

A photograph of a person wearing a white disposable glove handing a white bowl with an orange rim to another person. The background is a blurred food service area with other people and tables.

Quick Food Safety Guide

*for
Food Service
Workers*

Storing Food Safely

NOTES

General Tips:

- Write the date on food products when you receive them and use the oldest products first to reduce food waste. This practice is called First-in, First-out (FIFO).
- Make sure all food storage and preparation areas are located away from overhead waste or condensation pipes.
- Store all food at least 6 inches above the floor so that the floor can be cleaned regularly.
- Store all food away from the walls or ceiling so that air can circulate.

For Dry Storage:

- Maintain humidity of 50 percent and a temperature of 70 degrees Fahrenheit.
- Look out for pest activity signs, such as rat or mouse droppings, insect eggs or odors.
- Store food in vermin-proof containers (e.g., metal or glass containers with tightly fitted lids).
- Remove dented, leaking, rusted, swollen or unlabeled canned goods.

For Cold Storage:

- Store all PHFs at proper temperatures:
 - 41 degrees Fahrenheit for cold food
 - 38 degrees Fahrenheit for smoked fish
 - 45 degrees Fahrenheit for raw shell eggs
 - 0 degrees Fahrenheit or below for frozen foods
- Maintain proper temperatures. Place a refrigeration thermometer in the warmest spot in the cold storage unit to measure ambient air temperature.
- Store cooked and ready-to-eat (RTE) food away from or above raw food.
- Watch for condensation that may contaminate food.
- Do not exceed the storage unit's capacity.

Preparing Food Safely

How to Cook Food Safely:

- Properly maintain cooking equipment (e.g., ovens, stoves, grills, salamanders, etc.) by cleaning and sanitizing them regularly and repairing when necessary.
- Cook food to the following **minimum internal temperatures:**
 - 165 degrees Fahrenheit for poultry, stuffed meats and stuffing
 - 158 degrees Fahrenheit for ground meats
 - 150 degrees Fahrenheit for pork and pork products
 - 145 degrees Fahrenheit for shell eggs
 - 140 degrees Fahrenheit for all other meats (e.g., lamb, fish, shellfish, etc.)
- Check the internal temperature by inserting the thermometer in various parts of the food, including the thickest part.
 - Always use clean thermometers to check temperatures.

How to Hot-Hold Foods:

- Preheat equipment before adding food.
- Maintain a temperature of 140 degrees Fahrenheit or higher for all foods.
- Check food temperatures with an accurate food thermometer and record them.
- Stir food frequently to make sure the entire dish is heated.

How to Cold-Hold Foods:

- Make sure the equipment is cold before adding food.
- Maintain a temperature of 41 degrees Fahrenheit or lower for all foods.
- Check food temperatures with an accurate food thermometer and record them.

WHAT WOULD YOU DO?

It was 15 minutes past lunch time and the food had not been served. Instead of making the guests wait any longer, the food service workers served the hamburgers when they had reached an internal temperature of 140 degrees Fahrenheit.

WHAT WOULD YOU DO?

James filled the cold holding table with macaroni salad just before lunch began at 11:00 a.m. At 2:00 p.m., he found that the cold holding table was not working and that the macaroni salad was warm.

NOTES

When Storing Food:

- Store raw meat, fish and poultry below RTE food.
- Store raw meats in the following order from bottom to top:
 1. Poultry
 2. Ground meats
 3. Pork
 4. All other meats
- Keep seafood separate from other meats.
- Keep food that does not require further washing or cooking separate from food that does.

Using Gloves Properly

Using gloves does not replace good hand-washing practices!

- Always wear disposable gloves when you prepare or handle RTE foods.
- Before putting on gloves:
 - Wash hands thoroughly using good hand-washing practices.
 - Dry hands using a disposable paper towel.
- Use gloves for one task only and then discard.
- Replace gloves any time they become soiled or damaged, or when an interruption occurs during food preparation. Examples of an interruption include stepping away from the food preparation area or taking money from a customer.

WHAT WOULD YOU DO?

Betty was wearing gloves when she started making sandwiches at 10:00 a.m. At 11:20 a.m., she removed her gloves, placed them on the counter and got some canned goods from the pantry. She then put her used gloves back on to prepare more sandwiches.

Manually Cleaning Dishes and Equipment

WHAT WOULD YOU DO?

To clean dishes, Jane washes them in a two-compartment sink. In the first compartment, she cleans them with a dish-washing liquid, and in the second, she rinses the dishes in clean water.

- To prevent cross-contamination, make sure the dishwashing and drying areas are not next to the food preparation areas.
- Hand-wash dishes in a three-compartment sink only:
 - Wash dishes in the first sink.
 - Rinse dishes in the second sink.
 - Sanitize dishes in the third sink.
- For heat sanitizing, water temperature must be at least 170 degrees Fahrenheit or higher, and the dishes must be covered for at least 30 seconds.
- For chemical sanitizing, the chlorine-based sanitizer must be at least 50 parts per million (ppm), and the dishes must be covered for at least 30 seconds.
 - To make 50 ppm sanitizing solution, mix 1/2 ounce (or 1 tablespoon) of household bleach with one gallon of water.
- Air dry dishes.
- If items do not fit in the sink, use a 100-ppm sanitizing solution to wipe, pour on or spray the dishes.
 - To make 100-ppm sanitizing solution, mix 1 ounce (or 2 tablespoons) of household bleach with one gallon of water.
- Use an appropriate chlorine test kit to test the strength of sanitizers used.

Keeping Pests Out

WHAT WOULD YOU DO?

Meena has been seeing a lot of flies in the kitchen lately. One morning, before starting work, she uses a whole can of insecticide spray in the kitchen to kill as many flies as she can.

- Seal any holes, cracks or crevices in the facility.
 - Mice can squeeze through openings 1/4 inch in diameter; rats can get through openings 1/2 inch in diameter.
- Make sure all doors and windows fit tightly. Add sweeps to the bottom of doors to prevent rodents from entering through the gap between the door and the floor.
- Put screens on open windows and doors.
- Store food in pest-proof containers with tight-fitting lids.
- Keep food storage and preparation areas clean.
 - Clean up food debris and trash regularly.
 - Put food waste and other garbage into metal or hard plastic containers with tight-fitting lids.
 - Keep garbage staging areas clean.
- Keep the area outside the establishment clean.
 - Maintain proper drainage to reduce shelter areas for pests.
 - Control any weeds with herbicides designed to prevent pests.
 - Install outdoor light fixtures away from entrances and windows to reduce the presence of flying insects.
- If you have a pest problem, hire a licensed exterminator.

