



Foodservice Safety & Sanitation



Ottawa County Health Department
"Leading the Way to Food Safety"
www.miOttawa.org

This document is for educational purposes only and should not be considered a substitute for studying the 2005 FDA Food Code and Act 92, P.A. 2000, Michigan Food Law, as amended. Additional information may be obtained by enrolling in Ottawa County's free foodservice training program, "*Leading the Way to Food Safety*" and by contacting Ottawa County Health Department at (616) 393-5645.

There are no fool-proof ways to completely eliminate food-borne illnesses, but proper handling of food will prevent the vast majority of them. Food-borne disease causing bacteria cannot be detected by taste, smell or appearance.

FOOD PREPARATION

Guidelines:

- a) Practice good personal hygiene and cleanliness in dress and work habits.
- b) ***The most important aspect of personal hygiene related to food safety is washing your hands often.*** Always work with clean hands. Employees should wash their hands properly using the following procedure to reduce bacteria – lather with soap for 20 seconds, rinse hands with warm water and dry with a disposable towel. ***A food handler must wash their hands after handling raw food products, before beginning work and after each break, before gloving up, before using hand sanitizer, after any work interruption or stoppage, and any time contamination occurs.*** Clean fingernails regularly and cut them short.
- c) **A person in charge must be in the establishment during all hours of operation. This person must be able to demonstrate knowledge of foodborne disease prevention and the requirements of the Food Code, and is responsible for ensuring employees are properly preparing, storing, cooling, and heating foods.** The person in charge must also know the major allergens and if they are in menu items.
- d) **Never work around food if you have an infection, cut or cold.** Prohibit persons affected with a communicable disease or who are carriers of such a disease from preparing and/or serving food. **Michigan law states that employees who show signs of illness that can be transmitted through direct contact or through food should be sent home and should not return to work until they are better and/or have a medical release and do not risk passing along their illness.**

- e) Wear plastic gloves over cuts and abrasions **and** when handling ready-to-eat food (those not to be cooked or already cooked), such as salads, sliced meats, cheese, prepping lettuce, onion, tomato, cutting lemon, breads, buns, etc.
- f) Always wear clean clothing and hair restraints (hats, hairnets, or scarves).
- g) Keep hands away from the mouth, nose and hair. Cover coughs and sneezes with a handkerchief or tissue and never sneeze or cough near food.
- h) Never smoke or eat in food preparation or equipment washing areas. Drinks must be kept totally covered at all times and be drunk with straws.
- i) Never use cooking utensils to taste food. Never lick fingers or sample the food while it is being prepared or served. To taste food, place in food in a clean bowl and use a separate spoon from the cooking spoon.

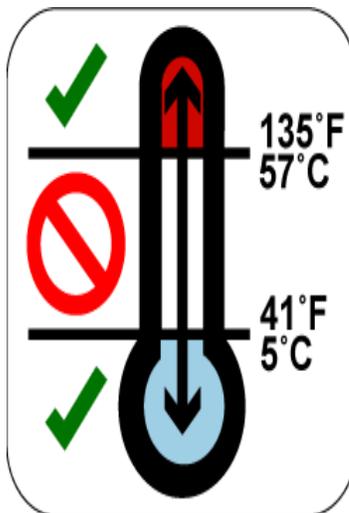
FOOD DISPLAY AND SERVICE

Food-borne illness can most effectively be prevented by protecting food from temperature and time abuse. Do not allow potentially hazardous food to be in the temperature danger

zone (41°F-135°F) over 4 hours.

Guidelines:

- a) Use a good quality, accurate, properly sized thermometer or thermocouple with a scale 0°F-220°F, to maintain safe temperatures. The thermometer must be capable of measuring the internal temperature of all foods and it must be accurate to +/-2 degrees. This can be purchased from an equipment supply store or food supplier.
- b) Plan and arrange food display and service so that potentially hazardous foods (PHF) are served within 4 hours of preparation or less.



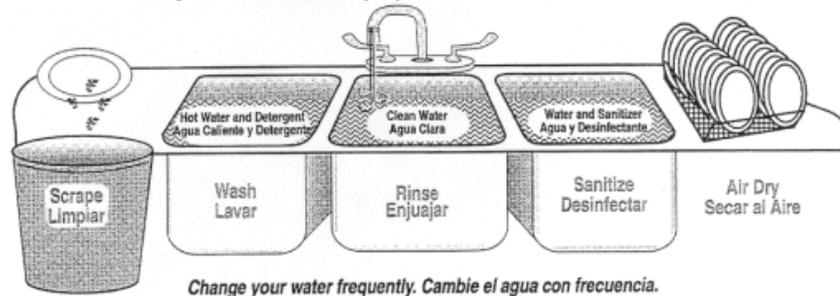
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NOTE: Potentially hazardous foods (PHF) are foods or groups of foods that support rapid and progressive growth of infectious or toxigenic bacteria. They include any food that consists in whole or in part of milk or milk products, shell eggs, meats, poultry, fish, shellfish, baked or boiled potatoes, cooked rice, tofu, cooked onion, cut melons, raw seed sprouts, garlic in oil/vegetable in oil products, cooked pasta, cooked vegetables.

- c) Maintain hot foods to be served at an internal temperature of 135°F or above prior to serving.
- d) Check temperatures of food throughout service and remove the foods if cold foods are not below 41°F and/or hot foods above 135°F. Check temperatures in the product's center or thickest part.
- e) For foods to be served cold, rapidly cool in an ice water bath to an internal temperature of 41°F. Pre-chill ingredients used in cold food preparation prior to use.
- f) Do not allow any PHF's to remain at temperatures between 41°F and 135°F.
- g) Avoid cross-contamination of foods (an example would be touching raw chicken and then touching lettuce without washing hands in between). Store ready-to-eat foods or prepared foods above raw poultry, meats, fish, shellfish, and whole shell eggs. Never use the same utensils or containers for raw and ready-to-eat products unless they are washed, rinsed and sanitized first.
- h) Store and serve highly acidic beverages such as punch and fruit beverages in containers made from food grade plastic, stainless steel or glass. Aluminum plated, porcelain or enamelware containers must *never* be used for storage or serving of high acidic beverages.
- i) Discard foods that have been served but not consumed.
- j) Guests who serve themselves should not be allowed to reuse soiled plates. They must get a new plate each time they serve themselves. Displayed foods are to be protected from consumer contamination by the use of approved sneeze guards, display cases, or individually wrapped food.
- k) Consumer advisories and disclosures on food are required on menus when a ready-to-eat food of animal origin is served raw, undercooked, or not otherwise processed to eliminate disease causing organisms.

Washing dishes, pots and pans in a three compartment sink takes six steps.

- 1) Clean and sanitize the sinks and the work surfaces before each use.
- 2) Scrape and pre-soak items to be cleaned to remove food soil that may reduce the effectiveness of the detergent. Silverware should be pre-soaked in a hot soapy water solution.
- 3) **Wash** in the first sink using a warm, clean detergent solution. Use a brush or cloth to loosen soil.
- 4) **Rinse** in the second sink using warm, clean, potable (drinking) water to remove all traces of food and detergent that may interfere with the sanitizing agent.
- 5) **Sanitize** in the third sink by immersing items in hot water at 171°F for 30 seconds or in a chemical sanitizing solution for 7-10 seconds. If a chlorine sanitizer, the concentration should be at least 50 parts per million (1 tsp./gallon water). **Follow manufacturer's directions for sanitizer concentrations.** Check concentration utilizing test strips.
- 6) **Air dry.** Do not wipe dry. Wiping dry can recontaminate all the newly sanitized equipment and utensils.



Mechanical Cleaning and Sanitizing

- 1) Follow manufacturer's directions.
- 2) Scrape or soak tableware, equipment and utensils before washing.
- 3) Load the dishwasher properly. Overloading or improper loading will result in ineffective cleaning.
- 4) Make sure dishes and utensils are exposed to each phase of the dishwashing cycle (wash, rinse, sanitize).
- 5) Temperature requirements for hot water machine: wash cycle-150°F-165°F, rinse cycle-180°F-195°F.

LEFTOVERS

Leftovers are foods prepared and served, but not consumed. It is best to keep leftovers to a minimum.

- 1) Ready-to-eat, potentially hazardous foods that are not consumed within 24 hours must be marked with a consume by date which is seven (7) days from date of preparation or opening of package (prep or open date plus six (6) days).
- 2) Once served, food should not be served again or reused. Exceptions to this are non-potentially hazardous foods which are still in the original packaging, such as crackers.
- 3) Keep foods prior to being served above 135°F or below 41°F. If potentially hazardous foods are not served immediately after preparation, they must be rapidly chilled from 135°F to 70°F within two (2) hours of preparation and from 70°F to 41°F within another four (4) hours.
- 4) Cool foods by:
 - ✓ placing stainless or aluminum pan in an ice water bath and/or utilizing ice paddles (*never cool food in plastic containers*).
 - ✓ Increasing surface area by putting food in pans which are long and shallow (2 to 3 inches deep) and/or separating food into smaller portions; and



- ✓ stirring continuously.
- 5) Reuse un-served leftovers as quickly as possible.

Reheating Leftovers

- 1) Quickly reheat leftovers to 165°F within 2 hours before serving.
- 2) Do not use hot holding equipment such as a steam table or warmer to reheat foods. Reheat first on stove top or in a microwave oven, then transfer to steam table or warming unit.
- 3) Never mix fresh and leftover foods.

Important Facts to Remember

1. Ensure food handlers are clean, free of disease, and they follow safe food handling practices.
2. Avoid cross-contamination of raw meats, poultry, fish, shellfish, and whole shell eggs with cooked or ready-to-eat foods. Cross-contamination items may include hands, cooking utensils, and cutting boards.
3. Keep potentially hazardous foods such as meats, poultry, shellfish, cooked potatoes, cream pies, milk products, eggs, cooked onions, cream cheese, raw seed sprouts, cut melons, garlic/vegetable in oil products, pig-n-blankets, etc. out of temperature danger zone (41°F-135°F). ***Keep hot foods hot and cold foods cold!***
4. Use a metal stemmed thermometer with a scale of 0°F-220°F accurate to +/-2°F to measure temperature of foods.
5. Cool hot foods quickly from 135°F-70°F within 2 hours and from 70°F-41°F within 4 hours.
6. Reheat foods quickly to 165°F within 2 hours.
7. Use gloves, utensils or deli tissue to handle ready-to-eat foods, including during the prepping of onion, lettuce, tomato, lemons, etc.
8. Wash hands prior to putting on gloves; prior to handling any food; after handling raw food; prior to handling any ready-to-eat food; after eating, drinking, or smoking; after handling the garbage; after using the restroom; after touching unclean equipment/surfaces; after touching the face, mouth or hair; at any chance of contamination.
9. Lather hands for at least 20 seconds.