

## **Barton County Health Department**

### **Resource Guide for Food Certification Class**

**GOLDEN RULE: When in Doubt Throw it Out.**

**\*\*\*NEW GUIDELINES TO NEW FOOD CODE, ADDED 2015.\*\*\***

1. There must be an employee health policy (a manager must report if an employee has a contagious disease that may be spread by working with food) and bare hand contact/handwashing policy on file at the establishment and the health department. (I do have templates if you would like them)
2. Establishments must have a curbed 8" service /mop sink to dispose of all waste and mop water.

#### **Food Source**

1. All foods must come from approved sources.
2. No home canned foods.
3. Garden fresh vegetables are only acceptable if washed properly.
4. Ground bearing fruits (berries, melons) should be sanitized in a well diluted chlorine bath.

#### **Containers/Labels**

1. All containers must be labeled on the outside.
2. Cleaners must be labeled and stored separately from food items.
3. Everything must be labeled. Toxic chemicals that are transferred to another container must definitely be labeled.
4. Containers should not be reused for other purposes. (Example : Windex container holding corn oil)
5. All food products should be labeled properly, sealed, and marked with expiration dates if applicable.

## Temperatures

1. Cold Holding is 41 degrees or below.
2. Hot holding is 135 degrees or higher.
3. Reheat to 165 degrees or higher.
4. Food can be at room temperature for a cumulative total of 4 hours.
5. Cooling foods to 41 degree F or lower SLOWS the growth of bacteria.

## Thermometers

1. Thermometers should be present in all cooling units.
2. Metal stem thermometers should be in every establishment and used properly. Check internal food temperatures by inserting the stem in to the food.
3. Thermometers should be calibrated often (daily is recommended).
4. Calibrate by placing in slushy ice and water and it should read 32 if not adjust calibration nut.
5. Sanitize thermometer before and after every use.

## Thawing Foods

1. Under cool running water.
2. In refrigerator.
3. Microwave before cooking.
4. As part of cooking process.

## Potentially Hazardous Foods (PHF)

1. Are moist, high protein foods on which bacteria can grow easily.
2. All reserved PHF must be reheated to 165 degrees.
3. No direct reheating of cold foods on the steam table.

## Cross Contamination

1. It is when harmful bacteria from one food item is transferred to another food item by means of a non-food contact surface that is unsanitary.
2. The greatest areas of concern are the cutting boards and meat slicers.
3. **Contamination**: Unintended presence of harmful substances or bacteria in food.
4. **Foodborne illness**: carried or transmitted to people by food.

## Food Protection

1. Foods stored in walk-ins should be covered in individual containers and stored 6 inches or higher off the floor.
2. Food should NOT be stored under leaky or dripping condensers, pipes, or drains.
3. Do NOT handle food more times than necessary during preparation and always use gloves, tongs, etc...to handle ready-to-eat foods. (ex. Sandwich, popcorn, plated foods...)
4. Any food that has passed its expiration date must be discarded.
5. All single service items, paper or plastic plates, bowl and silverware are to be used only once.

## Food Dispensing Utensils

1. Ice scoops should be stored in a clean container on top or beside the ice machine.
2. Employees should not dip a glass into the ice machine.
3. Food should be handled with utensils when appropriate, i.e. when handling ready-to-eat foods.
4. Different utensils should be used on each product (don't turn a hamburger and steak with the same utensil).

## Personnel

1. Food handlers with infections should NOT prepare foods. They may perform other duties.
2. Any food handler who tests positive for a communicable disease is NOT allowed to be around food at all. (Do not come to work)

## Hygienic Practices/Handwashing

1. Always wash hands after breaks and using the restroom. Also, after eating, drinking, **or handling money.**
2. Wash hands before putting on gloves.
3. Wear hair restraints, clean clothes, no jewelry, and short, clean fingernails. No false nails.
4. One accessible hand washing sink must be designated for hand washing ONLY and must have hot and cold running water, soap and paper towels.
5. Wash hands at least 20 seconds by scrubbing in warm water with soap, rinse, dry on PAPER towel or air dryer.

## Food Contact

1. Surfaces of equipment and utensils should be cleaned and sanitized when not in use.
2. Non food contact surfaces should be cleaned daily.
3. Any damaged surfaces should be repaired with easy, cleanable material.

## Sanitizing of Utensils and Equipment

1. **Sanitary:** Free of harmful levels of contamination.
2. The 3-vat sink is to wash, rinse, and sanitize, no other combinations are allowed. The last component needs a chlorine bleach solution of 50-100 ppm. (100-200 ppm for clean in place) Test strips should be available to test appropriate concentration.
3. Wiping cloth solution should be 100-200 ppm and should be changed periodically during the day.
4. Dishwashers should be operated in accordance with the manufacturer's guidelines.

## Storage

1. Dishes and utensils should be air dried.
2. All food should be stored in a clean, covered container at least 6" off the floor.
3. Different kinds of meat should be stored in separate containers.
4. Foods and food equipment should not be covered or stored with trash bags even though the bags are new.
5. Shelves that store food should be smooth, nonabsorbent, and easily cleanable.
6. **TOXIC CHEMICALS** must be stored separate from food and never above food or food service items.

## Single Use Items

1. Do NOT reuse plastic cups, plates, spoons, etc.
2. Do NOT reuse bread sacks or pie pans (aluminum).
3. The plastic sleeve should be left around paper cups.
4. Should be stored in a clean, designated area. (6 inches off of floor)

## Plumbing

1. A back flow prevention device must be present on all water supply inlets between them and the rim of the plumbing fixture, equipment, or nonfood equipment.
2. Mixer faucets should be installed at all sinks.
3. Plumbing leaks or clogged drains need to repaired asap.

## **Dumpsters or Garbage Containers**

1. The BEST way to control pests and rodents is to keep the establishment and garbage area clean and free of debris.
2. These should be insect and rodent proof and have tight fitting lids.
3. They should be on concrete or asphalt since most have drains and need to be washed out periodically.
4. The refuse area should be kept clean, without any build up.

## **Pets-Pests-Screens**

1. No dogs except seeing eye dogs in customer area.
2. Outer openings, screen doors, and entrances should not let daylight in around them.
3. Screens on windows and doors should be in good repair.

## **Floors and Walls**

1. Should be in good repair throughout the facility.
2. Concrete floors should be sealed.

## **Lighting**

1. Must have ample and properly distributed light.
2. All lights over food items should be shatterproof or shielded.

## **Restrooms**

1. Should be enclosed with self closing, tight fitting doors. Fixtures should be in good repair.
2. Must have hot water, soap, and paper towels or air drying device for hand washing.
3. Must have lids on waste baskets in women's room.

## **Ventilation**

1. Stove hoods should encompass the food equipment and be clean and free of grease and debris.