be confined to a small area of the body, or they may affect the entire body. These reactions usually cause symptoms in the nose, lungs, throat, sinuses, ears, lining of the stomach or on the skin. Allergies can cause a runny nose, sneezing, itching, rashes, swelling, asthma or anaphylaxis.
Anaphylaxis	Anaphylaxis (pronounced an-a-fī-LAK-sis) is a serious allergic reaction that comes on quickly, causing mild to severe symptoms that affect various parts of the body. Symptoms of anaphylaxis include a feeling of warmth, flushing, tingling in the mouth or a red, itchy rash. Other symptoms may include feelings of light-headedness, shortness of breath, throat tightness, anxiety, pain/cramps and/or vomiting and diarrhea. In severe cases, you may experience a drop in blood pressure that results in a loss of consciousness and shock. Without immediate treatment with an injection of epinephrine (adrenalin), anaphylaxis may be fatal.
Cross-Contact	Cross-contact occurs when a residue or other trace amounts of an allergenic food is unintentionally incorporated into another food. These allergenic ingredients can be introduced by way of cross contact during the manufacturing process or cooking process.
Food Allergy	A food allergy is an exaggerated immune response triggered by certain food proteins such as from eggs, peanuts, milk or some other specific food or additive. Normally, your body's immune system defends against potentially harmful substances, such as bacteria, viruses and toxins. In a true food allergy, the immune system produces antibodies and histamines in response to the specific food protein. If you develop symptoms shortly after eating a specific food, you may have a food allergy.
Food Intolerance	Sometimes a reaction to food is not an allergy. It is often a reaction called "food intolerance." Your immune system does not cause the symptoms of food intolerance. However, these symptoms can look and feel like those of a food allergy.