

If you need further information on food safety, ask your manager to obtain the following booklets also brought to you by Brown-Nicollet-Cottonwood-Watonwan Environmental Health: Food Worker Registry Food Safety Manual



is part of the Safe Food Handlers Card Program
funded by the

U.S. Food and Drug Administration

And

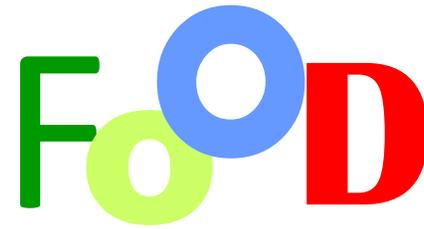
**Brown –Nicollet–Cottonwood–Watonwan
Environmental Health**

622 S. Front Street
St. Peter, MN 56082

Phone: 507-934-7089
Fax: 507-934-7170

email: jesse.harmon@co.nicollet.mn.us 507-934-7096
or ryan.miller@co.nicollet.mn.us 507-934-7093

www.co.nicollet.mn.us



A Reference Guide For Employees that Handle and Prepare Food or Beverages

**Created for Establishments in the Counties of
Brown-Nicollet-Cottonwood-Watonwan**

WHAT'S THIS BOOKLET ABOUT?

This booklet lists risk factors in food preparation that cause most foodborne illness. It covers four areas:

1) HANDWASHING

2) CROSS CONTAMINATION PREVENTION

3) TIME & TEMPERATURE REQUIREMENTS

4) EMPLOYEE ILLNESS

WHO IS THIS BOOKLET FOR?

Every food service worker in Brown, Nicollet, Cottonwood, and Watonwan Counties should read, understand and practice the safety guidelines in this booklet.

It is for workers in:

- Restaurants
- Bars
- Schools
- Day Care Centers
- Special Event Food Booths



WHAT DO YOU KNOW?

Here are ten questions to test your understanding of critical food safety issues.

1. How long should it take you to wash and rinse your hands?
2. If you are wearing gloves, how often should you change them?
3. Where in a cooler should raw meat be stored?
4. How much bleach should be in a one gallon sanitizing solution?
5. Why should an ice scoop always be used?
6. What is the **temperature danger zone** and why is it dangerous?
7. What is the total amount of time that food can be safely held in the temperature danger zone?
8. What is the temperature all leftovers should be re-heated above?
9. What are some ways of ensuring that food can be cooled quickly?
10. What are two symptoms of illness that stop you from working in food

ANSWERS

1. Wash for twenty seconds
2. Change gloves every time you would wash your hands
3. Raw meat should be stored on the lowest shelf of walk-ins and refrigerators
4. Use one tablespoon per gallon of water (that's about 100 parts per million)
5. Ice scoops prevent cross-contamination-the ice become contaminated with bacteria, viruses or broken glass.
6. The **Temperature Danger Zone** is between 41° F and 135° F. That's the range bacteria grows fast.
7. Food must not be in the **Danger Zone** more than 4 hours. The cumulative total of the time when it's being stored, heated, cooled, and reheated.
8. All leftovers must be reheated to 165° F
9. Food can be quickly cooled by putting it in shallow pans, by stirring it, by using an ice paddle and/or by keeping it uncovered until it's below 41° F.
10. NEVER work when you are ill with vomiting or diarrhea.

EMPLOYEE ILLNESS

If you have symptoms or diseases that can easily be passed on as foodborne illness,
YOU SHOULD NOT BE WORKING
with food or equipment!

It is against the law and
it shows a violation of common sense.

State law REQUIRES that:

As an employee you must report to the Person In Charge if you are ill, especially if you are **vomiting**, have **diarrhea**, **Jaundice**, **sore throat with fever**, have a **boil**, **infected cut** or **burn**, or **been exposed to, or is the suspected source of a probable or confirmed outbreak within the last 30 days.**

You are also required by law to tell the Person In Charge if you have been diagnosed with **Norovirus**, **Hepatitis A.**, **Salmonella**, **Shigella**, **Shiga toxin-producing E. coli** or other **enteric bacteria**, **viral** or **parasitic pathogens.**



It is your responsibility to report
this information immediately!

WHY WAS THIS BOOKLET PRODUCED AND DISTRIBUTED?

The U.S. Food & Drug Administration has sponsored 13 projects around the country to try new methods for protecting Americans from foodborne illness.

The Brown-Nicollet Food Handlers Card Program is one of these 13 projects. This Food Safety booklet is part of an education program for every worker. After reading this booklet, passing the self test, viewing the Handwashing video, and learning about Employee Illness Reporting Requirements, every worker can receive a Safe Food Handlers Card.

It is hoped that the Safe Food Handlers Card program will lead to a renewed sense of responsibility for all food service employees. If everyone understands how **Handwashing**, **Cross Contamination Prevention**, **Time & Temperature** and **Employee Illnesses** relate to foodborne illness, we will reduce the risk of foodborne illness in each establishment.



HANDWASHING

Wash your hands—It's the law in Minnesota.

It is a misdemeanor if you DON'T wash your hands in the following circumstances:

- ▶ After touching body parts including the face & hair
- ▶ After using the restroom
- ▶ After coughing, sneezing, blowing nose
- ▶ After smoking, eating, drinking
- ▶ Before beginning food prep
- ▶ During food prep as often as necessary to prevent cross contamination
- ▶ When switching between working with raw foods and working with ready-to-eat foods
- ▶ After doing anything that could contaminate the hands (sweeping, handling money, bussing tables, etc.)
- ▶ After handling dirty dishes & equipment
- ▶ When returning to the kitchen from the storeroom, the bathroom, etc.



Washing your hands is the single most important action to protect the health of the worker, the worker's family, and the customer.

Wash twice after going to the bathroom—first in the bathroom, and again in the kitchen.

TIME & TEMPERATURE

Cooling

STEP 1 Foods must be cooled from 135° F to 70° F WITHIN TWO HOURS. If cooling faster than 2 hours, the additional time can be added to the total cooling time,

STEP 2 Additionally, from 70°F to 41°F within an additional FOUR HOURS.

This means you have a total of SIX HOURS to cool foods.

This can be accomplished first by dividing large items/batches into smaller portions then further cooling by partially submerging shallow food trays in an ice bath and/or by stirring with an ice paddle. During this process the food must remain uncovered.

Improper COOLING of foods is the second most common cause of foodborne illness.

Reheating

Must be done rapidly, and the minimum temperature (165°F) must be reached WITHIN TWO HOURS. The internal temperature must stay at 165 °F for at least 15 seconds.

Placing foods in a steam table is not the correct way to reheat foods! A steam table is a “hot holding” unit and can not be used to heat up foods! Only after reaching the proper temperature (see above) can foods be held in the steam table.

When dealing with leftovers, remember this rule:

Very quickly heat cold foods that you want to be hot and
Quickly cool down hot foods that you want to be cold.

This means that there is to be no thawing of frozen foods on the counter, and no allowing of hot foods to become room temperature before refrigerating them!

TIME & TEMPERATURE

The **Food Danger Zone** is the range of temperatures that allows harmful bacteria to grow.

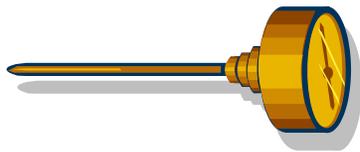
THE DANGER ZONE
is the range between
41°F to 135°F

(Food should not remain in the **DANGER ZONE**
for more than 4 hours during the entire food
preparation process)

REMEMBER:

Cold food should be kept **COLD** -
Below 41°

Hot food should be kept **HOT** -
Above 135°



Monitor and record temperatures at appropriate times
on Temperature Charts.

HANDWASHING

How to Properly Wash Your Hands

Wash hands and exposed portions of arms using soap and water . Vigorously rub hands and arms for a **FULL 20 SECONDS**. Pay particular attention to the areas between fingers as well. Rinse with clean water, then use a paper towel to shut off the faucet.

Washing your hands will:

Protect **YOU**.

People who wash hands properly catch fewer colds and get the flu less often.

Protect **YOUR FAMILY**.

Fewer germs will be brought home or spread at home.

Protect **THE CUSTOMER**.

Fewer instances of foodborne illness will occur.

Protect **THE RESTAURANT OR BAR**

Foodborne illness outbreaks will decrease and be less likely to damage the reputation of the establishment.

Gloves

Gloves must be worn when employees have sores, burns, and/or bandages on their hands.



Rules for wearing gloves:

Wash hands before putting gloves on

Change gloves when switching tasks

Change gloves when dirty or torn

Change gloves at least every four hours



A guideline to remember:

You need to change your gloves every time you would wash your hands.

Gloves are REQUIRED when handling ready to eat foods!

CROSS CONTAMINATION PREVENTION

Cross contamination is the transfer of disease or harmful substances to food.

Cross contamination CAN BE AVOIDED by:
Washing Hands

- wash hands as directed AND
- wash hands before and after touching raw foods AND
- wash hands before donning gloves.

Cleaning and Sanitizing

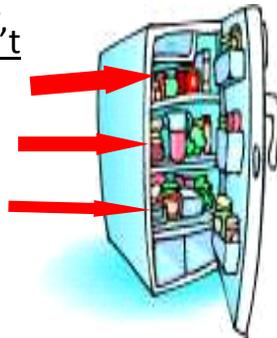
- Clean & sanitize all work surfaces
- Clean & sanitize all utensils and dishes
- Clean & sanitize all equipment
- Clean & sanitize tables and counters

Proper Food Storage

In coolers, keep raw time/temperature control for safety foods where they won't drip on other foods.

PROPER STORAGE:

- Top Shelves: Fruits & Vegetables*
- Middle Shelves: Cooked Meats*
- Bottom Shelves: Raw Meats*



Do not store food, food service items or equipment under pipes or under or near toxic substances (cleaning supplies)
Do not store anything on the floor. Elevate all items at least 6" off the floor

CROSS CONTAMINATION PREVENTION

DID YOU KNOW?



Ice can be contaminated!

Ice served in drinks must NOT be touched by ANYTHING except a clean ice scoop!
(NEVER A GLASS)

Sanitizing to Prevent Cross Contamination

Utensils and work surfaces must be sanitized to prevent cross contamination

A chemical sanitizer must be used.

Chlorine (bleach): 1 capful per gallon or 100 ppm

Iodine: over 12.5 ppm

Quaternary Ammonium: 200-400 ppm

All wiping cloths for clean-up of work surfaces and tables must be stored in a sanitizing solution.

Monitor sanitizer strength using the appropriate test strips or test kit. Record strength on Sanitizer Charts.