

Food Safety

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The following Food Safety Guidelines should be utilized to assist in the elimination and control of food-borne illness.

Sanitation and Personal Hygiene

- Maintain a clean and sanitary kitchen:
 - (1) Run pots, pans, utensils through dishwasher to take advantage of machine-controlled sanitizing rinse.
 - (2) Use tape to mark desired fill levels for each potsink.
 - (3) Post name of proper detergent/sanitizer and correct quantity above wash and sanitizing compartments of each potsink.
 - (4) Use test kit regularly to monitor strength of sanitizing solution.
 - (5) Prepare instructions for disassembling, cleaning, and sanitizing slicers, mixers, food processors, and other preparation equipment, and train employees in the proper procedures.
 - (6) Clean and sanitize work surfaces after each use.
- Maintain good personal hygiene:
 - (1) Wash hands before and after handling food.
 - (2) Wear clean clothes and apron.
 - (3) Wear proper hair covering.
 - (4) Prohibit the wearing of watches, rings, earrings and other jewelry in food storage, preparation, and serving areas.
 - (5) Prohibit smoking in food storage, preparation and serving area.
 - (6) Do not allow employees who are ill or have open sores to handle, prepare, or serve food.

Organization Effects

- Time and Temperature
 - (1) Minimize amount of time food is in the "Danger Zone" (food temperature between 40° and 140°F).
 - Shorten preparation time.
 - Cook food closer to time of service.
 - Speed up methods of service.
 - Keep food hotter during service or plating.

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- Use thermometer to check temperatures of products while cooking, before service, and while thawing in refrigerator or under running water. Sanitize thermometer with alcohol swab after each use.

- Food Preparation

- (1) Forecast number of portions to be prepared.
- (2) Provide staff with advance information about menu and portions to allow sufficient time to thaw products in the refrigerator.
- (3) Use standard recipes that are extended (“exploded”) accurately to eliminate need for last-minute thawing.
- (4) Use batch cookery (cooking small quantities according to need) to eliminate leftovers.
- (5) Practice portion control to eliminate need for last-minute substitutions for items that have run out.

Preventing Cross-Contamination

- Use separate work areas for separate tasks (preparing meat for cooking, cutting vegetables for salads, etc.).
- Clean and sanitize work areas and utensils between uses.
- Keep a set of commonly-used tools and utensils at each work station.
- Assign specific work responsibility (salad preparation, meat preparation and cooking, etc.) each employee.
- Break up preparation work into several steps. Have employees clean and sanitize work areas and utensils, and wash hands, after each step.
- Store meat, poultry, and other raw food products on the lower shelves of refrigerators and freezers.
- Change gloves and wash hands after handling raw food products.

Safe Cooling and Reheating

- Prepare food items first before service, to eliminate the need for cooling and reheating.
- Utilize forecasting, standard recipes, batch cookery, and portion control techniques to eliminate leftovers.
- Refrigerate foods immediately after the service period.
- Cool foods quickly in an ice bath to minimize time in the Danger Zone.
- Use shallow metal containers to cool and store foods.
- Slice bulky foods into 3-inch or smaller thicknesses before refrigerating.
- Reheat foods to an internal temperature of 165°F before serving.

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