## Food Safety / Sanitation

Issued By: Executive Director

Effective Date: May 1st, 2011

Updated: May 31, 2016

This policy applies to all areas of the general kitchen operation, including dining room, servery, common kitchen areas, and storage areas on the main floor and in the basement area.

#### IMPORTANT: Food Services staff and volunteers will not report to work and perform duties of any kind in the Food Services Department if they have a cold or influenza symptoms, infections or open sores or other health related concerns that could negatively affect the health of other staff and residents, and the sanitation of the Food Services department areas.

In addition to all food safe rules;

* frequent hand washing is required while working in Food Services to prevent the spread of food borne illnesses.
* constant sweeping, cleaning, mopping (as necessary), spraying and wiping with orange Force, and sanitizing with sanitizer spray.
* at the end of every meal, dining room tables (and chairs) to be wiped and sanitized.
* thoroughly wash and sanitize containers and utensils that were in contact with raw food before you reuse them.
* if you have an infection or cut on your hand, cover it with a bandage and then wear disposable gloves when preparing food. But remember: gloves pick up bacteria, too. Change gloves frequently and wash gloved hands as often as bare hands.
* when preparing and serving food: Wear hairnet and/or approved headwear, apron, disposable gloves (especially when serving or working in public areas).
* rinse, wring, and hang wipers after use. Discard if necessary.
* For spillage and clean-up, use the “spill kit” located on the top of the uniform cabinet

#### Food Safety:

* use proper coloured cutting boards for food preparation.
* Clean and sanitize cutting boards after use.
* Run through dishwasher if necessary.
* label and date all food containers. Adhere to First In - First Out principle of food rotation.
* clean the refrigerator, freezer, dry storage regularly, and keeping food off the floor. Store food in sealed containers.
* use a food thermometer to measure the internal temperature of your food.
* spot check temperatures: Refrigerators at or below 4°C. Keep freezers at or below - 18°C. Dishwasher sanitizer at or above 82°
* place raw meat, poultry and seafood in containers on the bottom shelf of the refrigerator.
* Use containers that are large enough to prevent raw juices from dripping onto or touching other food. leftovers to be cooled down quickly using an ice bath or ice wand.
* place into refrigerator or freezer with proper labelling
* Food Services staff to initial and date all leftovers
* Leftover food to be used within 2 days of the date indicated on the label

#### Temperature Logging

* + Food Services staff to record equipment temperatures at the beginning and at the end of their scheduled shift
  + Food Services staff to record food temperatures before serving or placing out on the serving line

#### Walk Through

* + Food Services staff to frequently monitor the cleanliness and organization of all areas of the kitchen throughout their shift