



# Child Nutrition Services Employee and Substitute Employee Handbook



# Oxnard School District

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## Child Nutrition Services Employee (and Substitute) Handbook

Welcome to the world of Child Nutrition Services. We thank you for joining our team and look forward to working with you. Please take the time to inform yourself regarding our program. It will be helpful for you to be acquainted with the way in which the program is administered and what your part will be in it. Keep this reference book on hand for information you might need or find useful and necessary to your assignments throughout the school year.

### What to expect:

#### **Working Conditions:**

The food service program is a fast pace environment. You will be working using hot ovens and stoves. You will also be going into walk in refrigerators and freezers and will be working in cold and freezing temperatures.

#### **Food Preparation:**

Washing, cutting fruits and vegetables for the breakfast, lunch, supper, or snack program. Recording amounts and temperatures as needed.

Panning and cupping food items for current or future meal services.

Cooking or heating food items for the meal service. Recording heating and holding temperatures.

#### **Cleaning and Sanitizing:**

All CNS employees are responsible for washing dishes, cleaning and sanitizing the kitchen and serving areas. Including properly setting up and documenting sanitizer strength, using the District HACCP Plan.

#### **Other Food Service Duties:**

Putting away delivered items using the (First in First out - FIFO system) and, clearly labeling with date all received items.

There may be a time that you need to cashier.

## **\*Substitute Child Nutrition Services Worker:**

As a child nutrition services worker **substitute** you will be an on-call employee. You will be sent to sites where one of our permanent Food Service employees is out. We have 20 school sites in our district, Human Resources will provide you a map for you to find your way to your job assignment.

You will be called by someone in the District office with an available assignment. When you accept an assignment please report to the school kitchen and ask for the coordinator. The coordinator is responsible for the workflow in the kitchen and assigning the tasks in order needed.

### **Employee Responsibilities**

*If you accept a work assignment please keep our department policies in mind.*

It is our department's policy that all staff behaves in a respectful, courteous and caring manner towards students, parents and staff. Additionally, a neat, clean personal appearance is a must. Be professional in the image you project.

*Proper Hand washing needs to be followed throughout the workday.*

*Hygiene: Bath daily, wash hair frequently, maintain good oral hygiene, and control bodily odors.*

*Hair: Hair is to be pulled back, hair net is optional.*

*Shirt: a neat, clean, washable shirt/garment of your choice (short sleeve or long-sleeve). cap sleeves on shirts ok.*

The following shirts are not allowed: sleeveless, tank tops, low cut/revealing tops.

*Pants: long work pants, for example denim and/or Dickies.*

The following pants are not allowed: sweatpants, work out spandex pants, leggings, low-waist pants that do not provide proper coverage.

*Apron: Clean district provided apron should be worn.*

*Fingernails: keep fingernails clean and trimmed at all times.*

Nail polish is allowed if manicure is well maintained. Long acrylic nails or long fingernails are not preferred. Gloves must be worn at all times.

*Jewelry: Excessive jewelry should be avoided*

Stud earrings are ok. 1 plain metal band ring is allowed: if ring has stones, gloves must be worn during all food handling. The following jewelry is not allowed: dangling earrings, necklaces, bracelets or decorative rings.

*Shoes: sturdy comfortable closed toed, slip resistant shoes should be worn.*

The following shoes are not allowed for safety reasons: Canvas shoes, smooth leather soled shoes, open toed (sandals, Crocs, flip flops, etc.), high heeled shoes, Uggs or similar.

*Work Hours and Breaks: Please come in on time.*

Observe all break times and leave on time. If you are unclear about beginning and ending times, please ask the kitchen coordinator.

*Eating and Drinking While at Work*

Food service employees are not allowed to eat or drink in the kitchen production area.

No chewing gum is allowed on school grounds.

As a Food service Employee, you are eligible to receive a student size meal and drink.

No food can leave the school grounds.

*Cell Phone Policy*

The use of cell phones is not permitted during work hours. Exceptions may be made for emergencies, but will need to be discussed with the cafeteria coordinator. Cell phone should be stored with personal belongings and viewed during break times. Ear buds or headphone are NOT allowed for safety reasons.

### [Programs you Should Know:](#)

Please make an effort to get acquainted with the programs that you will be helping to implement during your time with our department.

#### **The National School Lunch & Breakfast Program**

The National School and lunch and breakfast programs are federally funded program that support school in providing nutritious meals to students. The United States Department of Agriculture is responsible for overseeing the program nationally. In California the program is administered by the California Department of Education, Nutrition Service Division.

**Additionally, Oxnard School district participates in the following Enhancement Programs:**

## **Farm to Fork (CDFA)**

*Is a federally assisted program providing free fresh fruits and vegetables to students in participating elementary schools during the school day. The goal of the Farm to Fork program is to improve children's overall diet and create healthier eating habits to impact their present and future health. The FFVP will help schools create healthier school environments by providing healthier food choices; expanding the variety of fruits and vegetables children experience; and increasing children's fruit and vegetable consumption.*

## **Terms you should know before you get started**

### **Reimbursable Lunch/Breakfast:**

You will eventually be assigned to serve students breakfast/Lunch. To perform your job correctly, please familiarize yourself with the following requirements. Here is what to look for while serving students during Breakfast and Lunch.

### **Breakfast – Food Items**

- **Offered 4:** Students must be offered four food items from three required food components
  - Fluid milk, grain, and fruit or vegetable
- **Take 3:** Students must take at least three food items
  - One must be ½ cup fruit or vegetable or a combination of both

### **Lunch-Food Components**

- **Offered 5:** Students must be offered five components
  - Fluid milk, grain, fruit, vegetable, and meat/meat alternate
- **Take 3:** Students must take at least three components
  - One must be ½ cup fruit or vegetable or a combination of both

**FIFO (First In First Out)** A method of keeping track of food deliveries and existing food stock by taking the “*first in*” product delivered and making it the “*first out*” for consumption. This helps prevent food from going bad or out of date prior to serving it to the public.

**Pathogen:** A microorganism, virus, or bacteria.

**Cross Contamination:** Inadvertently transferring a pathogen or chemical to food. This can be caused by exposing food to other food, tools or materials that are infected.

**HACCP:** Hazard Analysis Critical Control Point

**Menu Production Work Sheets:** sheets used to document food items used in the production of the meal being served. They provide information about the food items being used. The amount of servings being prepared/served and the portions size to be served to students. They are also used to document proper temperature control throughout the serving period.

**POS:** An abbreviation for Point of Sale. We use a computerized system to cashier during lunch serving time. This is our point of sale.

**Sanitizing:** The process of decontaminating pathogens from and item or area.

## Who To Call?

*Substitute CNS Workers - Accepting a work assignment or cancelling a work assignment:*

Contact Kim Andersen (805) 385-1501 extension 2431 will be your primary contact for work assignments.

Calls for site need will be placed at 7 AM daily.

The CNS Department uses a district cell phone to communicate with Sub employees. The Cell Number is:

(805) 816-0058.

Employees can always call the Child Nutrition Office (805) 385-1501 Extension 2430 to leave a message and it will reach the correct person.

Jason Corona  
Director of Child Nutrition Services  
(805) 385-1501 x2433

Sarah Verduzco  
Assistant Director of Child Nutrition Services  
(805) 385-1501 x2435

**The following list of items that should be covered with “Training Hours” for our new employees:**

Employee Absence Management System

ServSafe Tip Sheets

Vector Solutions Mandated Training

Preventing Slips, Trips and Falls

SOP – Time as a Public Health Control

Proper Lifting Technique

Guidance for Retail Food Facility Inspections



# Absence Management

## SIGNING IN

Go to [app.frontlineeducation.com](https://app.frontlineeducation.com). Enter your username and password and click **Sign In**. Or, if applicable, use the Organization SSO link.

## LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for additional troubleshooting details.

### Sign in with a Frontline ID

Frontline Username

Frontline Password

**Sign In with Frontline ID**

[Forgot Username](#) | [Forgot Password](#)

**Having trouble signing in?**  
[Click here for more information](#)  
[Or Sign In with Organization SSO](#)

## CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the **Create Absence** tab. Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

The screenshot shows the 'Absence Management' interface for 'Victoria County School District'. At the top, it displays the user's name 'Amy Pond' and role 'Employee'. Below this are three calendar views for June, July, and August 2023. The 'Create Absence' form is open, showing the following details:

- Calendar:** June 2023, July 2023, August 2023. The date June 13th is selected.
- Summary:** 0 Scheduled Absences, 2 Past Absences, 0 Denied Absences.
- Form Fields:**
  - Please select a date:** June 2023 (June 13th selected)
  - Substitute Required:** Yes
  - Absence Reason:** Select One
  - Time:** Full Day (07:00 AM to 03:00 PM)
  - Notes to Administrator:** (not viewable by Substitute)
  - Notes to Substitute:**
  - FILE ATTACHMENTS:** Seating Chart.docx (Shared Attachments)
- Buttons:** Cancel, Create Absence

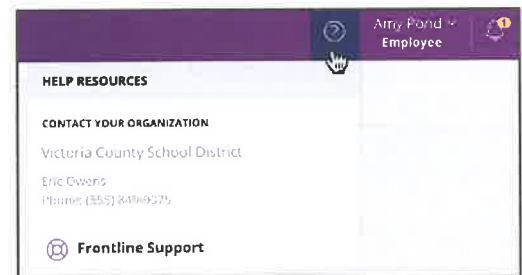
## MANAGING YOUR PIN AND PERSONAL INFORMATION

Use the “Account” option in the side navigation to manage personal information, change your PIN, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

<b>Personal Info</b>	<b>Personal Info</b>
<b>Phone Credentials</b>	<b>General Information</b>
<b>Shared Attachments</b>	<b>Name: Amy Pond</b>
<b>Preferred Substitutes</b>	<b>Phone:</b> <input type="text" value="6735553747"/>
	<b>Email Address:</b> <input type="text" value="apond@edu.com"/>

## GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin’s contact details or select **Frontline Support** to access learning resources.



## MOBILE OPTIONS

### Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to absence creation, Leave Balance recognition, and multiple absence tracking tools. Search “Frontline Education” via the app store to download it and use your system username and password to sign in.

To call the Absence Management system, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

## ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

• <a href="#">Getting Started</a>	• <a href="#">Popular Questions</a>	• <a href="#">Frontline Mobile App</a>
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## Gestión de Ausencias

### INCIANDO SESIÓN

Escriba [app.frontlineeducation.com](http://app.frontlineeducation.com) en la barra de direcciones de su navegador web. Ingrese su nombre de usuario de primera línea y contraseña de primera línea, y luego haga clic en Login (Inicio de sesión).

### ¿NO RECUERDA SU DE INICIO DE SESIÓN?

Si tiene problemas para iniciar sesión, haga clic en el enlace **Forgot your login?** (¿Se olvidó sus datos de inicio de sesión?) junto al botón Login para obtener más información.

The screenshot shows a login interface with the following elements:

- Title: **Iniciar sesión con un ID de primera línea**
- Field: **Nombre de usuario de primera línea** (with a search icon)
- Field: **Contraseña de primera línea**
- Button: **Iniciar sesión con ID de primera línea**
- Links: [Olvidó su nombre de usuario](#) and [Has olvidado tu contraseña](#)
- Section: **¿Tiene problemas para iniciar sesión?**
- Links: [Haga clic aquí para más información](#) and [O inicie sesión con la organización SSO](#)

### CÓMO CREAR UNA AUSENCIA

Usted puede crear una nueva ausencia desde su página de inicio de Aesop bajo la pestaña **Crear ausencia**. Complete los detalles de la ausencia incluso la fecha de la ausencia, el motivo de la ausencia, las notas para el administrador o sustituto y más. También puede adjuntar archivos a la ausencia desde aquí. Una vez que haya completado el ingreso de los detalles de la ausencia, haga clic en el botón **Crear ausencia**.

The screenshot shows the 'Gestión De Ausencias' interface for 'Victoria County School District'. The user is logged in as 'amy estanque Empleado'. The main content area shows three calendar views for June, July, and August 2023. Below the calendars, there are tabs for 'Crear ausencia', '1 Ausencias programadas', '2 Ausencias pasadas', and '0 Ausencias denegadas'. The 'Crear ausencia' tab is active, showing a form with the following sections:

- Por favor seleccione una fecha:** A calendar for June 2023 with the 20th selected.
- Suplente requerido:** A radio button for 'Sí' is selected.
- Motivo de ausencia:** A dropdown menu with 'Seleccione uno' selected.
- Tiempo:** A dropdown menu with 'Día completo' selected, and a time range from 07:00 AM to 03:00 PM.
- Notas para el administrador:** A text area with a character count of 'Quedan 255 caracteres'.
- Notas para sustituir:** A text area with a character count of 'Quedan 255 caracteres'.
- ARCHIVOS ADJUNTOS:** A section for uploading files, showing 'ARRASTRAR Y SOLTAR ARCHIVOS AQUÍ' and a file named 'Plano de asientos.docx'.
- Buttons:** 'Cancelar' and 'Crear ausencia'.

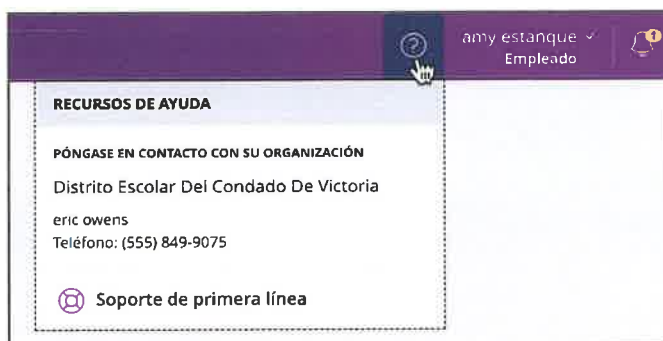
## GESTIÓN DE SU PIN Y INFORMACIÓN PERSONAL

Bajo la pestaña Cuenta, usted puede administrar su información personal, cambiar su número de PIN, cargar anexos compartidos (planes de lecciones, reglas del aula, etc.), ver los balances de los motivos para las ausencias, gestionar sus sustitutos preferidos y más en la pestaña Cuenta.

Información personal	<h3 style="text-align: center;">Información personal</h3>
Credenciales del teléfono	<h4 style="text-align: center;">Información general</h4>
Adjuntos compartidos	<p><b>Nombre:</b> amy estanque</p>
Sustitutos preferidos	<p><b>Teléfono:</b> <input type="text" value="6735553747"/></p>
	<p><b>Dirección de correo electrónico:</b> <input type="text" value="apond@edu.com"/></p>

## CÓMO OBTENER AYUDA Y CAPACITACIÓN

Si tiene preguntas, haga clic en Ayuda para ir al Learning Center donde puede buscar en la base de conocimientos ayuda y material de capacitación.



## USO TELEFÓNICO

Aesop no solamente está disponible en la web, sino que, además, también puede crear ausencias, gestionar información personal, verificar balances de motivos de ausencia y más, todo ello telefónicamente.

Para llamar a Aesop, marque **1-800-942-3767**. Se le pedirá que ingrese su número de ID (seguido por el signo #) y luego su número de PIN (seguido por el signo #).

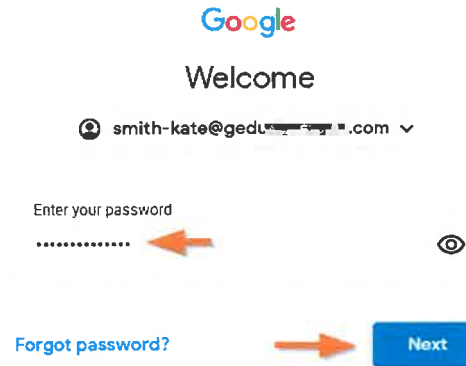
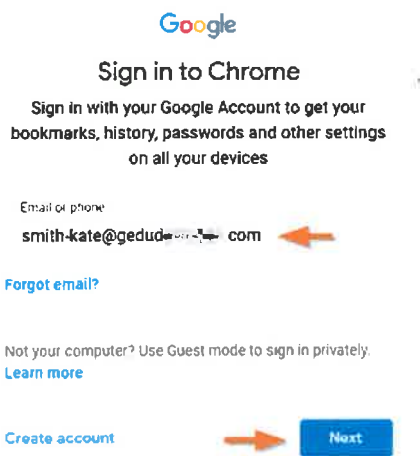
- Telefónicamente usted puede:
- Crear una ausencia (dentro de los próximos 30 días) – **Apriete 1**
  - Revisar ausencias venideras – **Apriete 3**
  - Revisar una ausencia específica – **Apriete 4**
  - Revisar o cambiar su información personal – **Apriete 5**



# FRONTLINE LOGIN



## Instructions



### STEP 1

To access your Frontline profile through the website or mobile application, please ensure the following:

- Log in to your OSD email account via Google.
- This is a required step to authenticate your access to Frontline.
- Go to: [accounts.google.com](https://accounts.google.com) to sign in with your OSD email and password.

### STEP 2



- If you need to add your OSD email, select “Add Another Account” and follow the prompts to sign in.
  - If you have multiple email accounts, be sure to select your OSD email account to proceed.
  - Once you are logged into your OSD email, you may continue to log in to Frontline as usual.
  - If you’ve already completed this step, you may skip directly to the login process.
- If you’ve already completed this step, you can skip directly to the login process.

### STEP 3

- Use the OSD Frontline direct link: [Frontline](#)
- Select “Or Sign In with Organization SSO” at the bottom of the sign-in box and use your district email address and password to log in.



# Vector Solutions Mandated Training

Follow the instructions below to access your Vector Solutions training

Go to: <https://app.targetsolutions.com/oxnardesd>

(click on the URL link or type directly into the address bar)

Username: **OSD email address** (example: [jdoe@oxnardsd.org](mailto:jdoe@oxnardsd.org))

Password: If you forgot your email, click **"Forgot Username and Password?"**

## Required Training Courses:

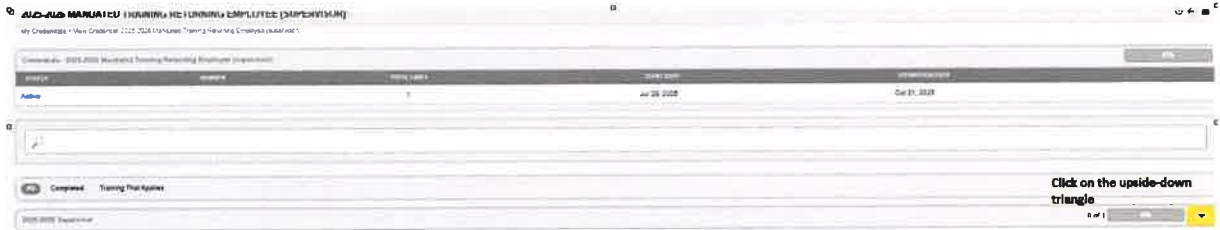
All Employees	Supervisors/Managers
Anti-Harassment Training for All Employees - California (SB1343) <b>*New employees only</b>	Anti-Harassment Training for Supervisors and Managers - California (SB1343/AB1825) <b>*New employees only</b>
AB 1913 Section 1: Mandated Reporting AB 1913 Section 2: Professional Boundaries AB 1913 Section 3: Risk Factors	AB 1913 Section 1: Mandated Reporting AB 1913 Section 2: Professional Boundaries AB 1913 Section 3: Risk Factors
Drug, Alcohol & Tobacco Free Training (All Employees)	Drug, Alcohol & Tobacco Free Training (All Employees)
Recognizing and Preventing Youth Suicide (EDU)	Recognizing and Preventing Youth Suicide (EDU)
School Bullying (EDU)	School Bullying (EDU) (All Employees)
Understanding the Basics of LGBT Identities	Understanding the Basics of LGBT Identities
Work Safety Training to be provided later in the school year	Work Safety Training to be provided later in the school year

## To Complete Your Training:

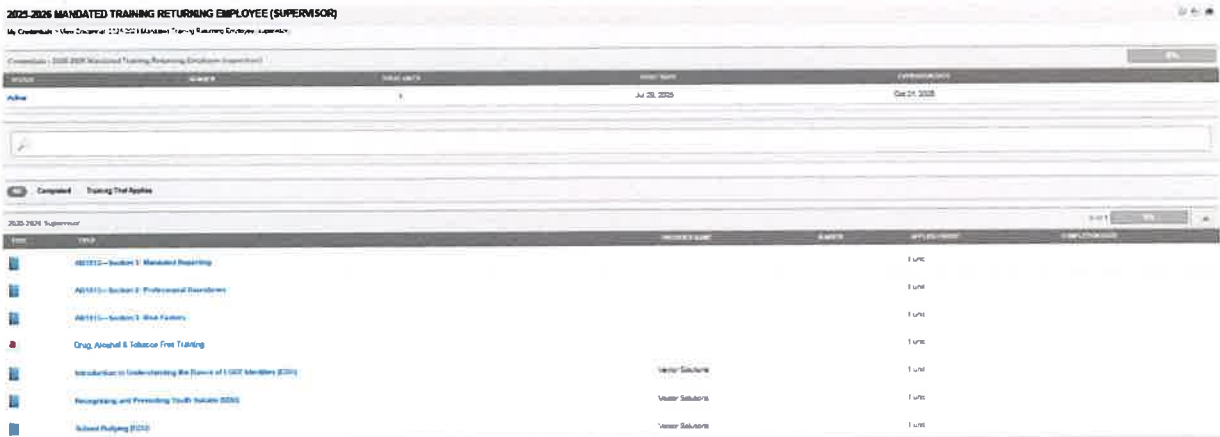
1. After logging in, you will see your **"To Do"** list on the homepage.
2. **Click on:** 2025-2026 Mandated Training (Non-Supervisor) / 2025-2026 Mandated Training (Supervisor).

The screenshot displays the Vector Solutions training portal for Oxnard Elementary School District. At the top, there is a banner message: "Training 'To Do' Just Got Easier! ...In TargetSolutions Latest UI/UX Release. Redesigned to enhance usability and efficiency, To Do training schedule for better management and insight into your assignments and credentials on any device. [Learn more](#)". Below this, the "To Do" section is active, showing a task: "2025-2026 Mandated Training Returning Employee (supervisor)" with a status of "Completed" and an expiration date of "Oct 31, 2025". The interface also features a navigation menu on the left with options like Home, Administration, My Assignments, and Self-Assign. On the right, there is a "Bulletin Board" and a "Welcome" message. At the bottom right, it indicates "All active empl complete the f beginning of it".

- Once you click on 2025-2026 Mandated Training, you will be taken to this page. Dropdown (upside-down triangle, highlighted in yellow)



- You will be taken to the course list page.



## Need Help?

Classified Human Resources	Certificated Human Resources
Maribel Zambrano x2075 (Class. Employees)	Veronica Villalpando x2052 (M-Z)
Esmeralda Hernandez x2073 (Class. Subs)	Roxana Mendoza x2058 (A-L)
Erica Mata x2077 (Class. Employees)	Tammie Allen x2054 (Cert. Subs A-L)
Leyla Platz x2076 (Class. Employees & Subs)	Gloria Lopez x2055 (Cert. Subs M-Z)

## Vector Solutions Mandated Training – FAQs

### 1. Who is required to complete the Vector Solutions Mandated Training?

All employees (both supervisors and non-supervisors) and substitutes.

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### 2. Can I skip any courses I don't want to take?

No. All courses are **required by federal/state law and/or the Education Code.**

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### 3. When should the courses be completed?

Courses should be completed **during working hours**. Please coordinate with your supervisor to find a designated time and location at your site.

⇒ Employees scheduled to work on **October 13th** will have approximately **half a day** to complete the mandated training modules.

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### 4. By when do I have to complete the mandated training?

**Deadline: October 31, 2025.**

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### 5. What happens if I do not complete the training?

 You may be subject to disciplinary action.

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### 6. What should I do if I can't log into the training?

Ask your **site tech** for assistance, or contact one of the names listed on the Vector memo for support.

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### 7. Can I complete the training on my cell phone?

It is **not recommended** to complete the Vector Solutions training on a cell phone, as formatting may not display correctly.

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### 8. Where do I log in to my Vector Solutions profile?

Go to: <https://app.targetolutions.com/oxnardsd>

- **Username:** Your OSD email address (e.g., jdoe@oxnardsd.org)
- **Password:** If you forgot your password, click **“Forgot Username and Password?”**

## **Oxnard School District - SOP (Standard Operating Procedure)**

### **Time as a Public Health Control**

#### **Policy:**

All foods held for immediate consumption when time only is used as a control shall be handled in accordance with all State and County regulations.

#### **Procedure:**

Food that will be held using time only as a control, will comply with the following guidelines:

1. Food temperature will be monitored and recorded during preparation, cooking and holding (prior to removing from temperature control)
2. Food will be marked or otherwise identified and recorded, to indicate the time that is four hours past the point in time when the food is removed from temperature control
3. At the conclusion of the service period, all food that is not under temperature control shall be discarded.
4. Signs will be posted on service lines as to the time that food is to be discarded, which is 4 hours after it is removed from temperature control.

#### ***5. Tracking and Documentation:***

- a. Maintain a logbook or digital record to document the time at which each food item is served and discarded.
- b. Monitor the record regularly to identify any potential issues or patterns that may require adjustment in the food service operation.
- c. Review the record periodically to ensure compliance with food safety regulations and adjust processes if necessary.

### California Retail Code:

114000. Time as a public health control (a) Except as specified in subdivision (b), if time only, rather than time in conjunction with temperature, is used as the public health control for a working supply of POTENTIALLY HAZARDOUS FOOD before cooking or for READY-TO-EAT POTENTIALLY HAZARDOUS FOOD that is displayed or held for service for immediate consumption, the following shall occur: (1) The FOOD shall be marked or otherwise identified to indicate the time that is four hours past the point in time when the FOOD is removed from temperature control. (2) The FOOD shall be cooked and served, served if ready-to-eat, or discarded within four hours from the point in time when the FOOD is removed from temperature control. (3) The FOOD in unmarked containers or packages or marked to exceed a four-hour limit shall be discarded. (4) Written procedures shall be maintained in the FOOD FACILITY and made available to the ENFORCEMENT AGENCY upon request, that ensure compliance with this section and Section 114002, for FOOD that is prepared, cooked, and refrigerated before time is used as a public health control. (b) Time only, rather than time in conjunction with temperature, may not be used as the public health control for raw EGGs in the following FOOD FACILITIES: (1) Licensed health care facilities. (2) Public and private school cafeterias

## WHAT TO EXPECT DURING A RETAIL FOOD FACILITY INSPECTION

Division Environmental Health Specialists (inspectors) will conduct unannounced inspections and will:

- Identify themselves and provide proper identification (i.e., Ventura County employee I.D. badge and a business card)
- State the purpose of the inspection (e.g., routine inspection, complaint investigation)
- Request to speak to Person in Charge (PIC) and obtain consent to enter the non-public areas (e.g., kitchen, storage areas)
- Verify that the owner on file is still the current owner (will check the posted Permit to Operate to verify it is current and valid)
- Wash hands prior to beginning the inspection
- Conduct a thorough risk-based inspection of the entire food facility operation with emphasis on the highest risk operations
- Engage the employees and operators in the inspection, ask questions about the operation and provide clear explanations of the health and safety requirements and the corrective actions that are needed for any violations
- Provide a written inspection report detailing the items discussed during the inspection (the report will be emailed unless requested to be printed onsite or when a Permit to Operate is suspended or other enforcement action is taken)
- Demonstrate a respectful and professional demeanor during the inspection

Food facility operators have the right to:

- Request additional information or clarification regarding any of the violations or decisions made during the inspection
- Request to speak to a supervisor or manager if they disagree with a decision made during the inspection
  - You may contact the Division's main phone line at (805) 654-2813 and ask to speak to a supervisor
- Request a hearing if they disagree with the suspension of the Permit to Operate of the food facility
- Refuse entry to an Environmental Health Specialist if he or she does not provide proper identification

Food facility operators have the responsibility to:

- Operate the food facility in a clean, sanitary manner and in compliance with the California Retail Food Code and correct all violations that are noted on the inspection report
- Demonstrate a respectful and professional demeanor during the inspection

**We appreciate your cooperation and partnership!**

## **RISK-BASED INSPECTIONS - WHAT ARE THE FIVE MAJOR RISK FACTORS FOR FOODBORNE ILLNESS?**

Foodborne illness causes an estimated 48 million illnesses, 128,000 hospitalizations, and 3,000 deaths in the United States every year. According to the Centers for Disease Control and Prevention, five food safety risk factors related to employee behaviors and food preparation practices have been identified as the leading contributing factors to foodborne illness:

- 1. Poor employee health and personal hygiene**
- 2. Improper holding temperatures**
- 3. Inadequate cooking**
- 4. Contaminated equipment or utensils**
- 5. Food from an unsafe source**

Immediate corrective action is required whenever a major violation (risk factor violation) poses an imminent health risk at a food facility. If the major violation cannot be immediately corrected, then other actions must be implemented, such as:

- Impoundment of equipment,
- Discarding of food, or even
- Suspension of Permit to Operate

Failure to take immediate corrective action increases the risk that a foodborne illness outbreak will be caused by your facility, putting your customers at risk of getting sick. Applying proper food handling techniques can prevent contamination of food and the occurrence of foodborne illness.

### **MAJOR RISK FACTOR #1 – POOR EMPLOYEE HEALTH AND PERSONAL HYGIENE**



#### Employee Health

It is important that food workers are in good health while preparing food. A food worker that has been diagnosed with an acute gastrointestinal illness (GI), or is showing symptoms such as abdominal cramps, diarrhea, or vomiting could potentially contaminate food. It is possible for a food worker to transfer their illness to customers via the food. There is the potential for employees to spread the illness to numerous people causing an outbreak.

The person in charge (PIC) of the food facility is responsible for the health of their employees. The PIC must tell food workers suffering from symptoms of an acute GI to stay home.

Food workers should be restricted from working with exposed food, clean equipment, utensils, linens, and unwrapped single-use articles if they are coughing and sneezing and medicine is not helping. Additionally, any cuts, sores, or open wounds on the hands and arms must be properly bandaged, covered, and the food worker must wear gloves. The PIC is also required to exclude from the food facility any employees that are diagnosed with one of the following illnesses by a doctor:

- *Salmonella typhi*
- *Salmonella* spp
- *Shigella* spp
- *Entamoeba histolytica*
- Enterohemorrhagic or shiga toxin producing *Escherichia coli*
- Hepatitis A virus
- Norovirus

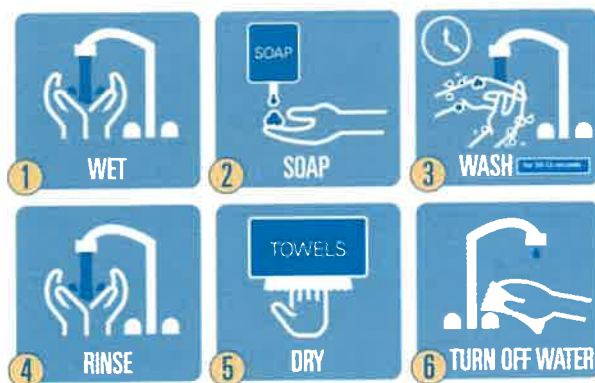
Additionally, the PIC is responsible for notifying the Division if any of their employees have been diagnosed with one of these illnesses and when two or more food employees are experiencing symptoms of acute GI illness at the same time. Only the Division in conjunction with Ventura County Public Health may remove an exclusion imposed due to the diagnosis of one of these illnesses.

### Hand Washing

Proper hand washing goes "hand-in-hand" with employee health when preventing foodborne illness. Foodborne illnesses are often caused by food workers contaminating their hands and then touching food or other food contact surfaces without first washing their hands. It is required to wash your hands before touching food, utensils, or food contact surfaces in each of these instances to prevent spreading foodborne illness:

- When you first arrive at work and enter the kitchen
- After using the restroom
- After sneezing or coughing
- After touching any other part of the body (e.g., hair or face) besides your hands and the exposed part of your arms that were previously washed
- After handling any raw animal products (e.g., raw meat and raw eggs)
- After performing any non-food preparation related activity such as taking out the garbage, eating, drinking, smoking, using pesticides, washing dirty utensils, using a phone, or handling money

Thorough hand washing is important to ensure that all contamination has been removed. Proper hand washing shall be done by vigorously rubbing together the surfaces of hands and arms with warm water and soap for a minimum of 10 – 15 seconds. A nail brush may be necessary to get any dirt underneath the fingernails. The hands and arms shall then be rinsed and dried using disposable paper towels or a hot air blow dryer.



Some food facilities have employee health and hand washing policy documents that food workers sign when they are first hired. It is recommended that the PIC record and log employee absence due to employee illness, and the nature of the employee's illness (e.g., respiratory, GI) – see Appendix A for sample log.

## Gloves

Proper glove use is an excellent tool for protecting the food from contamination. However, the use of gloves must follow strict guidelines or else food becomes contaminated just as though no gloves were used at all. These guidelines include:

- A food worker must wash their hands before putting on a clean pair of gloves.
- Gloves must be changed every time that a food worker would otherwise be required to wash their hands.
- Gloves must be changed when they have become damaged or deteriorated.
- Single-use gloves are to be discarded after use and may not be reused.

Additional important personal hygiene practices include keeping fingernails trimmed and filed, wearing hair restraints, and wearing clean outer clothing.



The purpose of holding potentially hazardous foods (PHF) at proper temperatures is to minimize the growth of any pathogenic bacteria that may be present in the food. The number of bacteria that a person ingests with their food has a direct impact on a possible illness. A small number of disease-causing bacteria may cause a mild illness or possibly no illness at all. However, a large number of the same bacteria may cause a very severe illness.

### Potentially Hazardous Foods

Foods that have the ability to support the rapid and progressive growth of infectious and toxin producing microorganisms

*i.e. meats, poultry, dairy products, cut melons, sliced tomatoes, cooked rice and noodles, raw sprouts...etc.*



Holding PHF at improper temperatures may allow pathogenic bacteria to reproduce rapidly and progressively to great numbers, thus putting someone who eats that food at great risk for foodborne illness. The temperature range between 41°F and 135°F is called the danger zone. Food facility operators must take every precaution to minimize the amount of time that PHF spend in the danger zone.

### Cold Holding

PHF that are going to be held at cold temperatures (i.e., refrigerated) must be held at a temperature of 41°F or below. Examples of cold holding methods include walk-in coolers, prep refrigerators, cold top tables, holding foods on ice, refrigerated displays, and the use of refrigerated trucks. It is important that the temperature of the food itself be 41°F or below at all times. Foods in a refrigerator that measure 40°F in the morning before the facility opens may be well above 41°F during a lunch rush with the refrigerator door constantly opening and closing.

### Hot Holding

PHF that are going to be held at hot temperatures must be held at a temperature of 135°F or above at all times. Examples of hot holding methods include steam tables, soup warmers, lamps, double boilers, and hot holding cases/cabinets.

### Thawing Of Foods

Do not thaw PHFs at room temperature. Use one of the following methods to thaw PHFs:



Inside a refrigerator



Under running water



By use of a microwave



In the cooking process

### Rapid Cooling & Reheating

The danger zone also applies to the cooling and reheating of PHF. When cooling hot foods for later use, they must be rapidly cooled. This means that the temperature must come down from 135°F to 70°F within 2 hours, and then from 70°F down to 41°F within 4 additional hours. At the end of the 6 hours the food must be at or below 41°F. Rapid cooling can be accomplished by:

- Placing food in shallow pans
- Separating food into smaller or thinner portions
- Using rapid cooling equipment (e.g., blast chiller)
- Using containers that facilitate heat transfer (e.g., metal pans)
- Adding ice as an ingredient
- Using ice paddles and ice baths



When reheating cold foods to hot hold them for service throughout the day, they must be rapidly reheated. This means that PHF must be reheated to 165°F within 2 hours before being placed in a steam table or some other hot holding unit.

### MAJOR RISK FACTOR #3 – INADEQUATE COOKING



Use a probe thermometer to measure the internal temperature of foods.



Cooking foods to the proper temperatures is extremely important because many raw meats have pathogenic bacteria on them naturally, such as *Salmonella* on raw chicken. Cooking is the only food preparation step that will actually kill bacteria. Proper holding temperatures slow down bacteria reproduction, freezing food makes bacteria go dormant, but proper cooking temperatures will kill bacteria that are in the food.

When cooking foods, ensure that the proper temperature is reached by using an accurate probe thermometer to measure the center of the food. Once the proper cooking temperature has been achieved, ensure that the food remains at or above that temperature for at least 15 seconds to make sure that most if not all of the bacteria are eliminated.

Cook the following foods to the listed minimum internal temperatures for at least 15 seconds:

- Raw poultry such as chicken, duck, and turkey – 165°F
- Raw ground or chopped fish and meat such as ground beef and sausage – 155°F
- Raw pork, fish, eggs, lamb, and whole pieces of beef – 145°F
- Fruits and vegetables prior to hot holding – 135°F

### MAJOR RISK FACTOR #4 – CONTAMINATED EQUIPMENT OR UTENSILS



When utensils or equipment become dirty or contaminated, they can transfer that contamination to the food, causing a foodborne illness. This may occur several different ways. If utensils or equipment are not cleaned frequently, and old food residue is allowed to build up at room temperature, bacteria in the residue may multiply rapidly and contaminate any food that comes into contact with it. In order to prevent this from happening, utensils, food preparation equipment, and food contact surfaces should be washed, rinsed, and sanitized at least once every 4 hours. This can be done manually in a three-compartment sink, in a mechanical dish machine, or through a clean-in-place procedure for large pieces of equipment.

Make sure you use the correct sanitizer and allow for the appropriate contact time. Also, make sure you always have the test strips to measure the concentration of the sanitizer:

**California's Required Sanitizer Concentrations and Contact Times:**

- I. Chlorine:**  
100 ppm for 30 Seconds
- II. Quaternary Ammonia:**  
200 ppm for 60 Seconds
- III. Iodine:**  
25 ppm for 60 Seconds



Use sanitizer water that is: **70-120°F**



- Check the sanitizer concentration.
- Follow test strip label directions.

Dish machines can also be used to clean and sanitize utensils.



Check on These:

- Wash and rinse temperatures.
- Cycle times.
- Check chlorine levels of final rinse. Most require 50 ppm chlorine.



A specific kind of contamination can occur when ready-to-eat foods come into contact with raw animal products or their juices. This is called cross-contamination. When preparing different kinds of foods, a food worker must take great care to ensure that ready-to-eat foods do not come into contact with raw animal products or anything else that raw animal products have touched without first being washed, rinsed, and sanitized. It is possible for cross-contamination to occur due to contaminated utensils, food contact surfaces, and by unwashed hands.

Care also needs to be taken in how raw animal products are stored in a refrigerator. Raw animal products must be stored below and away from ready-to-eat foods to prevent any possible dripping or leaking from the raw food container that may cause cross-contamination.

Utensils, equipment, and food contact surfaces may also be contaminated if they come into contact with dirty mop water, garbage, pesticides, sewage, or anything else that could potentially cause illness.

It is important that all food equipment and utensils be of commercial grade and approved for sanitation by an American National Standards Institute (ANSI) to ensure that it is designed to allow for proper cleaning and sanitization and is safe to be used. Contact this Division if you are thinking about adding or changing food equipment and obtain approval prior to installing the new equipment.

**MAJOR RISK FACTOR #5 – FOOD FROM AN UNSAFE SOURCE**



Any food that is to be sold, served, given away, or used as an ingredient, must be obtained from an approved source. An approved source is a facility where the food produced, prepared, or processed, meets or exceeds the standards of the responsible regulatory agency. This most commonly means that the facility has a valid permit, license, or registration and is inspected on a regular basis by a regulatory agency. The regulatory agency may be the Ventura County Environmental Health Division, but it may also be another agency, such as the California Department of Public Health, the U.S. Food and Drug Administration (FDA), or the U.S. Department of Agriculture (USDA).

Even when the source you purchase food from is approved, it is still advisable to know exactly how they handle your food before it gets to you. When receiving food, check it to make sure that it is being received at the proper temperatures, that it is not infested with any kind of vermin, and that it has not been adulterated in any way. If the food has been temperature abused, is infested,

or has been adulterated, do not accept the delivery. Since it can be difficult to tell if fresh produce has been contaminated prior to delivery, ensure that it is always washed prior to being cut, cooked, prepared, and served.

### **IMMINENT HEALTH HAZARD – TEMPORARY PERMIT SUSPENSION**

An imminent health hazard means a significant threat or danger to health exists due to a product, practice, circumstance, or event that can cause food infection, food intoxication, disease transmission, vermin infestation, or hazardous condition that requires immediate correction or cessation of operation to prevent injury, illness, or death.

If an imminent health hazard is found and the facility is unable to correct the hazard and corresponding violation(s), an Environmental Health Specialist may need to temporarily suspend the Permit to Operate and close the facility to prevent injury, illness, or death.

The Environmental Health Specialist is required to issue a notice to the Permit Holder setting forth the violation(s) with pertinent code section(s) and inform the Permit Holder of the right to a hearing.

Upon correction of the violation(s) and payment of a non-compliance inspection fee, the Permit Holder contacts a Division supervisor to schedule a follow-up inspection. An Environmental Health Specialist will conduct a follow-up inspection, and after verifying the imminent health hazard and corresponding violation(s) are corrected, reinstate the Permit to Operate.

### **RESOURCES**

The following resources are included in this booklet to provide you with tools that you can apply to monitor food safety practices, including a self-checklist that will allow you and your employees to identify issues that need to be corrected to keep your customers safe.

- Food Facility Inspection Self-Checklist
- Employee Illness Log
- Cold Holding Temperature Log
- Hot Holding Temperature Log
- Cooling of Foods Log
- Cleaning / Sanitizing Monitoring Log
- Animals in Food Facilities
- Food Safety in Food Facilities Related to Power Outage
- Food Safety After a Fire
- Flooding Emergency Information for Food Facilities
- Cleaning after Rodent Infestation
- Cleaning After Sewage Release Inside Food Facilities
- To-go, Delivery & Third-Party Delivery Packages
- Food Donations

## APPENDIX A



**COUNTY of VENTURA**

**PUBLIC INFORMATION**

Resource Management Agency • Environmental Health Division • 800 S. Victoria Ave, Ventura, CA 93009  
Phone 805-654-2813 • Fax 805-654-2480 • [vcrma.org/divisions/environmental-health](http://vcrma.org/divisions/environmental-health)

### FOOD FACILITY INSPECTION SELF CHECKLIST

The items listed below are the major areas the Environmental Health Division (Division) will be looking at when we conduct routine inspections of your food facility. This checklist is provided so that you may perform periodic reviews of your facility's operation. Self-audits performed in the food facility can reduce and/or eliminate Health Code violations during a routine inspection and prevent customers from becoming ill. We suggest that you review this checklist and "check off" those items that are in compliance. Those not checked could be considered "violations" and should be corrected. Please call your district inspector or the main office at (805) 654-2813 if you have any questions.

#### FOOD

- Food is purchased from an approved source (licensed by the county, state, or federal government).
- Food is inspected and found to be free from contamination, adulteration, and spoilage.
- Unpackaged foods which have been served or returned from the dining area are discarded.
- All foods are stored a minimum of 6" off the floor.
- Restrooms are not used for the storage of food, equipment, or supplies.
- All paper products are stored in a manner so as to protect them from contamination.
- Foods, and food related products, are being protected from dirt, unnecessary handling, over-head leakage, and other forms of contamination.
- All food storage containers are approved and safe for the storage of foods, have tight fitting lids and are labeled.
- Raw foods are stored separate from ready-to-eat foods.

#### TEMPERATURE CONTROL

- Potentially hazardous foods are maintained below 41°F or above 135°F at all times.
- A thermometer, accurate to  $\pm 2^\circ\text{F}$ , is provided either as an integral part of the refrigerator and freezer (dial outside) or is located inside each unit at its warmest point.
- An accurate metal probe thermometer, suitable for measuring food temperatures, is readily available and is being used to check food temperatures daily.
- Food products are thawed in one of the following methods only: a) in refrigeration units, b) under cold running, potable water of sufficient velocity to flush loose food particles, c) in a microwave oven, d) as part of the cooking process.
- Frozen food is maintained in a frozen state.
- Thawed food items are not refrozen. Cooked or processed foods may be refrozen.
- Adequate rapid cooling and reheating procedures used for all potentially hazardous foods.

#### PERSONNEL

- Each food facility that handles open potentially hazardous foods must have an owner or employee who successfully passed an approved and accredited food safety certification examination.
- All employees handling food or utensils must have obtained their Food Handler Card.
- Employees wash their hands with soap and warm water for at least 10-15 seconds for the following reasons: a) before starting work, b) immediately after using the bathroom, c) between tasks, d) any time needed to prevent food contamination.

## APPENDIX A

- Employees handling food or utensils are not sick and have no open sores.
- Employees are wearing clean outer garments.
- Tongs or other implements are used for serving food products.
- Hair of employees is properly confined.
- Employees do not smoke or use tobacco inside the facility.
- Clothing and personal effects are stored away from food products in employee lockers or other approved location.

### WATER AND SEWAGE

- All sinks are fully operable with hot (120°F or above) and cold water at each faucet.
- All sinks drain properly. Floor drains and floor sinks are in good working order.
- Plumbing is in good repair.
- Grease trap is routinely cleaned.

### EQUIPMENT

- All equipment (i.e., stoves, grills, refrigerators, tables, sinks, ice machine, etc.) are clean and well maintained.
- Inoperable equipment has been repaired or replaced (removed from the facility).
- No equipment has been replaced, moved, or added without prior approval from the Division.
- All food equipment and utensils must meet NSF standards and be certified for sanitation.

### UTENSILS

- Multiservice utensils are being washed by one of the following means only: a) hand washing in a three-compartment sink (wash, rinse, sanitize), b) chemical sanitizing (dish machine) conforming to NSF standards, c) high temperature sanitization.
- Testing materials to adequately test sanitizing methods are readily available.
- All utensils are clean and well maintained.
- Damaged or unapproved utensils have been repaired or replaced.
- Utensils are properly protected during storage.

### FLOORS / WALLS / CEILINGS

- Floors are clean, well maintained and in good repair.
- Walls, ceilings, and windows are clean, well maintained, and in good repair.

### TOILET / DRESSING ROOM / HANDWASHING SINKS

- Toilet facilities are clean, well maintained and in good working order.
- Self-closing doors in toilet and dressing rooms are working properly.
- Single service soap and towel dispensers at all hand wash sinks are operable and stocked.
- Toilet tissue dispensers are full.
- Legible hand washing signs should be posted.
- Ventilation is provided in each restroom and is in proper working order.

### LIGHT AND VENTILATION

- Adequate lighting and ventilation are provided throughout the facility.
- Exhaust ventilation filters are clean and well maintained.
- Light fixtures have approved safety covers.

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### PEST CONTROL

- Facility is free from insect and rodent infestations.
- Live animals, birds, or fowl are not allowed in the food preparation areas.
- Outside doors and screen doors are self-closing and closures are in working order.
- Air curtains operate automatically when delivery door / pass-through windows are opened.
- Only pesticides that are approved to be used in a food facility are used.

### REFUSE

- Trash containers are leak-proof and covered.
- Plastic bags are tied before placing in refuse containers.
- Outside trash bin lids are closed.
- Outside premises and refuse areas are clean and well maintained.

### OPERATION

- Hazardous substances (i.e., chemicals, cleaning supplies, etc.) are labeled and stored away from food products.
- There are no living quarters within the facility.
- No smoking and first aid signs (choking) are properly posted.
- Cleaning equipment and soiled linens are properly stored.
- Returned, damaged, or unlabeled food products are properly stored.
- Facility has a current Environmental Health Division Permit to Operate

### **THE FOLLOWING CONDITIONS ARE SERIOUS. YOUR FACILITY MUST CLOSE UNTIL THEY ARE ABATED.**

1. Overflowing sewage
2. No potable water
3. No hot water
4. No electricity
5. Cockroach, rodent, or insect infestation
6. Actual or potential threat to the public health and safety (i.e., foods out of temperature, inadequate sanitization, etc.)

## APPENDIX H



**COUNTY of VENTURA**

**PUBLIC INFORMATION**

Resource Management Agency • Environmental Health Division • 800 S. Victoria Ave. Ventura, CA 93009  
Phone 805-654-2813 • Fax 805-654-2480 • [vcrma.org/divisions/environmental-health](http://vcrma.org/divisions/environmental-health)

### **FOOD SAFETY IN FOOD FACILITIES RELATED TO A POWER OUTAGE**

The Ventura County Environmental Health Division (Division) has the following information for your food facility regarding food safety in the event of a power outage:

If you have advance warning of a power outage, move food products from smaller refrigerators, such as reach-ins and cook's line units, to walk-ins. If the outage is anticipated to last more than 4 hours, move foods that must be refrigerated to the freezer as space will allow. When the power goes out you can make the food last longer by keeping the doors to the freezer unit and walk-in closed as much as possible. If the power is off for more than 6 hours, in order to maintain potentially hazardous foods at 41°F or below, dry ice, block ice, or bags of ice may be used in the freezer and walk-in, food may be relocated to a commercial freezer, or you may secure a generator or refrigerated truck for emergency power. Also be aware that you cannot touch dry ice with your hands and you should not breathe the fumes, so follow handling directions carefully.

Without power, a full freezer will keep everything frozen for about 2 days. A half-full freezer will keep food frozen 1 day. If the freezer is not full, quickly group packages together so they will retain the cold more effectively. Separate meat and poultry items from other foods so if they begin to thaw, their juices will not drip on to other foods. Discard any thawed food that has risen to room temperature and remained there 2 hours or more.

If products were at room temperature or above when the power went out, they should be rapidly cooled to 41°F using an ice bath prior to placing in any walk-in unit. If the food has not reached 41°F within 6 hours it must be discarded. Do not place unrefrigerated foods in the walk-in once the power has gone out.

#### **When in doubt, throw it out!**

Prior to resuming food preparation, all potentially hazardous foods must be evaluated for proper temperatures. Bacteria can multiply rapidly on potentially hazardous foods that have been at room temperature for more

than 2 hours. Discard any foods that have been contaminated by raw meat juices and immediately discard anything with a strange color or odor.

Discard the following potentially hazardous foods if kept above refrigerator temperature (41°F) for more than 2 hours:

- ✓ raw or cooked meat, poultry, or seafood
- ✓ milk/cream, yogurt, soft cheese
- ✓ cooked pasta, pasta salads
- ✓ custard, chiffon, or cheese pies
- ✓ fresh eggs, egg substitutes
- ✓ meat or cheese-topped pizza, luncheon meats
- ✓ casseroles, stew, or soups
- ✓ mayonnaise, tartar sauce, and creamy dressings
- ✓ refrigerated cookie doughs
- ✓ cream-filled pastries

Any foods stored in undercounter or smaller reach-in refrigerator units should be thrown out. Any foods that were prepared prior to the power outage that were not rapidly cooled should be discarded. Thawed foods that are at 41°F or below must be used immediately, **do not refreeze thawed foods.**

### Cooking temperatures

The following foods must be cooked to minimum internal temperatures to ensure food safety:

FOOD	A MINIMUM INTERNAL TEMPERATURE
Whole Cut Beef/Fish/Pork	145°F or above for 15 seconds
Eggs	145°F or above for 15 seconds
Ground / Flaked Meats	155°F or above for 15 seconds
Poultry and Stuffed Fish/Meats	165°F or above for 15 seconds

If you have any questions regarding this information or regarding food safety, call the Environmental Health Division from 8 AM to 5 PM, Monday through Friday at 805/654-2813.



## FOOD SAFETY AFTER A FIRE

**Eating food that has been involved in a fire can be dangerous and may cause illness to you and your family. Do not try to save food after a fire.**

Discard all food that has been near a fire. Food exposed to fire can be damaged by the heat of the fire, smoke fumes, and fire-fighting chemicals. These fumes and chemicals cannot be washed off.

These include:

- Foods stored outside of the refrigerator, such as bread, fruits, and vegetables.
- Raw food or food in permeable packaging (cardboard, plastic wrap, etc.).
- All foods in cans, bottles, and jars. While they may appear to be okay, the heat from a fire can damage the containers and can activate food spoilage bacteria.
- Foods stored in refrigerators or freezers. Refrigerator seals are not airtight and fumes can get inside.

**Food exposed to fire can be compromised by three factors:**

### 1. Heat from the Fire:

Food in cans or jars may appear to be okay, but if they've been exposed to the heat of a fire, they may no longer be safe. Heat from a fire can activate food spoilage bacteria. If the heat is extreme, the cans or jars themselves can split or rupture, rendering the food unsafe.

### 2. Fumes from the Fire:

One of the most dangerous elements of a fire is sometimes not the fire itself, but toxic fumes released from burning materials. These fumes can kill and can also contaminate food.

- Any unpackaged food or food stored in permeable packaging (cardboard, plastic wrap, etc.) should be thrown away. Toxic fumes can permeate the packaging and contaminate the food.
- Discard any raw foods, stored outside the refrigerator (such as potatoes or fruit) that could be contaminated by fumes.
- Food stored in refrigerators or freezers can also become contaminated by fumes. The refrigerator seal is not airtight and fumes can get inside.

### 3. Chemicals in Fire:

Chemicals used to fight fires contain toxic materials and can contaminate food and cookware. The chemicals cannot be washed off the food.

- Foods that are exposed to chemicals should be thrown away. This includes food stored at room temperature, such as fruits and vegetables, as well as foods stored in permeable containers like those with screw-caps, snap-lids, crimped caps, twist caps, flip tops, and snap-open, and home-canned foods because they cannot be disinfected.
- Throw away food in cardboard containers, including juice/milk/baby formula boxes.

**Power Outage:** Even if your home was not directly damaged by fire, extended power outages have occurred. Discard all foods in your refrigerator and freezer. Document food and other items that are disposed of for insurance purposes by listing and/or taking photographs.

- **Reheating food that has become contaminated will not make it safe!**
- **Never taste food to determine its safety!**
- **When in doubt, throw it out!**

#### **Removing Odors from Refrigerators and Freezers:**

The following steps may have to be repeated several times:

1. Dispose of all food.
2. Remove shelves, crispers, and ice trays. Wash them thoroughly with hot water and detergent. Then rinse with a sanitizing solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water.
3. Wash the interior of the refrigerator and freezer, including the door and gaskets, with hot water and baking soda. Rinse with a sanitizing solution (see above).
4. Leave the door open for about 15 minutes.

If odor remains, try any or all of the following:

- Wipe the inside of the unit with equal parts of vinegar and water to destroy mildew.
- Leave the door open and allow to air out for several days.
- Stuff the refrigerator and freezer with rolled newspapers. Keep the door closed for several days. Remove the newspaper and clean with vinegar and water.
- Sprinkle fresh coffee grounds or baking soda loosely in a large, shallow container in the bottom of the unit.
- Use a commercial product available at hardware and houseware stores. Follow the manufacturer's instructions.
- If odors still remain, the unit may need to be discarded.

#### **Sanitizing Cooking Surfaces, Cookware and Utensils:**

- Sanitize cookware by washing in soap and hot water. Then submerge for 15 minutes in a solution for 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water.
- Discard wooden cutting boards, plastic utensils, baby bottle nipples, and pacifiers as there is no way to safely clean them.
- Thoroughly wash metal pans, ceramic dishes, utensils (including can openers) with soap and water (hot water if available). Rinse and sanitize them by boiling in clean water or immersing them for 15 minutes in a solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water.
- Thoroughly wash countertops with soap and water (hot water if available). Rinse and then sanitize them by applying a solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water. Allow to air-dry.



## FLOODING EMERGENCY INFORMATION FOR FOOD FACILITIES

### FOOD SAFETY

If your power has been out:

1. WHEN IN DOUBT, THROW IT OUT!
2. Food will last longer by keeping the refrigerator doors closed.
3. The refrigerator will keep food cool 4-6 hours depending on the kitchen temperature. Freezer units should keep food frozen for 2 days. A half-full freezer unit should keep things frozen about 1 day.

If food has been flooded:

1. Segregate the damaged items from those that were not damaged.
2. Most food and beverage items under flood waters cannot be salvaged. Contact this Division at the telephone numbers shown below for further information and requirements on salvaging.
3. Keep records of damaged products.

Disposal of non-salvageable food and beverage items:

1. For solid waste removal, contact your local rubbish company.
2. Contact your distributors to determine if they can assist you.

### CLEANUP AFTER FLOOD

1. Thoroughly wash walls, floors, equipment, and food contact surfaces with warm soapy water.
2. Disinfect all affected areas with a solution of **1/2 cup** of chlorine per gallon of water.
3. Utensils should be thoroughly washed, then disinfected in a chlorine solution of **one tablespoon** of chlorine per gallon of water.

### INSPECTION

1. No food establishment shall be permitted to reopen until the entire premises have been thoroughly cleaned, disinfected, and allowed to completely dry.
2. A safe water supply shall be confirmed and approved prior to operation.
3. All equipment must be in working order and properly calibrated prior to opening.
4. Plumbing fixtures must be free of obstruction that could cause a backup of waste.
5. Contact this Division to schedule an inspection prior to operating.

For additional information, contact the Environmental Health Division during normal business hours, Monday through Friday, 8:00 AM-5:00 PM, at 805/654-2813.

## APPENDIX K



**COUNTY of VENTURA**

**PUBLIC INFORMATION**

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Phone 805-654-2813 • Fax 805-654-2480 • [vcrma.org/divisions/environmental-health](http://vcrma.org/divisions/environmental-health)

### **Cleaning Guidelines for Facilities with Rodent Infestation**

#### **Ventilate:**

Before you start cleaning the affected areas, ventilate the space by opening the doors and windows for at least 30 minutes to allow fresh air to enter the affected areas. Use cross-ventilation and leave the affected area during the airing-out period.

#### **Clean up of urine and rodent droppings:**

When you are ready to begin cleaning up any urine and droppings, remember **DO NOT** stir up dust by sweeping or vacuuming droppings, urine, or nesting materials.

- Wear rubber, latex, or vinyl gloves when cleaning urine and droppings
- Spray the urine and droppings with a disinfectant or a mixture of bleach and water and let soak 5 minutes. The recommended concentration of bleach solution is 1 ½ cups of household bleach with 1 gallon of water.
- Use a paper towel to pick up the urine and droppings and dispose the waste in the garbage.
- After the rodent droppings and urine have been removed, disinfect items that might have been contaminated by rodents or their urine and droppings.

#### **Disinfect affected areas:**

- Mop floors and clean countertops with disinfectant or bleach solution.
- Wash fabric with laundry detergent in hot water if exposed to rodent urine or droppings.

Lastly, remove gloves and thoroughly wash hands with soap and water for at least 20 seconds.

#### **Clean up of dead rodents or nests:**

- Wear rubber, latex, or vinyl gloves when cleaning up dead rodents or nests
- Spray the dead rodent or nest and the surrounding area with a disinfectant or a mixture of bleach and water.
- Soak rodent, nesting materials or droppings in solution for 5 minutes before wiping up with a paper towel or rag.
- Place the dead rodent or nest materials in a plastic bag and seal tightly. Place the full bag in a second plastic bag and seal.

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- Throw the bag into a covered trash can that is regularly emptied.

Remove gloves and thoroughly wash hands with soap and water for at least 20 seconds.

When removing any potentially contaminated materials from storage boxes:

- First, move the storage boxes outside and place them in an area that is well-ventilated and exposed to direct sunlight. The outside of the storage boxes can be disinfected using bleach and water solutions or disinfectant solution.
- Next, remove the potentially contaminated materials while in the sunlit ventilated area. Remain upwind so that any dust or debris is not blown toward your face. Items that are no longer needed can be discarded.
- Dispose of any cardboard boxes contaminated with urine or droppings. Plastic glass or metal containers can be disinfected by spraying with the bleach and water solution or disinfectant. Then, using a rag or paper towel, wipe up the urine or droppings and dispose of the waste.
- Clean countertops, cabinets, and drawers with disinfectant or bleach and water solution.
- Decontaminate gloves with disinfectant or bleach and water solution. Wash hands well with soap and warm water.

## APPENDIX L



### **Cleaning after Sewage Release inside Food Facilities**

#### **Sewage Backup**

Sewage may contain feces, chemicals and disease-causing organisms which may contaminate the operation and possible cause food-borne illnesses.

#### **Corrective Action**

**In the event of sewage backup inside the food facility, the operator must immediately discontinue operations & contact the Environmental Health Division.**

In the case of plugged drain lines, the permit holder should consider the following:

1. Contact a service company to find and remove the obstruction.
2. Replace worn or damaged plumbing as needed.
3. Clean and disinfect affected areas and equipment as specified under "Sewage Clean-Up" on next page.

#### **Employee Safety and Protection**

During the clean-up process, be aware of employee safety and protection needs. Examples of items/procedures that may be needed for clean-up include:

1. Eye protection.
2. Rubber boots that can be washed and disinfected after use.
3. Protective clothing such as coveralls or disposable outer garments.

#### **Sewage Clean-Up**

All equipment, utensils and environmental surfaces in contact with sewage must be cleaned and disinfected prior to being used or placed back into use and service. Follow the disinfectant use instructions listed on the EPA registered label, or the procedure approved by local authorities.

When food contact surfaces are affected, clean and disinfect contaminated areas first and then follow with a rinse and sanitize prior to use.

Sewage clean-up procedures should include:

1. Remove any standing sewage as soon as possible and prior to starting clean-up procedures. Sewage can contain pathogens that could become a source of contamination and therefore clean-up requires disinfecting affected areas, equipment, surfaces, cleaning tools and utensils.
  - a. Disinfect with a chlorine bleach solution with a concentration of 1000 to 5000 parts per million (5–25 tablespoons of household bleach [5.25%] per gallon of water.

## **APPENDIX L**

- b. It is recommended that you calculate solutions prior to an emergency and test surface compatibility with bleach prior to use since bleach may be corrosive to metals or incompatible with other surfaces.
2. Disinfect the floors, walls and other affected areas. When food contact surfaces are affected, clean and disinfect contaminated areas first and then follow with a rinse and sanitize prior to use.
3. Air-dry the affected areas, utensils, surfaces and equipment.
4. Discard mop heads and other cleaning tools/aids that contacted the sewage.
5. Alternative measure: Hire a janitorial service having expertise in cleaning food establishments exposed to sewage backups.

### **Cleaning Contaminated Linens and Uniforms**

Linens or uniforms contaminated by sewage must be discarded or alternatively, they can be professionally laundered prior to use.

### **Discard Foods**

Discard all food that has been in direct contact with the sewage and anything that cannot be washed and disinfected.

**WHEN IN DOUBT, THROW IT OUT!**

Discard:

1. Discard foods in porous paper, plastic or cellophane packaging that became wet (e.g., boxes or bags of flour, cereal, mixes, rice, salt).
2. Discard exposed food, including bulk foods and produce.
3. Discard containers with screw tops, corks, crown, caps or pull tabs that became wet (e.g., glass/plastic containers of ketchup, dressings, milk, mayonnaise, sauces, beverages).
4. Rusted, pitted, dented, swollen or leaking canned foods.
5. Contaminated single-service items.
6. Any food items that might have become contaminated with sewage.

### **Employee Handwashing**

Require double handwashing immediately after working with contaminated materials and before engaging in any food preparation activities such as handling exposed food, clean equipment and utensils, and unwrapped single service/use articles.

Double handwashing procedures should include:

1. Clean hands and exposed portions of the arms using a cleaning compound in a lavatory that is properly equipped by vigorously rubbing together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinsing with clean water. Repeat.
2. Dry hands using disposable towels.
3. Use a disposable towel to turn off the water to prevent re-contaminating the hands.
4. Follow-up with a hand antiseptic.



## AB 3336 Guidance for Food Facilities and Third-party Delivery Services

### Background

This guideline was developed to assist food facilities and third-party delivery drivers with the implementation of AB 3336 which is effective starting January 1, 2021. The guideline is intended to provide a summary of the requirements contained within the California Retail Food Code (CRFC) for regulation of a Third-Party Food Delivery Platform and is not meant to be inclusive of all local and state requirements. A full copy of AB 3336 can be viewed here:

[https://leginfo.ca.gov/faces/billNavClient.xhtml?bill\\_id=201920200AB3336](https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB3336)

### What is a Third-Party Food Delivery Platform?

A Third-Party Food Delivery Platform (TPFDP) is defined by the CRFC as a business engaged in the service of online food ordering and delivery from a food facility to a consumer.

*This does **not** include grocery stores or other facilities that primarily sell the following products: fresh produce, meat, poultry, fish, deli products, dairy products, perishable beverages, baked foods, and prepared foods (excluding restaurants). Additionally, the requirements do not apply to the transportation of prepackaged non-potentially hazardous foods, or food transported as part of a charitable feeding program or food being donated to a food bank.*

### Requirements

This bill has two parts and applies to food facilities and food delivery drivers/vehicles.

**Food Facilities:** All bags or containers in which ready-to-eat foods are being transported from a food facility to a customer must be closed by the food facility with a tamper-evident method (stickers or tape) prior to the food deliverer taking possession of the food. Food facilities are also required to have a contract in place for each TPFDP service.



**Food Transportation Vehicles:** Ready-to-eat food delivered through a TPFDP must be transported in a manner in which the food is protected from contamination. The TPFDP delivery vehicle must meet the following requirements:

- The interior floor, sides, and top of the food holding area must be clean and capable of withstanding frequent cleaning.
- The food must be protected from contamination.
- The food shall be maintained at a holding temperature necessary to prevent spoilage, except if transported within 30 minutes.

### Questions

If you have questions, please contact your area inspector or call 805-654-2813.



## AB 3336 Información para Establecimientos de Alimentos y los Servicios de Entrega de Comida a Domicilio

### Origen

Esta guía se desarrolló para ayudar a los establecimientos de alimentos y a los conductores de servicios de entrega de comida con la implementación del proyecto de ley AB 3336, que entró en vigencia a partir del 1 de enero de 2021. La guía está destinada a proporcionar un resumen de los requisitos contenidos en el Código de Alimentos Minoristas de California (CFRC por sus siglas en inglés) para la regulación de una plataforma de entrega de comida a domicilio y no pretende incluir todos los requisitos locales y estatales. Puede ver una copia completa de AB 3336 aquí:

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201920200AB3336](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB3336)

### ¿Qué es una Plataforma de Entrega de Comida a Domicilio?

El CRFC define una Plataforma de Entrega de Comida a Domicilio (TPFDP por sus siglas en inglés) como una empresa dedicada al servicio de pedido y entrega de alimentos en línea desde un establecimiento de alimentos a un consumidor.

Esto **no** incluye las tiendas de comestibles u otras instalaciones que venden principalmente los siguientes productos: productos frescos, carne, aves, pescado, productos de salchichería, productos lácteos, bebidas perecederas, alimentos horneados y alimentos preparados (excepto restaurantes). Además, los requisitos no se aplican al transporte de alimentos empaquetados que no son potencialmente peligrosos, alimentos transportados como parte de un programa de alimentación caritativa o alimentos donados a un banco de alimentos.

### Requisitos

Este Proyecto de ley tiene dos partes y se aplican a los establecimientos de alimentos y a los conductores / vehículos de entrega de alimentos.

**Establecimientos de Alimentos:** Todas las bolsas o contenedores en los que se transportan alimentos listos para comer desde un establecimiento de alimentos a un cliente deben estar cerrados por el establecimiento de alimentos con un método de evidencia de manipulación (pegatinas o cinta adhesiva) antes de que el repartidor de alimentos tome posesión de la comida. También se requiere que los establecimientos de alimentos tengan un contrato para cada servicio de TPFDP.



**Vehículos de Transporte de Alimentos:** Los alimentos listos para consumir entregados a través de un TPFDP deben transportarse de manera que la comida se proteja de la contaminación. Los vehículos de transporte deben cumplir con los siguientes requisitos:

- El piso interior, los lados y la parte superior del área de almacenamiento de alimentos deben estar limpios y ser capaces de soportar en limpieza.
- Los alimentos deben ser protegidos de la contaminación.
- La comida se debe mantener a la temperatura necesaria para evitar que se eche a perder, excepto si se transporta en menos de 30 minutos.

### Preguntas

Si tiene preguntas, por favor comuníquese con el inspector de su área o llame al 805-654-2813.

## APPENDIX N



**COUNTY of VENTURA**

**PUBLIC INFORMATION**

Resource Management Agency • Environmental Health Division • 800 S. Victoria Ave, Ventura, CA 93009  
Phone 805-654-2813 • Fax 805-654-2480 • [vcrma.org/divisions/environmental-health](http://vcrma.org/divisions/environmental-health)

### SAFE FOOD DONATION GUIDELINES

These guidelines are for food DONORS and VOLUNTEERS that handle donated foods. For more food safety information, please visit the Ventura County Environmental Health Division website <https://vcrma.org/divisions/environmental-health>

#### WHAT CAN YOU DONATE?

You can donate non-perishable food and unprepared/prepared hot or cold foods so long as they are unserved to a customer and maintained at proper temperatures.

#### EXAMPLES OF THE TYPES OF FOODS THAT MAY BE DONATED:

- canned food, and shelf stable packaged goods
- raw fruits and vegetables
- cold or frozen uncooked foods of animal origin, such as raw ground beef
- cold fruit and vegetable salads
- hot foods of animal origin, including mixed dishes like lasagna or cooked vegetables
- cold cooked foods of animal origin
- hot or cold grain dishes

Under the California Good Samaritan Food Donation Act (AB1219), you may donate both nonperishable food and perishable food that is fit for human consumption but that has exceeded the labeled shelf-life date recommended by the manufacturer (California Health and Safety Code Section 114433).

#### EXAMPLES OF THE TYPES OF FOODS NOT TO BE DONATED:

- potentially hazardous foods that are not maintained at proper temperatures
- canned food that is or looks swollen or has a bulge in it or any can that's dented along the seams or has rust along the seams. This may mean that dangerous bacteria are growing inside, or the damage may have allowed bacteria to get inside
- any sealed package that's torn, has a hole in it, or is coming apart at the seams
- frozen foods whose packages show that the food inside may have melted, then frozen again. For example, in cardboard-carton type packages, food stains on the package or other signs that the package has leaked are evidence that this may have happened. Frozen food that is thawed, then frozen again, gives bacteria a chance to grow

#### CRITICAL FOOD HANDLING/STORAGE TEMPERATURES

Prepared foods are most susceptible to microbial spoilage between the temperatures of 41°F and 135°F. It is critical that the temperature of the cold food maintains at 41°F or lower for storage and hot holding food maintains at 135°F or higher. Rapidly cool hot prepared food from 135°F to 41°F or below within 6 hours and during this time the decrease in temperature from 135°F to 70°F must occur within two hours. Reheat foods to an internal temperature of at least 165°F or higher for at least 15 seconds if foods have been out of temperatures for less than two hours. If this temperature is not reached within 2 hours, discard the food items. When in doubt, throw it out.

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### EVALUATING THE CONDITION OF THE FOOD:

#### PRIOR TO TRANSPORT:

- package food in appropriate food safe containers, free of contamination.
- cold foods must always remain at 41°F or below
- frozen foods must always remain at 32°F or below
- hot foods must always remain at 135°F or above
- donations of whole produce, canned goods, dry foods and other similar products can be delivered anytime with no requirement for temperature controls or delivery times

#### DURING TRANSPORT:

- when available, use portable coolers or a refrigerated vehicle to transport foods at 41°F or below
- if refrigerated transport is not available, the food items should be transported in thermal blankets
- if neither refrigerated transport nor thermal blankets are available, food should be labeled “Process Immediately” and must not be out of temperature controls for more than 30 minutes during transportation

#### AFTER TRANSPORT:

- the food donor must check to ensure proper temperatures at the time of the transfer to the receiving facility or food transporter
- the person-in-charge who accepts the donated food must check that the food is from an approved source (i.e., one that meets food safety standards, such as permitted food facilities), check the temperature of the food upon receipt and note the time that the food is received and that its condition is sound. Examining foods at the time of receipt can be invaluable in intercepting problems that can lead to food contamination, if undetected

### FOOD WORKERS – BASIC GOOD HYGIENIC PRACTICES

Handwashing is key to preventing the spread of disease. Good sanitation, hand washing, and minimized barehand contact with raw, ready-to-eat food can help to prevent disease transmission. Food workers must wash their hands and exposed portions of their arms with cleanser and warm water for at least 20 seconds total, with at least 10 to 15 seconds devoted to vigorous rubbing of the hands and arms. Hands and exposed portions of the arms must be washed: immediately before beginning food preparation; during food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks; after using the bathroom; and after engaging in other activities that contaminate the hands. Additional information on when to wash the hands can be found in the California Health and Safety Code Section 113953.3.

Contact Waste Free VC for more food donation related questions.  
E-mail: [WasteFreeVC@ventura.org](mailto:WasteFreeVC@ventura.org) or Telephone: (805) 981-6645






# Hand Washing 101

How can you be sure you're washing your hands regularly enough? You should always wash your hands BEFORE you handle food or begin any food-related task, but it's also very important that you wash your hands AFTER these activities:

- Handling raw meat, poultry and seafood.
- Sneezing, coughing or using a tissue.
- Emptying or taking out the garbage.
- Using the restroom.
- Smoking, eating, drinking or chewing gum.
- Clearing tables or washing dirty dishes.
- Touching your hair, face, body, clothes or apron.
- Using chemicals that might affect the safety of food.
- Handling money and making change.

## HAND WASHING HOW TO:



- **1** WET YOUR HANDS AND ARMS WITH RUNNING WARM WATER.
- **2** APPLY ENOUGH SOAP TO BUILD UP A GOOD LATHER.
- **3** VIGOROUSLY SCRUB HANDS & ARMS for at least 10-15 seconds. Clean the finger tips, under fingernails, and between fingers.
- **4** RINSE HANDS & ARMS THOROUGHLY UNDER RUNNING WARM WATER.
- **5** DRY HANDS & ARMS with a single-use paper towel or hand dryer. Use a paper towel to turn off the faucet. If leaving the restroom, use a paper towel to open the door.

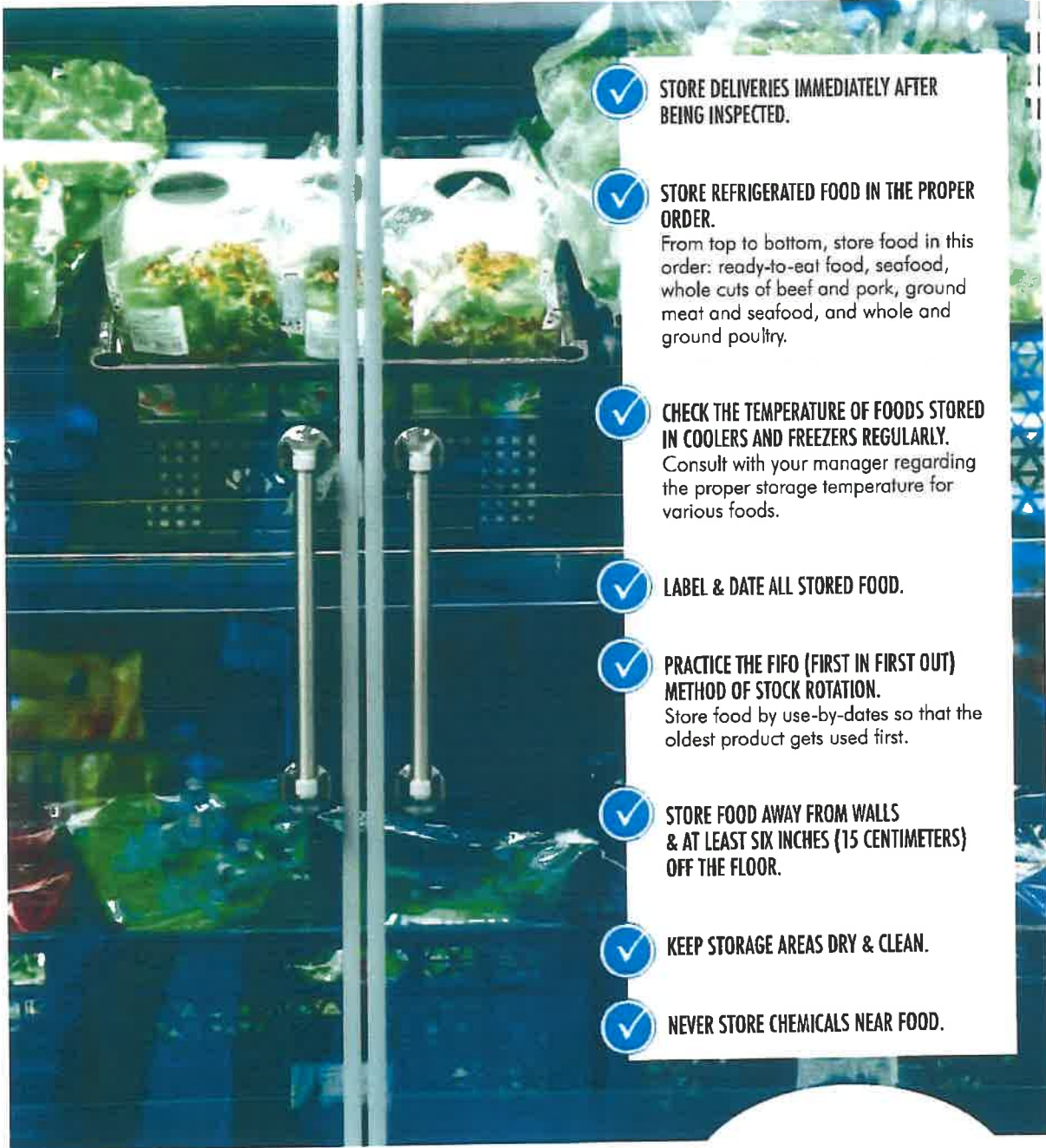
For more information and resources on food safety, visit:  
[foodsafetyfocus.com](http://foodsafetyfocus.com)



# HOW TO: Properly Store Food

It's only eight simple steps to safely store food at your operation.

Make your way through the following **BEST PRACTICES LIST:**



- ✓ **STORE DELIVERIES IMMEDIATELY AFTER BEING INSPECTED.**
- ✓ **STORE REFRIGERATED FOOD IN THE PROPER ORDER.**  
From top to bottom, store food in this order: ready-to-eat food, seafood, whole cuts of beef and pork, ground meat and seafood, and whole and ground poultry.
- ✓ **CHECK THE TEMPERATURE OF FOODS STORED IN COOLERS AND FREEZERS REGULARLY.**  
Consult with your manager regarding the proper storage temperature for various foods.
- ✓ **LABEL & DATE ALL STORED FOOD.**
- ✓ **PRACTICE THE FIFO (FIRST IN FIRST OUT) METHOD OF STOCK ROTATION.**  
Store food by use-by-dates so that the oldest product gets used first.
- ✓ **STORE FOOD AWAY FROM WALLS & AT LEAST SIX INCHES (15 CENTIMETERS) OFF THE FLOOR.**
- ✓ **KEEP STORAGE AREAS DRY & CLEAN.**
- ✓ **NEVER STORE CHEMICALS NEAR FOOD.**

For more information and resources on food safety, visit:  
**[foodsafetyfocus.com](http://foodsafetyfocus.com)**



# HOW TO: Clean & Sanitize in a Three-Compartment Sink

Before you clean and sanitize items in a three-compartment sink, make sure that you clean and sanitize each sink and drainboard. Next, follow the 5 steps for cleaning and sanitizing in a three-compartment sink.



- 1** SCRAPE ITEMS BEFORE WASHING THEM. IF NECESSARY, ITEMS CAN BE RINSED OR SOAKED.
- 2** CLEAN ITEMS IN THE FIRST SINK. WASH THEM IN A DETERGENT SOLUTION AT LEAST 110° F (43°C). REPLACE THE WATER WHEN THE SUDS ARE GONE OR THE WATER IS DIRTY.
- 3** RINSE ITEMS IN THE SECOND SINK. SPRAY WITH WATER OR DIP THEM INTO IT. REMOVE ALL TRACES OF FOOD AND DETERGENT. IF DIPPING ITEMS, CHANGE RINSE WATER WHEN DIRTY OR FULL OF SUDS.
- 4** SANITIZE ITEMS IN THE THIRD SINK. CHECK THE TIME AND TEMPERATURE REQUIREMENTS FOR THE SANITIZER YOU ARE USING AND USE A TEST KIT TO CHECK CONCENTRATION. CHANGE THE SOLUTION WHEN THE TEMPERATURE OR SANITIZER CONCENTRATION FALLS BELOW REQUIREMENTS.
- 5** AIR DRY ALL ITEMS. PLACE ITEMS UPSIDE DOWN SO THEY WILL DRAIN. NEVER USE A TOWEL TO DRY ITEMS.

For more information and resources on food safety, visit:  
[foodsafetyfocus.com](http://foodsafetyfocus.com)



# Time and Temperature Control

Time and temperature are a perfect food safety pair. Because to reduce pathogens in food to safe levels, you have to cook the food to its correct minimum internal cooking temperature then hold the food at this temperature for a specific amount of time.

## MINIMUM COOKING TEMPERATURES:

**165°**

(74°C) FOR  
**<1 SECOND**  
(INSTANTANEOUS)

- Poultry—including whole or ground chicken, turkey, or duck.
- Stuffing made with fish, meat, or poultry.
- Stuffed meat, seafood, poultry, or pasta.
- Dishes that include previously cooked TCS (Temperature Controlled for Safety) ingredients.

**155°**

(68°C) FOR  
**17 SECONDS**

- Ground meat—including beef, pork, and other meat.
- Injected meat—including brined ham and flavor-injected roasts.
- Mechanically tenderized meat.
- Ratites—including ostrich and emu.
- Ground seafood—including chopped or minced seafood.
- Shell eggs that will be hot-held for service.
- Ground meat from game animals commercially raised and inspected.

**145°**

(63°C) FOR  
**15 SECONDS**

- Seafood—including fish, shell fish, and crustaceans.
- Steaks/chops of pork, beef, veal, and lamb.
- Commercially raised game.
- Shell eggs that will be served immediately.

**145°**

(63°C) FOR  
**4 MINUTES**

- Roasts of pork, beef, veal, and lamb.

**135°**

(57°C)  
**NO**  
**MINIMUM**  
**TIME**

- Food from plants, fruit, vegetables, grains, (e.g., rice, pasta) and legumes (e.g., beans, refried beans) that will be hot-held for service.

### SIMPLE STEPS TO MAKE TAKING TEMPERATURES PART OF YOUR OPERATION:

- Having calibrated thermometers readily available.
- Modeling correct behaviors.
- Giving positive reinforcement.
- Identifying corrective action.
- Conducting training and retraining when necessary.

For more information and resources on food safety, visit:

[foodsafetyfocus.com](http://foodsafetyfocus.com)



# Cleaning VS. Sanitizing

There's a big difference between cleaning and sanitizing. Cleaning removes food and other types of soil from a surface such as a countertop or plate. Sanitizing reduces the number of pathogens on the clean surface to safe levels. To be effective, cleaning and sanitizing must be a 5-step process.



- 1** SCRAPE OR REMOVE FOOD FROM THE SURFACE
- 2** WASH THE SURFACE
- 3** RINSE THE SURFACE
- 4** SANITIZE THE SURFACE
- 5** ALLOW THE SURFACE TO AIR DRY

## WHEN TO CLEAN & SANITIZE

Everything in your operation must be kept clean, but any surface that comes into contact with food must be cleaned AND sanitized. These surfaces must be washed, rinsed, and sanitized:

- Each time you use them.
- When you are interrupted during a task.
- After handling different raw TCS fruits and vegetables.
- When you begin working with a different type of food.
- As often as possible, but at least every four hours if items are in constant use.

For more information and resources on food safety, visit:

[foodsafetyfocus.com](http://foodsafetyfocus.com)

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# How to Calibrate a Bimetallic Stemmed Thermometer Using the Ice-Point Method

The most widely used method to calibrate a thermometer.

**THERMOMETERS SHOULD BE CALIBRATED REGULARLY**  
to make sure the readings are correct.



- 1** **FILL A LARGE CONTAINER WITH ICE.**  
Add clean tap water until the container is full.  
Stir the mixture well.
- 2** **PUT THE THERMOMETER STEM OR PROBE INTO THE ICE WATER.**  
Make sure the sensing area is under water and not touching the sides of the container. Wait 30 seconds or until the reading stays steady.
- 3** **ADJUST THE THERMOMETER SO IT READS 32°F (0°C).**  
Hold the calibration nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 32°F (0°C).

For more information and resources on food safety, visit:

[foodsafetyfocus.com](http://foodsafetyfocus.com)



# Preventing Slips, Trips, & Falls

## Easy Dos and Don'ts - Slips/Trips/Falls

### ***Do:***

- Wear sturdy shoes with slip-resistant soles and low heels. Lace and tightly tie shoes.
- Clean up spills immediately. Spot mop only during rush periods.
- Place caution signs when mopping or when floors are wet.
- Use any non-slip matting provided for floors and keep mats clean and in place.
- Eliminate cluttered or obstructed work areas.
- Report to your supervisor any blind corners, problem floor surfaces, or hazardous areas.

### ***Don't:***

- Move too quickly or run.
- Carry items too tall for you to see over.
- Store items on the floor that might be tripped on, especially hot items such as oil.
- Wear pants or clothing that are over-sized, baggy, or extended below shoe level causing a potential trip hazard.
- Wear leather soles, open toe, platform, high heels, or canvas shoes.

# **Proper Lifting Techniques: Safe Lifting Ergonomics**

## **Before You Lift Heavy Things**

**Preparation and planning are critical aspects of ergonomic lifting.**

**First, you need to evaluate the lifting task for safety. Know how much you can safely lift and ensure the load doesn't exceed it. Assess whether the object is too large or awkward to lift and carry safely. Will you be able to get a good grip?**

**You need to know where you're putting the object ahead of time. Ensure the path is unobstructed, the floor is dry, and the distance isn't too great for safety.**

**If the load is too heavy or ungainly, will obstruct your vision, and needs to be carried too far or lifted overhead, you'll need to find a safe alternative. Is it a two-person job? Do you need a hand truck, dolly, pushcart, or another tool? Could gloves give you a better grip?**

**Once you have a plan for lifting ergonomics, you should stretch and warm up your muscles before lifting. Loosen up your back with lower-back rotations. Stretch your hamstrings and get the blood flowing – these measures will reduce your risk of injury.**

## **Proper Lifting Techniques**

**You've probably heard, "lift with your knees, not with your back." But what does it mean?**

**It means you should never bend forward to lift a heavy object. Instead, you should squat, secure the load, and stand by straightening your legs while keeping your back straight or slightly arched.**

**Safe lifting involves:**

- **Standing as close to the load as possible**
- **Planting your feet shoulder-width apart with one foot slightly ahead of the other**
- **Bending at the hips and knees only until you're deep in a squatting position**
- **Keeping your head up and straight with your shoulders back to keep your back straight**
- **Holding the load close to your body at waist height**
- **Engaging your core muscles as you push against the ground and straighten your legs**

**Here are a few essential don'ts to keep in mind for good lifting ergonomics:**

- **Never twist your torso while lifting. Stay "nose between your toes."**
- **Never lift a heavy item above shoulder level.**
- **Never carry a load that obstructs your vision.**
- **Never hold your breath while lifting, moving, and setting the load down.**

## **Carrying Heavy Things Safely**

**As you carry the load to its destination, you want to maintain good ergonomics. That means:**

- **Holding the load as close to your body as possible, level with your belly button**
- **Keeping your shoulders in line with your hips as you move – don't twist your trunk**
- **Changing direction with your feet and leading with your hips**
- **Taking small steps and keeping a good grip with all your fingers**

## **Setting Down Heavy Things Safely**

**Setting down a heavy object is just as dangerous as picking it up. You'll want to reverse the lifting process, following the same ergonomic lifting principles:**

- **Keep the load close to your body and your back straight or slightly arched**
- **Squat down, bending only at the knees and hips**
- **Tighten your stomach muscles (engage your core) as you lower yourself**
- **Kneel on one knee if necessary**

**Remember not to rush the lifting process and to carry a heavy load. Also, keep in mind that the most dangerous lifting tasks are repetitive and for sustained periods. You need to monitor your exertion level and take breaks. Stop before you become too tired to lift safely.**