

FOOD HANDLING INSTRUCTIONS FOR LOCATION KITCHENS

The following instructions apply to all staff and group users of archdiocesan kitchen facilities. Read them carefully before using the kitchen. Please report any violations of these instructions to the Location's Certified Food Handler, _____ at _____. Thank you for your cooperation.

SAFE FOOD SOURCES

1. Home-processed or home-cooked foods should be prepared according to the food preparation, handling and storage instructions described below.
2. Know where foods come from (reputable distributor, supplier, manufacturer).
3. Inspect food supplies when delivered for temperature, swelled or damaged cans and packages, odor, visible mold, insect infestation, etc. Discard spoiled or contaminated food.
4. Make sure eggs are intact, not expired, and are refrigerated; liquid eggs should be pasteurized and refrigerated.

DRY STORAGE (food, equipment, supplies)

1. If you store food in the facility, rotate stock, "first-in, first-out" (FIFO); create some system, such as dating.
2. Store food at least six (6) inches off the floor.
3. Loose and unwrapped food, or food where original package has been broken, should be stored in pest proof containers or tied plastic bags, properly identified (labeled).
4. Area should be cool, well ventilated, well lit, and well maintained; kept clean, neat and orderly.
5. Keep foods and all toxic chemicals separate and in well-marked cabinets.
6. Clean spilled food off shelves or floor immediately.

REFRIGERATION STORAGE

1. Keep food temperatures at 41 degrees F or below; thermometer in every unit, checked frequently.
2. Store potentially hazardous food in "chill-able" quantities (i.e. shallow containers or small portions) and uncovered while food is still warm (cover food when cooled to below 41 degrees F).
3. Storage practices on shelving should allow for adequate air circulation: use open wired shelves rather than solid (not covered with foil).
4. Store raw food separate and below prepared food; it's better to store raw food in separate unit if available.
5. Store food to allow adequate air circulation; do not pack too tightly. Store food at least six (6) inches off floor; do not stack containers.
6. Store food in a manner to permit "first-in, first-out" rotation.
7. Clean units frequently, at least weekly, to prevent dirt and germs from accumulating.
8. Cover foods to protect from drippings, odors, drying out.
9. Refrigerate leftovers as soon as possible; throw away food not going to be used.

FREEZER STORAGE (walk-in and reach-in)

1. Keep the temperature at 0 degrees F or below; thermometer in each unit, checked frequently.
2. All food containers must be covered. Wrap all food well to prevent freezer burn.
3. Store food to allow adequate air circulation; do not pack too tightly.
4. Do not store food on the floor of a walk-in refrigerator.
5. The school/parish should defrost the freezer routinely to eliminate ice buildup.
6. Keep units clean, free of debris.
7. Rotate foods to permit "first-in, first-out".



PERSONAL HYGIENE

1. Keep your hands clean. Wash as frequently as necessary. Wash with warm, soapy water, using friction action, and dry with paper towels or air dryer.
2. Always wash hands:
 - After using toilet facilities.
 - Between handling raw and cooked foods to avoid cross contamination.
 - After blowing your nose, sneezing, or coughing.
 - After smoking, eating, drinking, or taking any break.
 - After touching your face, hair (including a beard or moustache), or any unwashed body part.
 - After any other activity that could potentially contaminate your hands.
3. Keep fingernails clean and well-trimmed.
4. Wear clean clothes; use a clean apron.
5. Keep hair neat and clean; use hair restraints (caps/hairnets). No loose, long hair. Keep beards and moustaches trimmed.
6. No **SMOKING** or **EATING** in food preparation, serving or storage areas; use designated areas.
7. No rings (except wedding band) or jewelry on hands or wrists.
8. Minimize handling of food (including ice); use utensils or plastic gloves to eliminate unnecessary hand contact with prepared foods (example: do not mix salad by hand).
9. If sick (especially with diarrhea, sore throat and/or sneezing and coughing), stay at home or go home.
10. Do not work in food preparation if a hand injury has resulted in a wound, infected cut or burn.

FOOD PREPARATION, HANDLING, HOLDING

1. Keep potentially hazardous food cold (below 41 degrees F.) or hot (above 135 degrees F.) – do not hold at room temperature, except during necessary preparation (should not exceed 2 hours).
2. Prepare foods on clean, sanitized surfaces, with clean, sanitized equipment and utensils.
3. Defrost food properly - under refrigeration, briefly under cool running water, in a microwave oven, or during cooking; do not leave foods to defrost at room temperature.
4. Wash fruits and vegetables prior to preparation.
5. Cover or protect foods from contamination (dust, sneezing, coughing).
6. Do not prepare raw, cooked or ready-to-serve food on same work surface(s) (e.g., cutting board) without proper cleaning and sanitizing between uses.
7. Clean and sanitize preparation equipment (slicers, grinders, knives, mixers) and food contact surfaces between uses.
8. Thoroughly cook all potentially hazardous foods to proper temperatures; check temperature with a probe thermometer.
9. Reheat all potentially hazardous foods quickly to 165 degrees F; **do not** use warming equipment or steam tables to do this; check temperature with a probe thermometer.
10. Microwaves tend to cook unevenly; so stir the food or food container and check temperature. Cooking temperatures should be +15 degrees hotter than required temperatures.

SERVING GUESTS

1. Serve foods on clean and sanitized dishware, handled properly.
2. Use appropriate utensils such as a serving spoon or fork, tongs or spatula to serve foods.
3. Keep dining area clean.
4. Clean the cloths used to wipe tables in separate sanitizing solution.
5. Monitor self-serve areas:
 - Keep condiment area kept clean, wipe up spills
 - Clean milk dispenser area and spills wiped up as necessary
 - Supervise salad bar or buffet display, for sanitation and food temperatures
 - Display a sign in salad bar or buffet area stating:
 - guests may not use their hands; and
 - smoking is prohibited in the salad bar or buffet display area and adjacent areas.



CLEANING EQUIPMENT AND FACILITY

1. A planned sanitary maintenance program is crucial for good sanitation control. Each kitchen will have a somewhat different cleaning schedule depending on equipment use, amount of equipment, and volume of use. The school/parish should develop (and post) a cleaning (and sanitizing) schedule stating:
 - What is to be cleaned
 - Who is to do the cleaning
 - When to clean (frequency; daily, weekly, monthly)
 - How to clean (equipment and supplies to clean floors, hoods and filters, slicers, food-contact surfaces, etc.).
2. Cleaning equipment and supplies must be stored separately from food.
3. Wiping cloths must be kept clean, stored in a sanitizing solution; use of sponges is not recommended.
4. Clean up spills immediately. Cleaning as you go is desirable because:
 - Food soil is difficult to clean when dry
 - Spills can attract pests (roaches, flies, rodents)
 - Floors can get slippery (safety hazard)
 - The surrounding floor area may be tracked up.
5. Regular and adequate cleaning (housekeeping) of a facility promotes a sanitary physical plant and equipment used.

PEST CONTROL (ROACHES, FLIES, RODENTS)

1. Keep garbage containers clean (use plastic bag liners) and covered when not in continuous use.
2. Deprive pests of food and shelter by following food protection and sanitation practices:
 - Keep areas clean
 - Keep foods covered
 - Seal all junctures of walls and equipment when there is insufficient space for easy cleaning behind or between equipment (good hiding place for roaches).
3. Prevent entry:
 - Keep doors and windows tight-fitting and shut; do not allow door cracks greater than 1/4 inch to exclude rodents
 - Make doors self-closing when possible
 - Provide screens that are tight-fitting and in good repair, with screening less than 16 mesh to the inch being used
 - Keep water in waste drains (special problem in winter where humidity is low) to keep out rodents and roaches
4. Be aware of pest indicators:
 - Droppings of roaches and rodents
 - Tracks and rubmarks of rodents along the floor and wall juncture.
5. Extermination should be planned with a licensed pest control personnel on a routine basis; no chemicals should be used by food service personnel for pest control activity.
6. For fly control, "fly paper" (non-chemical) could be used outside only (away from food). No chemical resin strips are to be used. Air curtains, UV traps, and close-fitting, self-closing doors are also helpful.

DISHWASHING

1. Mechanical
 - Pre-scrape and pre-rinse dishes and utensils.
 - Wash temperature should be approximately 140 - 160 degrees F.
 - Do not overload or rack improperly.
 - Spray arms should be kept free of food particles and other obstructions; keep pumps operating properly.
 - Temperature and pressure gauges must be working.
 - Clean unit at least daily or more often as needed.



- Remove cookware, utensils and dishes from racks and sort in a sanitary manner.
 - Air dry cookware, utensils and dishes – do not towel dry.
 - If you use a high temperature sanitizing unit, rinse temperature should be a minimum of 180 degrees F.
 - If you use a chemical sanitizing unit, obtain sanitizer test strips to monitor the solution strength of the rinse cycle.
 - Air dry - do not use towels.
2. Manual
- Pre-scrape and pre-rinse.
 - Wash - use a good detergent; wash water should be at 110 - 120 degrees F.
 - Rinse thoroughly with clear hot water.
 - Sanitize - hot water at 180 degrees F or use an approved chemical (chlorine, iodine, or quaternary ammonium at the proper concentrations for the proper length of time.
 - Air dry - do not use towels.

FAILURE OF EQUIPMENT

1. Close the kitchen and eating area if:
 - You experience an extended electrical outage
 - The kitchen loses its water supply (or you experience extended water supply problems)
 - Sewage or waste water backs up
 - You discover an extreme, out-of-control pest infestation.
2. Be sure an ample supply of disposable dishware and utensils are on hand in case of dishwasher problems.
3. Notify health authorities; get advice and/or ask for help.

TRAINING

The Los Angeles County Department of Health Services maintains a listing of approved food handlers training providers whose courses have met the requirements of the Los Angeles County Code. Contact the Certified Food Handler Program at (626) 430-5320 to obtain the listing.

