

## Clean Work Space

All surfaces that come into contact with food need to be washed, rinsed then sanitized:

- After each use
- Any time you begin working with a new type of food
- Any time you are interrupted and your equipment may have become unsanitized

A good method of sanitizing is one teaspoon of bleach per gallon of cold water.

Store chemicals separate from and below food.

## Pests: To keep pests at bay your agency:

- Keeps the area clean to minimize pests
- Covers and has washable garbage containers
- Takes the garbage out often
- Cleans up food and beverage spills immediately
- Keeps food at least four inches off of the floor & six inches away from walls
- Uses traps and pest control procedures when needed. They don't use bait and poisons without professional opinion

## Receiving: When your agency receives food they inspect it, making sure that:

- Packaging is intact
- There are no signs of bugs or rodents
- There are no signs of frozen food being improperly thawed (this will look like large ice crystals in the packaging)
- Canned goods have no signs of rust, bulging or dents—especially on the rims. They never accept home-canned goods!



**Thank you to all staff and volunteers involved in distributing food!**

The best food handling practices are important in distributing the highest quality food to clients and guests!



Brought to you by your local food bank, an equal opportunity provider.



## TRAINING For One-Time Volunteers

Food distributed from the food bank often comes to us at the end of its life. We need to make sure that all food handling practices are as safe as possible.

The agency you are volunteering with is responsible for all of the food safety measures discussed in this brochure. Please read carefully and make sure you fully understand it. Ask questions and understand your agencies' practices so you can help them to provide the most excellent service.

### Your role in food safety is critical!

Please make sure to sign the Food Safety, Civil Rights and Confidentiality Log provided by your agency after reviewing training materials.

## Hand Washing: The most important way to protect from Foodborne illness

- Wet hands with hottest water you can stand
- Apply soap, scrub hands and wrists, rinse
- Do it again!
- Wash for 20 seconds
- Dry hands with a single use paper towel, use it to turn off faucet
- Use a towel to open doors so hands stay clean

### Wash hands:

- **Before:** you start working with food, before you put gloves on
- **After:** using the restroom, touching your face, hair, or body; smoking, eating, drinking, chewing gum or tobacco, handling chemicals, or touching other contaminants such as equipment, work surfaces or washcloths

### Clean, safe hands

- Remove jewelry prior to working with food or near food prep areas
- Keep nails short and clean. If you have false nails or nail polish, you need to wear single use gloves
- If you have an infected cut or wound, you shouldn't work with food. If you have a non-infected cut or wound, make sure to wear a bandage and glove

### Gloves

Wear gloves when handling ready to eat food. Gloves are always worn when repacking food.

Gloves need to be changed:

- when they become dirty or torn
- before beginning a different task
- after four hours of a continuous use
- after handling raw meat
- before handling cooked or ready to eat food.

### Storage:

All food must be stored four inches off the ground and away from walls—even in boxes or crates. This allows for adequate airflow and keeps your agency clean, reducing pest infestations and keeping your food safe from flooding.

Practice FEFO (first expired, first out rotation system) which helps to move the oldest food first and reduces pest infestations.

Keep cold foods cold! Your agency uses refrigerated transportation if and when appropriate. Help to keep food cold in transit and put it away ASAP to keep it cold!

### Temperature Control

Your agency takes weekly temperature readings. They are looking for the following

- Refrigerators between 33°-41° F. Food freezes if colder, bacteria grows if warmer
- Freezers at or below 0° F
- Dry storage temperatures between 50°-70° which reduces pests and mold



### Recalls

The agency you are working with has a protocol for what to do when food has been recalled. Please check in with your supervisor to understand your role in this process.

### Repack

When repacking bulk items into smaller containers:

- Wash hands
- Wear single-use disposable gloves
- Wash, rinse and sanitize all food prep surfaces
- Use food-grade containers
- Use hair restraint or clean hat
- Wear a beard guard if you have facial hair
- Label every product with name and all ingredients

### Do Not:

- Repack USDA commodities
- Thaw and repack frozen items
- Use home tools to cut frozen products



### Additional food safety training requirements for agencies that prepare cooked food:

There is a food safety point person at your agency. They are in charge of making sure that all food is handled, prepared and stored safely. Please identify this person and check to make sure that you are following the safest practices.

The food safety lead needs to have a current food handlers card or ServSafe certification. If you want more information about best practices in food safety please watch the food safety video provided by your local food bank.