



ServSafe® Food Handler Guide for Food Banking



Bill Emerson Good Samaritan Act

The Bill Emerson Good Samaritan Act ensures that Agency Partners and Second Harvest are protected from potential liability were someone to become ill from eating food we provided, IF we are acting “in good faith.” “Good faith” means that we are being proactive in managing recalls, meeting standard food safety practices and ensuring that volunteers and staff are trained in food safety as relevant to the type of food program.

In order to protect the donors, agency partners, our food and most importantly our clients, Second Harvest Heartland requires that at least one person must be trained in a food safety course and train the food preparation workers in safe food handling practices.

Agencies must show proof of required certification to their Account Specialist at site visits, which are completed every two years.

Class Agenda

Chapter	Time
Welcome and Overview	5 minutes
Food Safety Is Important	15 minutes
Good Personal Hygiene	25 minutes
Receiving and Storing Food Safely	20 minutes
Break	5 minutes
Evaluating, Repacking, and Transporting Food Safely	25 minutes
Cleaning and Sanitizing	20 minutes
Break	5 minutes
Test	30 minutes
Total Class Time:	2 hour, 30 minutes





Food Safety Is Important



Food Safety Is Important

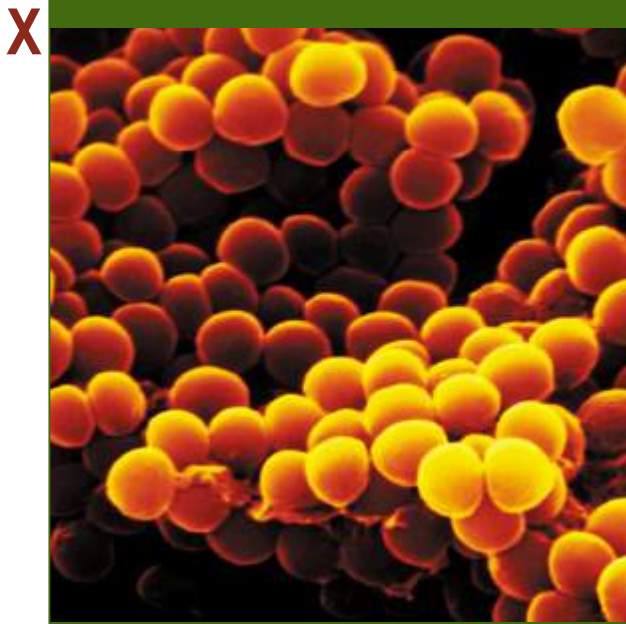
Concepts You Will Learn:

- How food becomes unsafe
- Your role in keeping food safe
- Understanding food allergies
- Preventing food allergen contamination



How Food Becomes Unsafe

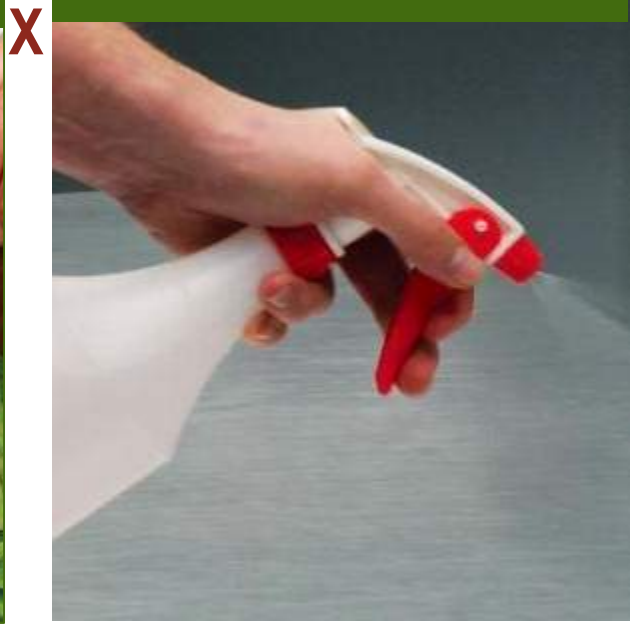
Hazards from the Environment



Biological



Physical



Chemical

How Food Becomes Unsafe

How People Make Food Unsafe

Poor personal hygiene:

- Transferring pathogens from your body to food



How Food Becomes Unsafe

How People Make Food Unsafe

Cross-contamination:

- Transferring pathogens from one surface or food to another



How Food Becomes Unsafe

How People Make Food Unsafe

Time-temperature abuse:

- Letting food stay too long at temperatures that are good for pathogen growth



How People Make Food Unsafe

How People Make Food Unsafe

Poor cleaning and sanitizing:

- Transferring pathogens from incorrectly cleaned surfaces to food



Apply Your Knowledge

What is the problem?

Leaving raw chicken breasts on a pallet in a loading area that is not refrigerated

- A. Time-temperature abuse
- B. Poor personal hygiene
- C. Cross-contamination
- D. Poor cleaning and sanitizing

Apply Your Knowledge

What is the problem?

Sneezing on food

- A. Time-temperature abuse
- B. Poor personal hygiene
- C. Cross-contamination
- D. Poor cleaning and sanitizing

Apply Your Knowledge

What is the problem?

Keeping produce that raw meat juices have leaked on

- A. Time-temperature abuse
- B. Poor personal hygiene
- C. Cross-contamination
- D. Poor cleaning and sanitizing

Apply Your Knowledge

What is the problem?

Scraping off food from an otherwise clean food-storage container

- A. Time-temperature abuse
- B. Poor personal hygiene
- C. Cross-contamination
- D. Poor cleaning and sanitizing

Your Role in Keeping Food Safe

Practice Good Personal Hygiene

- **DON'T** transfer pathogens from your body to food.



Your Role in Keeping Food Safe

How Is Good Personal Hygiene Being Practiced in the Photo?

- Hair net
- Beard net
- Single-use gloves
- Clean clothing
- Clean apron



Your Role in Keeping Food Safe

Control the Time and Temperature of Food:

- **DON'T** let food stay too long at temperatures that are good for pathogen growth.



Your Role in Keeping Food Safe

How Is Temperature Being Controlled in the Photo?

- Temperature is being checked
- Ensures food is held at the correct temperature



Your Role in Keeping Food Safe

Prevent Cross-Contamination:

- **DON'T** transfer pathogens from one food to another.
- **DON'T** transfer pathogens from one surface to another.



Your Role in Keeping Food Safe

How Is Cross-Contamination Being Prevented in the Photo?

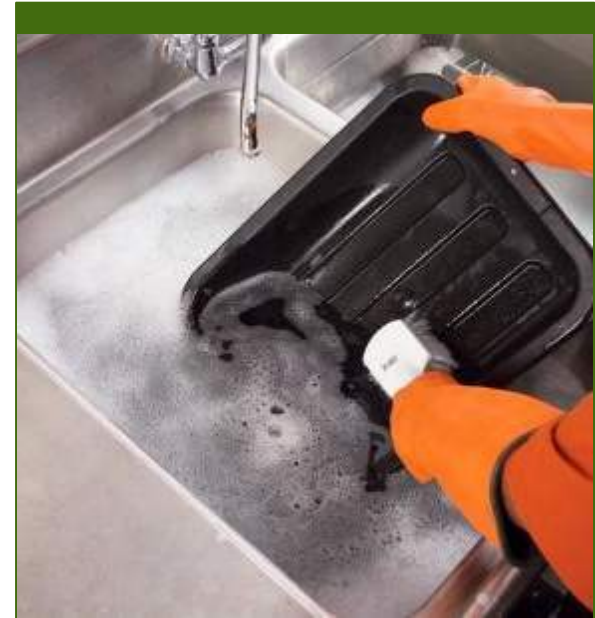
- Ready-to-eat food is stored above raw food.



Your Role in Keeping Food Safe

Clean and Sanitize Surfaces Correctly:

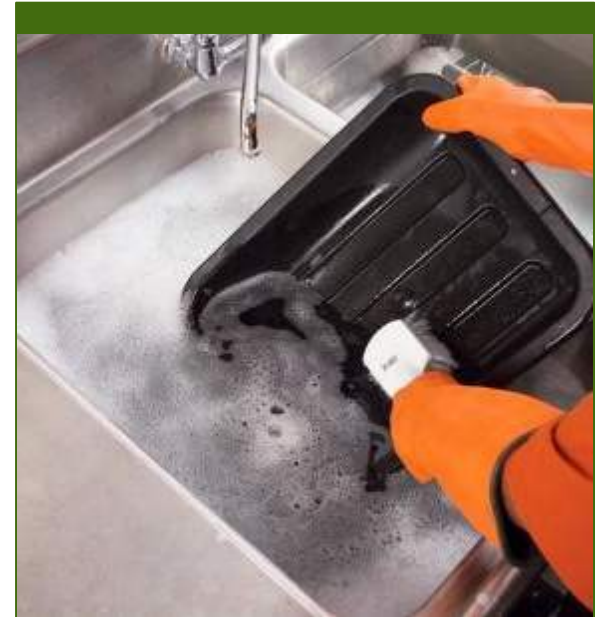
- Keep everything clean.
- Clean and sanitize anything that touches food.



Your Role in Keeping Food Safe

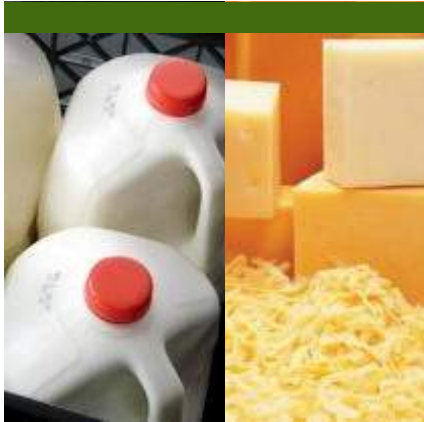
How Is the Bin Being Cleaned and Sanitized Correctly?

- It is being cleaned and sanitized in a three-compartment sink.



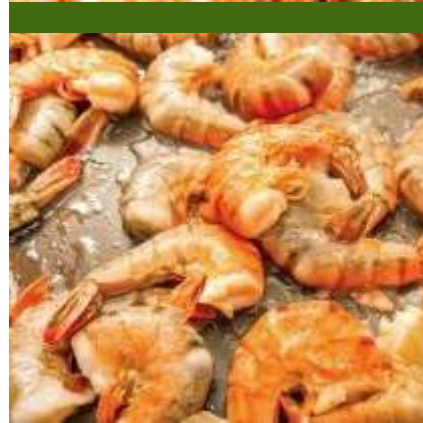
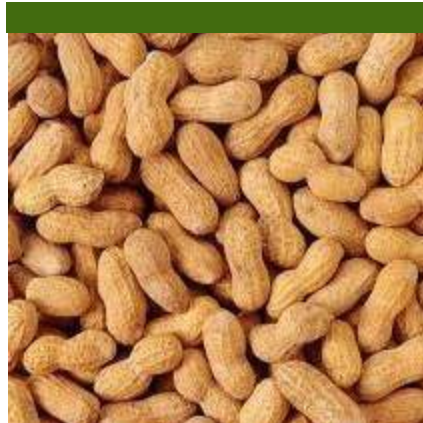
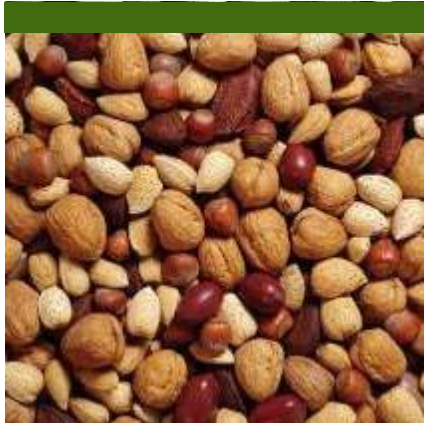
Understanding Food Allergies

What Are the Most Common Food Allergens?



Understanding Food Allergies

The Most Common Food Allergens



Preventing Food Allergen Contamination

Prevent Cross-Contact:

- Clean and sanitize surfaces that have come in contact with an allergen.
- **Inspect food packaging for leaks or spills that can cause cross-contact.**
- Wash hands and change gloves after handling allergens and before handling allergen-free food.



Preventing Food Allergen Contamination

Prevent Cross-Contact:

- Store food with allergens separately from allergen-free products.
- **DO NOT** store food containing allergens above allergen-free food.
- Use dedicated pallets and bins for products containing allergens.



Apply Your Knowledge

Which Food Item(s) Is a Common Food Allergen?



Tea



Cod

Apply Your Knowledge

Which Food Item(s) Is a Common Food Allergen?



Wheat flour



Melons

Apply Your Knowledge

Which Food Item(s) Is a Common Food Allergen?



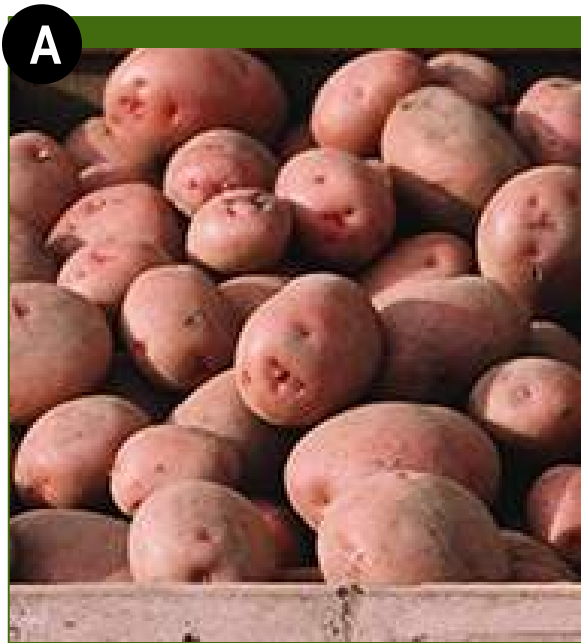
Peanut butter



Crab legs

Apply Your Knowledge

Which Food Item(s) Is a Common Food Allergen?



Potatoes



Mushrooms

Neither

Apply Your Knowledge

Which Food Item(s) Is a Common Food Allergen?



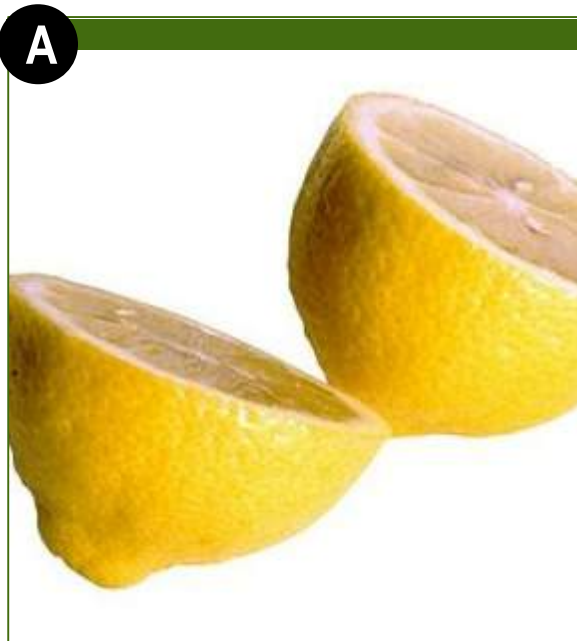
Tomatoes



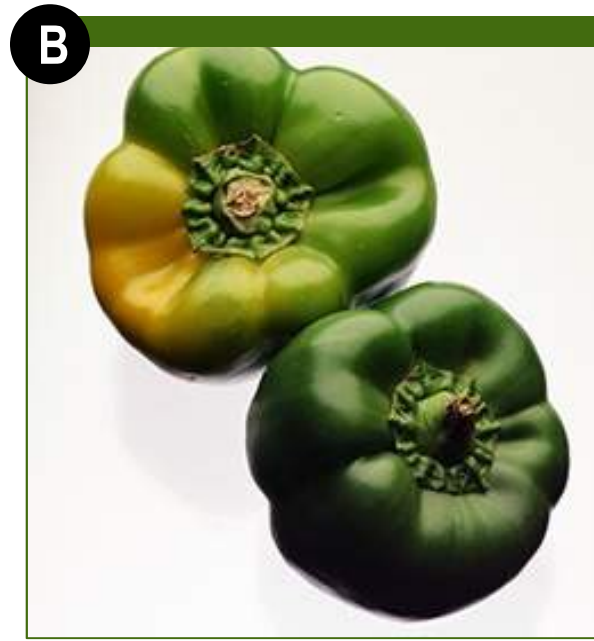
Pecan pie

Apply Your Knowledge

Which Food Item(s) Is a Common Food Allergen?



Citrus fruit



Bell peppers

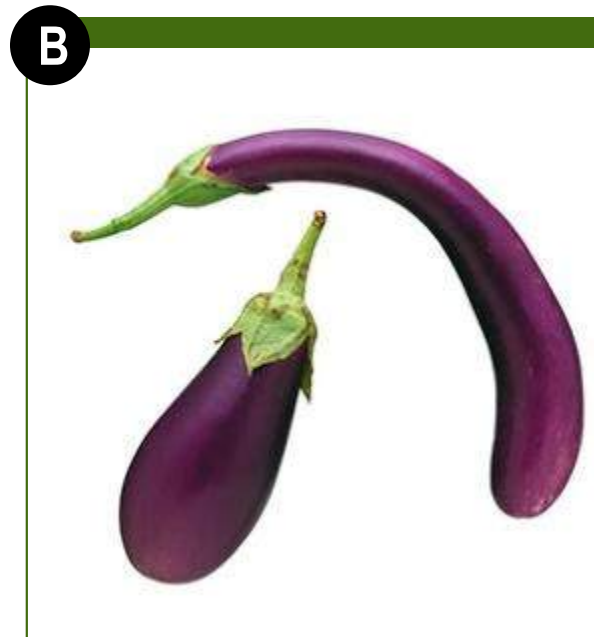
Neither

Apply Your Knowledge

Which Food Item(s) Is a Common Food Allergen?



Squash

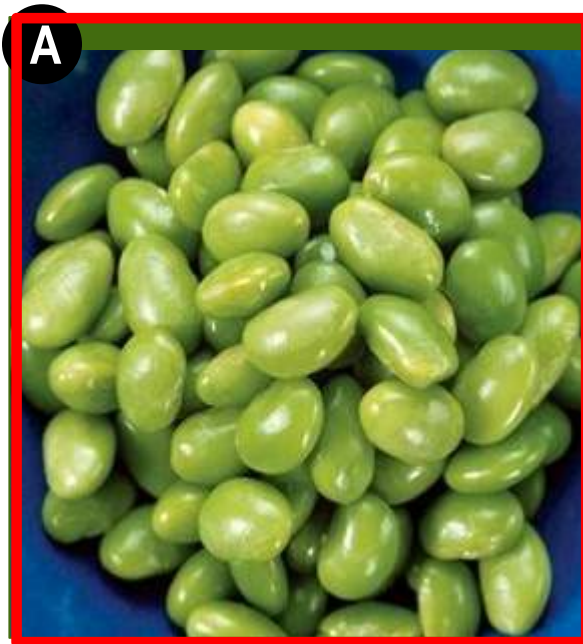


Eggplant

Neither

Apply Your Knowledge

Which Food Item(s) Is a Common Food Allergen?



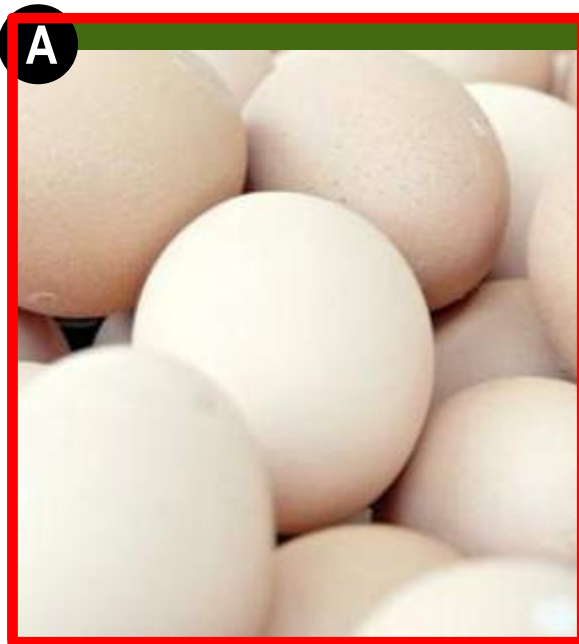
Soybeans



Rice and rice products

Apply Your Knowledge

Which Food Item(s) Is a Common Food Allergen?



Eggs

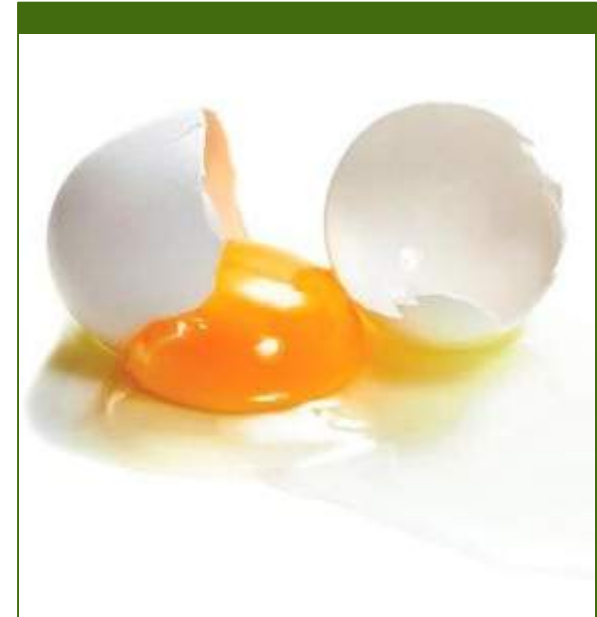


Ice cream

Preventing Food Allergen Contamination

Prevent Cross-Contact From Spilled Food:

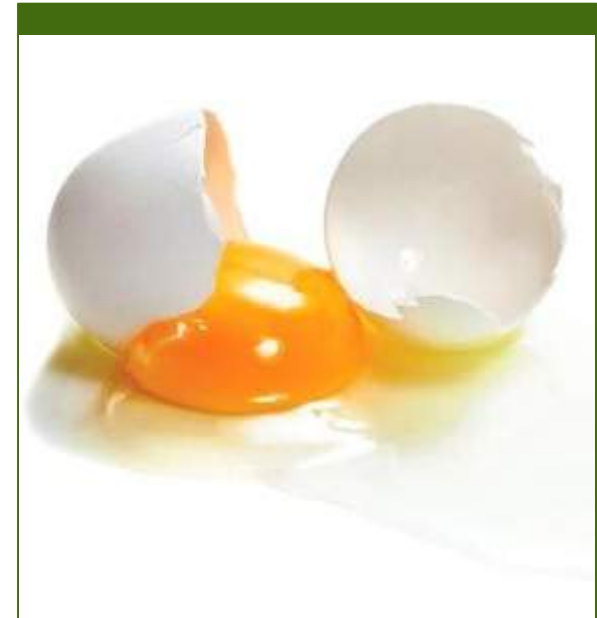
- Immediately isolate spilled food containing an allergen from other food products.
- Inspect surrounding products for contact with the spilled food.



Preventing Food Allergen Contamination

Prevent Cross-Contact From Spilled Food:

- Dispose of any open products in contact with the spilled food.
- The food may not need to be discarded if in packaging that can be safely cleaned and sanitized.
- Clean and sanitize the area.





Good Personal Hygiene



Good Personal Hygiene

Concepts You Will Learn:

- How and when to wash your hands
- Where to wash your hands
- Other hand-care guidelines
- What to wear
- Other important practices



How and When To Wash Your Hands

How to Wash Your Hands:

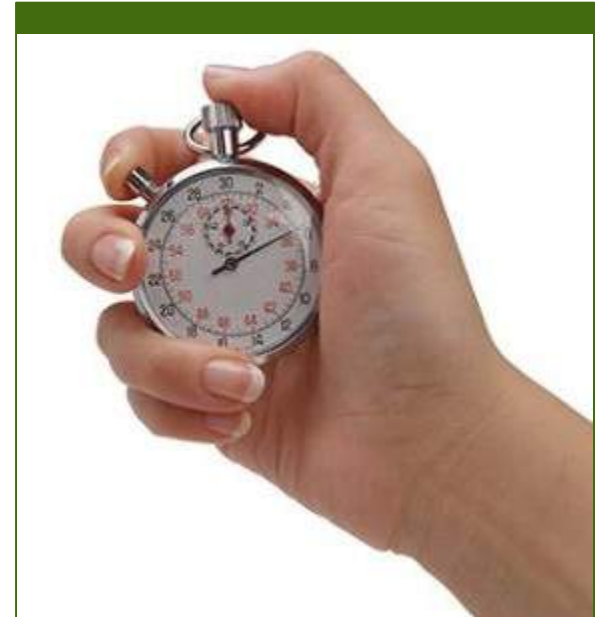
- Hands can transfer pathogens to food.
- Handwashing is a critical step for avoiding food contamination.



How and When To Wash Your Hands

How to Wash Your Hands:

- Handwashing should take about 20 seconds.

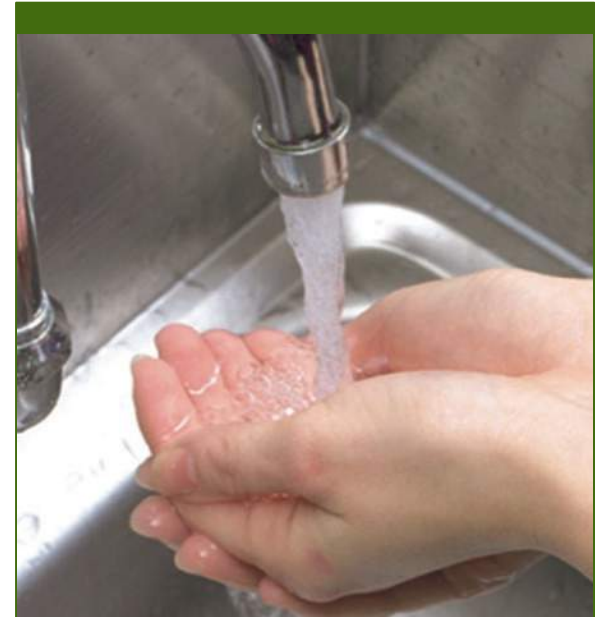


How and When To Wash Your Hands

How to Wash Your Hands

Step 1: Wet hands and arms

- Use running water as hot as you can comfortably stand.



How and When To Wash Your Hands

How to Wash Your Hands

Step 2: Apply soap

- Apply enough to build up a good lather.



How and When To Wash Your Hands

How to Wash Your Hands

Step 3: Scrub hands and arms vigorously

- Scrub them for 10 to 15 seconds.
- Clean under fingernails and between fingers.



How and When To Wash Your Hands

How to Wash Your Hands

Step 4: Rinse hands and arms thoroughly

- Use running warm water.



How and When To Wash Your Hands

How to Wash Your Hands

Step 5: Dry hands and arms

- **DO NOT** use your apron or any part of your clothing.
- Use a single-use paper towel or hand dryer.



How and When To Wash Your Hands

After Washing Your Hands

Use a paper towel to:

- Turn off the faucet.
- Open the restroom door.



How and When To Wash Your Hands

Is Handwashing Required? Why or Why Not?



A. YES

B. NO

Wash hands after using the restroom

How and When To Wash Your Hands

Is Handwashing Required? Why or Why Not?



A. YES

B. NO

Wash hands after touching your hair, face, or body

How and When To Wash Your Hands

Is Handwashing Required? Why or Why Not?



A. YES

B. NO

*Wash hands after handling raw meat, poultry, or seafood
(before and after)*

How and When To Wash Your Hands

Is Handwashing Required? Why or Why Not?



A. YES

B. NO

Wash hands after touching clothing or aprons

How and When To Wash Your Hands

Is Handwashing Required? Why or Why Not?



A. YES

B. NO

Wash hands after taking out garbage

How and When To Wash Your Hands

Is Handwashing Required? Why or Why Not?



A. YES

B. NO

Wash hands after sneezing, coughing, or using a tissue

How and When To Wash Your Hands

Is Handwashing Required? Why or Why Not?



A. YES

B. NO

Wash hands after handling chemicals that can make food unsafe

How and When To Wash Your Hands

Is Handwashing Required? Why or Why Not?



A. YES

B. NO

Wash hands after smoking

How and When To Wash Your Hands

Is Handwashing Required? Why or Why Not?



A. YES

B. NO

Wash hands after chewing gum or tobacco

How and When To Wash Your Hands

Is Handwashing Required? Why or Why Not?



A. YES

B. NO

Wash hands after eating or drinking

How and When To Wash Your Hands

Is Handwashing Required? Why or Why Not?



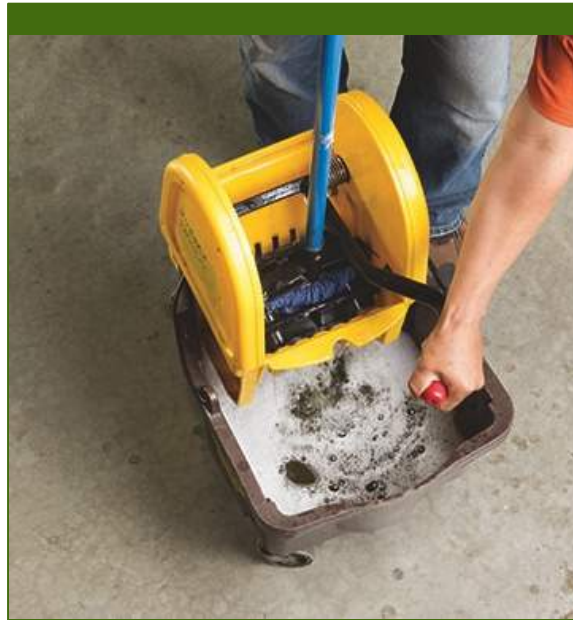
A. YES

B. NO

Wash hands before putting on gloves at the start of a new task

How and When To Wash Your Hands

Is Handwashing Required? Why or Why Not?



A. YES

B. NO

Wash hands after touching anything that may contaminate hands

How and When To Wash Your Hands

Is Handwashing Required? Why or Why Not?



A. YES

B. NO

Wash hands after leaving and returning to the food-handling area

How and When To Wash Your Hands

Using Hand Antiseptics

If you use hand antiseptics:

- **NEVER** use them instead of handwashing.
- Use an antiseptic after washing hands.
- Wait for the antiseptic to dry before touching food or equipment or putting on gloves.
- Follow manufacturer's directions.



Where To Wash Your Hands

Is This a Safe Place to Wash Hands? Why or Why Not?



A. YES

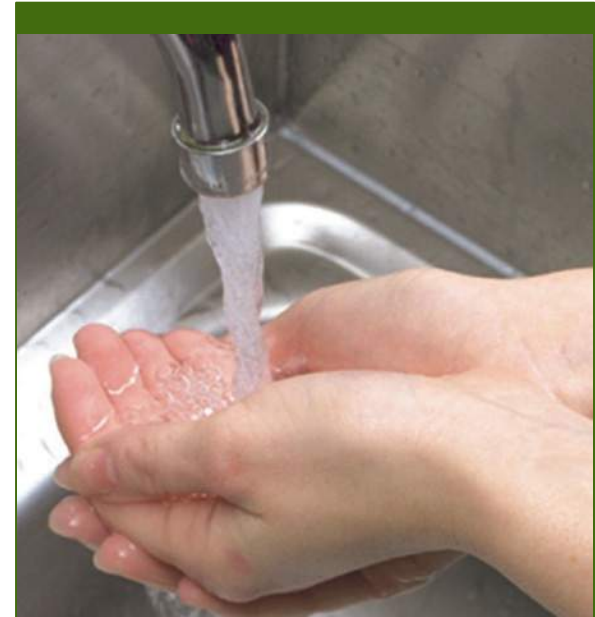
B. NO

Hands are being washed in a three-compartment sink

Where To Wash Your Hands

Use a Handwashing Sink:

- Wash your hands only in a designated handwashing sink.



Where To Wash Your Hands

Is This a Safe Practice? Why or Why Not?



A. YES

B. NO

Dirty water is being dumped in a handwashing sink

Where To Wash Your Hands

Use a Handwashing Sink:

- **DO NOT** use handwashing sinks for other things.
 - **NEVER** dump dirty water in them.
 - **NEVER** prep food in them.
 - **NEVER** wash tools or equipment in them.



Where To Wash Your Hands

Is This a Safe Practice? Why or Why Not?



A. YES

B. NO

The handwashing sink is blocked

Where To Wash Your Hands

Where to Wash Your Hands:

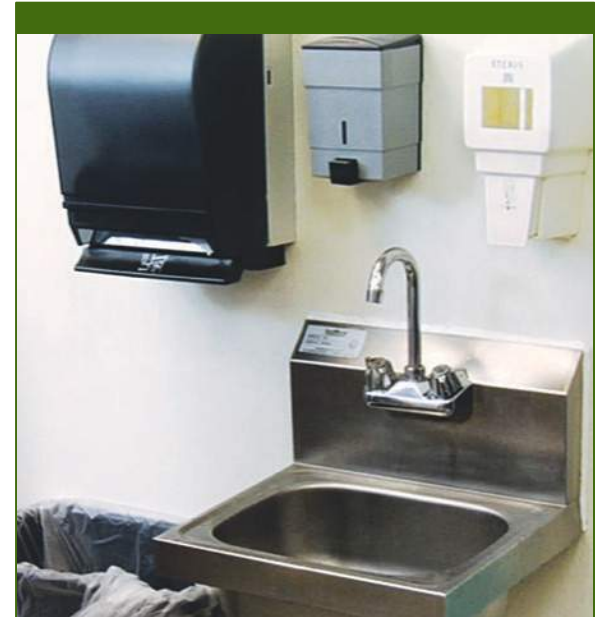
- Make sure handwashing sinks are easy to get to and are not blocked.
 - **NEVER** stack food, equipment, or supplies in them or in front of them.



Where To Wash Your Hands

Stocking The Handwashing Sink:

- A stocked sink should have
 - Hot and cold running water
 - Liquid soap
 - Single-use paper towels or hand dryer
 - Garbage container
- If these items aren't stocked, tell your director or supervisor



Other Hand-Care Guidelines

What's Wrong With This Picture?



The gloves are being put on incorrectly

Other Hand-Care Guidelines

Use Gloves Correctly:

- Only use single-use gloves when handling food.
- Make sure the gloves fit your hands.
 - They should not be too tight or too loose.
 - **NEVER** blow into them.
 - **NEVER** roll them to make them easier to put on.



Other Hand-Care Guidelines

What's Wrong With This Picture?



The gloves are being washed and reused

Other Hand-Care Guidelines

Use Gloves Correctly:

- **NEVER** rinse, wash, or reuse gloves.



Other Hand-Care Guidelines

Use Gloves Correctly:

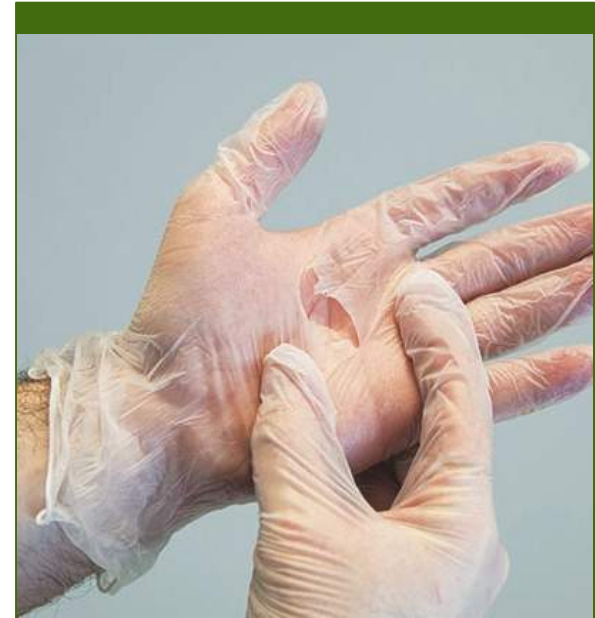
- Wash your hands before putting on gloves when starting a new task.



Other Hand-Care Guidelines

Gloves Should be Changed:

- As soon as they become dirty or torn.



Other Hand-Care Guidelines

Gloves Should be Changed:

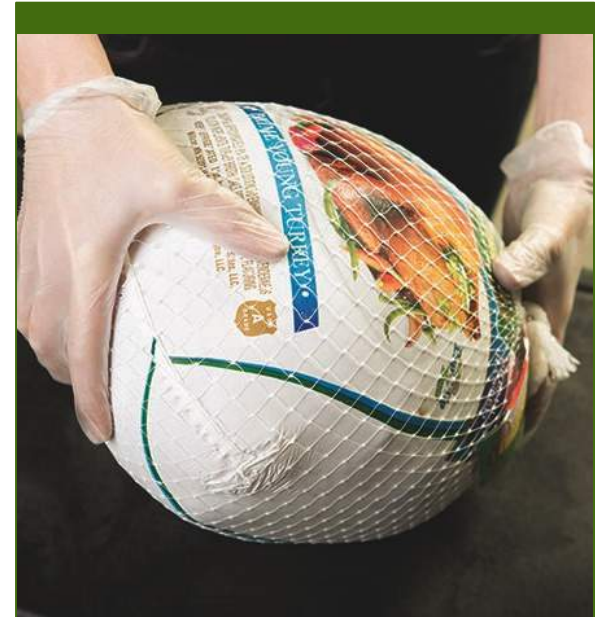
- Before beginning a different task.
- Before or after handling any food with a known food allergen.



Other Hand-Care Guidelines

Gloves Should be Changed:

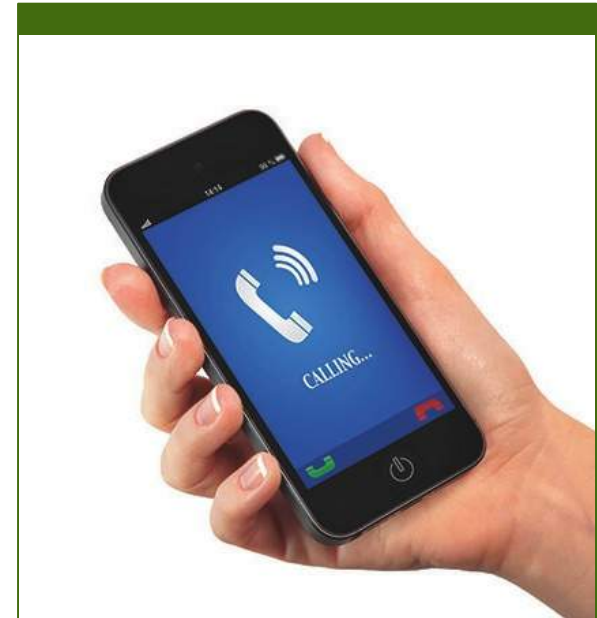
- After handling raw meat, seafood, or poultry, and before handling ready-to-eat food.



Other Hand-Care Guidelines

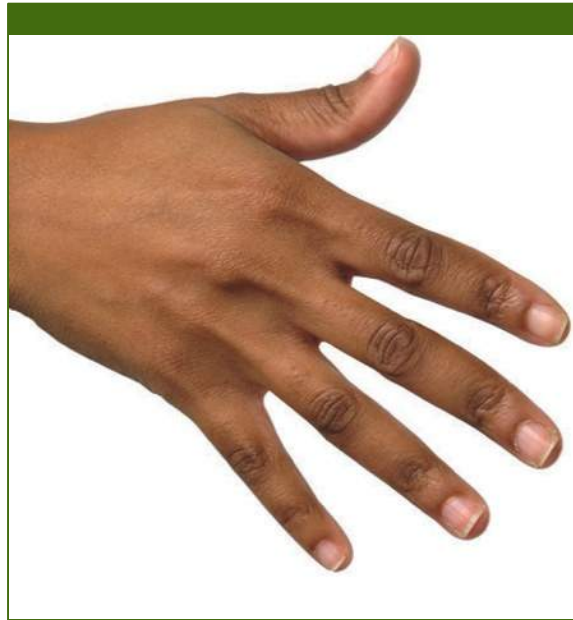
Gloves Should be Changed:

- After an interruption, such as taking a phone call.



Other Hand-Care Guidelines

Are These Hands Safe for Handling Exposed Food?



A. YES

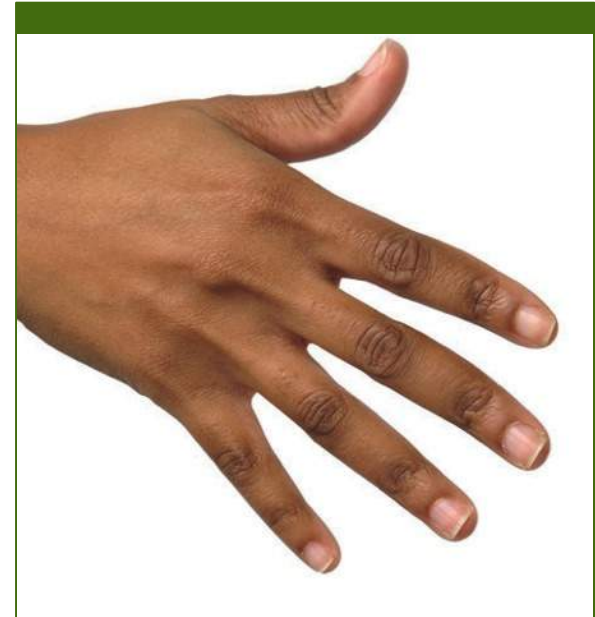
B. NO

The fingernails are short and clean

Other Hand-Care Guidelines

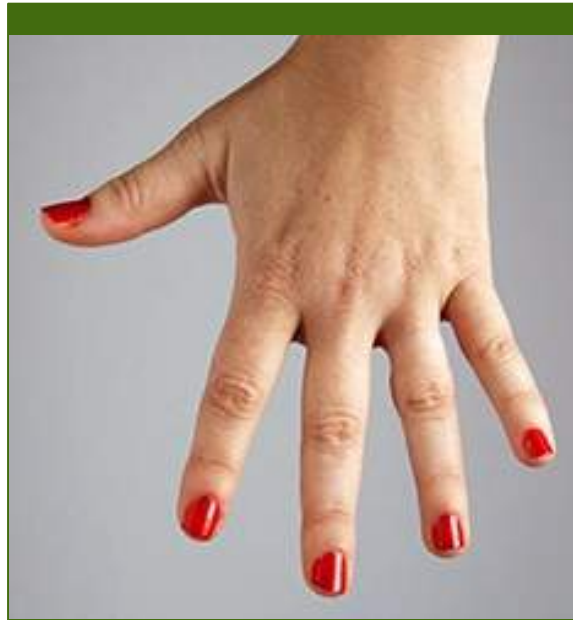
Hands and Nails:

- Keep fingernails short and clean.
- Long fingernails can be hard to keep clean.



Other Hand-Care Guidelines

Are These Hands Safe for Handling Exposed Food?



A. YES

B. NO

The fingernails have polish and are not covered

Other Hand-Care Guidelines

Hands and Nails:

- If you will be handling exposed food, you must use single-use gloves if you are wearing
 - Nail polish
 - False fingernails



Other Hand-Care Guidelines

Are These Hands Safe for Handling Exposed Food?



A. YES

B. NO

The wound is only covered with a bandage

Other Hand-Care Guidelines

Cover Infected Wounds Correctly:

- Hands or wrist
 - Cover with a bandage or finger cot that prevents fluid from leaking out.
 - Then place a single-use glove over the cover.



Other Hand-Care Guidelines

Cover Infected Wounds Correctly:

- Arms
 - Completely cover with a bandage that prevents fluid from leaking out.
- Body
 - Cover with a dry, durable, tight-fitting bandage.



What To Wear

Is This a Safe Practice for Handling Food?



A. YES

B. NO

The food handler is not wearing a hat or other hair covering

What To Wear

Hair Covering:

- Always wear a clean hat or other hair covering when
 - Repackaging food
 - Working in a clean room
 - Working in areas used to clean utensils and equipment
- Men with beards and mustaches should also wear a beard restraint



What To Wear

Clothing and Aprons:

- Wear clean clothes whenever working with or around food.
- Remove and throw away disposable aprons when leaving clean rooms or food-handling areas.
- Store personal belongings away from food.



What To Wear

Jewelry:

- Remove jewelry from hands and arms
 - Before handling exposed food
 - When working in or around food-handling areas
- **DO NOT** wear
 - Rings, except for a plain band
 - Bracelets, including medical bracelets
 - Watches



Apply Your Knowledge

It's What You Wear

Which practices are unsafe?

- A. Wearing a dirty shirt
- B. Wearing nail polish without wearing gloves
- C. Wearing a baseball cap while packaging food
- D. Wearing a watch

Apply Your Knowledge

It's What You Wear

Which practices are unsafe?

- A. Removing a disposable apron and putting it back on after returning to the clean room
- B. Wearing a bandage on your finger under your gloves
- C. Cleaning and sanitizing food scoops without wearing a hat or other hair covering
- D. Wearing the same pants several days in a row until they get dirty

Other Important Practices

What's Wrong With This Picture?



The food handler is drinking in a food-handling area

Other Important Practices

Eating, Drinking, Smoking, and Chewing Gum or Tobacco:

- **NEVER** do these things in the following areas
 - In food-handling areas
 - In food storage areas
- Only do these things in designated areas

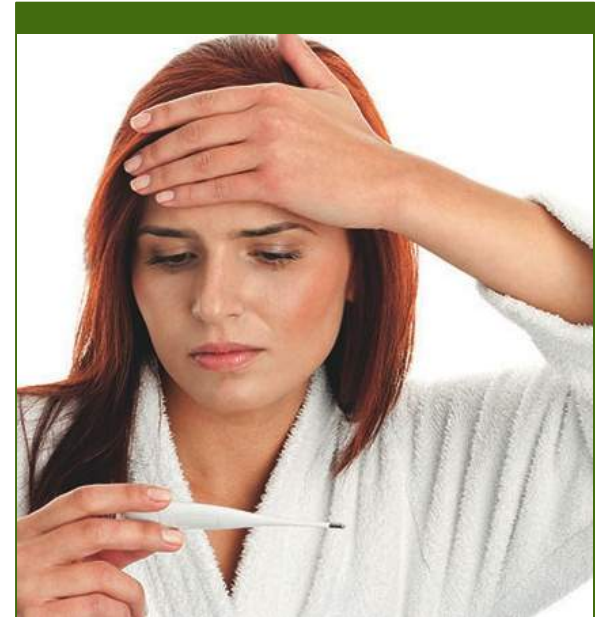
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Other Important Practices

What To Do if You Are Sick:

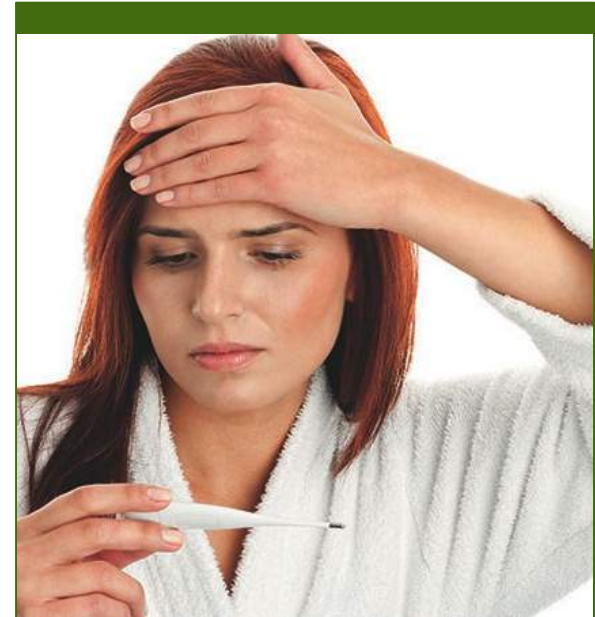
- Tell your director or supervisor
 - If you have been diagnosed with a foodborne illness



Other Important Practices

What To Do if You Are Sick:

- Tell your director or supervisor if you have these symptoms
 - Vomiting
 - Diarrhea
 - Jaundice (yellowing of skin and eyes)
 - Sore throat with a fever



Apply Your Knowledge

Reporting Illnesses

Which symptoms must be reported to your director or supervisor?

- A. Vomiting
- B. Jaundice
- C. Sore throat with a fever
- D. Being very tired
- E. Diarrhea
- F. Headache



Receiving and Storing Food Safely



Receiving and Storing Food Safely

Concepts You Will Learn:

- Controlling time and temperature during receiving
- Inspecting food during receiving to make sure it is safe
- Storing food safely

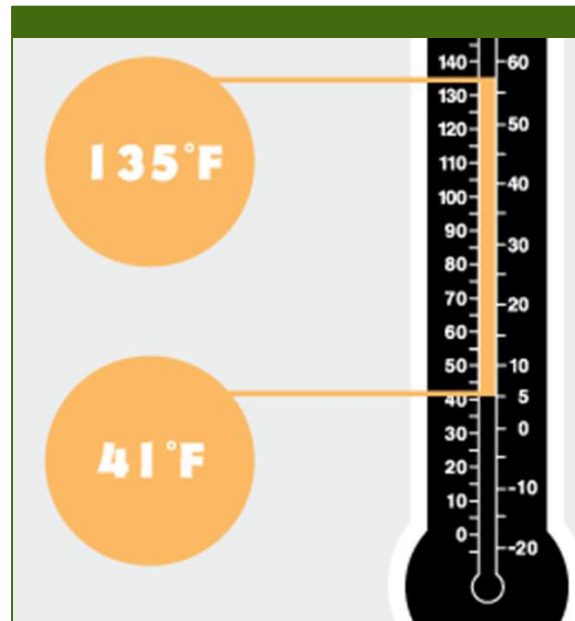


Controlling Time and Temperature During Receiving

What Is Important About This Temperature Range?

This is the Temperature Danger Zone.

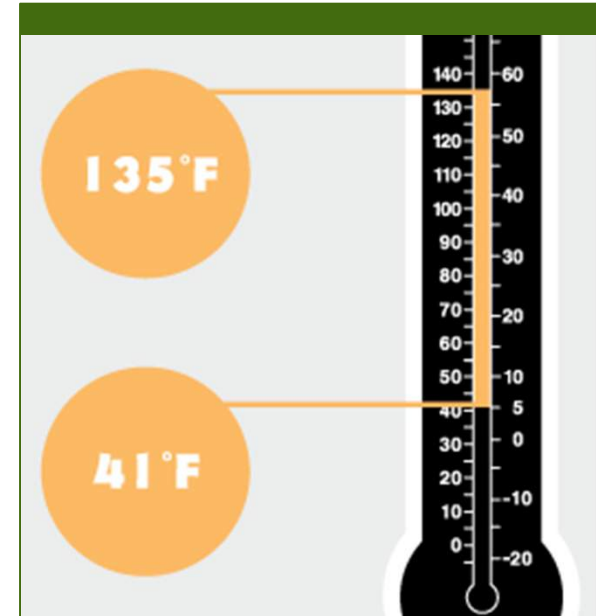
Pathogens on food can grow in this range and cause a foodborne illness.



Controlling Time and Temperature During Receiving

The Temperature Danger Zone:

- Food temperatures must be controlled
 - From pick-up from the donor or food bank to handoff to client
 - Includes time food spends in the warehouse, on the truck, and at the agency



Controlling Time and Temperature During Receiving

Common Thermometers in Food Banks and Agencies



Infrared thermometer



Thermocouple
and other digital
thermometers



Bimetallic stemmed
thermometer

Controlling Time and Temperature During Receiving

What Are Some Characteristics of Infrared Thermometers?

- Display temperatures instantly
- Prevent cross-contamination and damage to food because they do not touch it
- Only measure surface temperatures of food and equipment



Controlling Time and Temperature During Receiving

What Are Some Characteristics of Thermocouples and Other Digital Thermometers?

- Do not need to be inserted deep into food to get an accurate reading
- Display temperatures quickly
- Many come with other probes for checking liquids, air temperature, and equipment



Controlling Time and Temperature During Receiving

What Are Some Characteristics of Bimetallic Stemmed Thermometers?

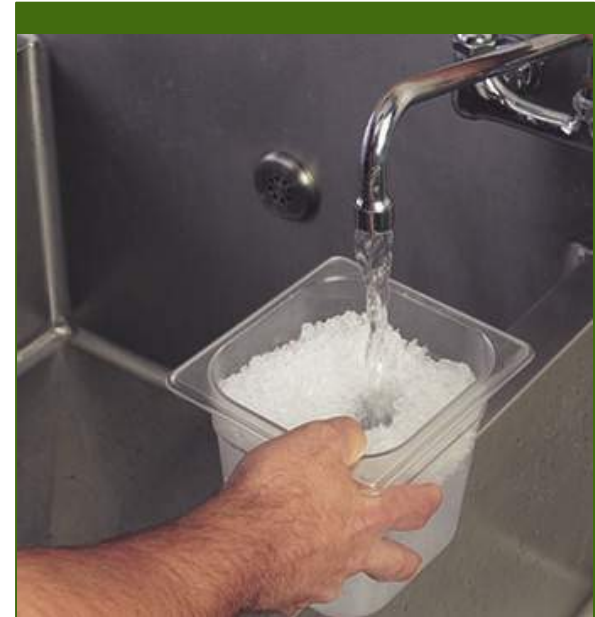
- Must be inserted in food from the tip of the thermometer stem to the dimple
- **Require at least 15 seconds before a final reading can be taken**
- Can be easily calibrated at the food bank or agency



Controlling Time and Temperature During Receiving

The Correct Way to Calibrate a Thermometer:

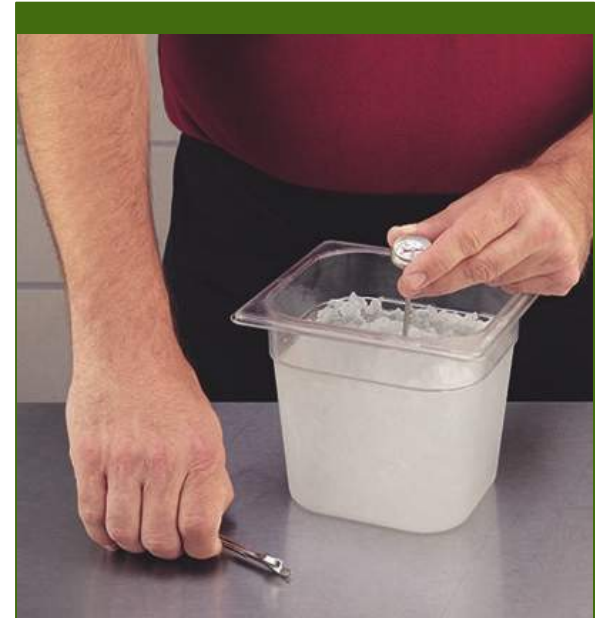
1. Fill a large container with crushed ice and tap water.
 - Stir the mixture well.



Controlling Time and Temperature During Receiving

The Correct Way to Calibrate a Thermometer:

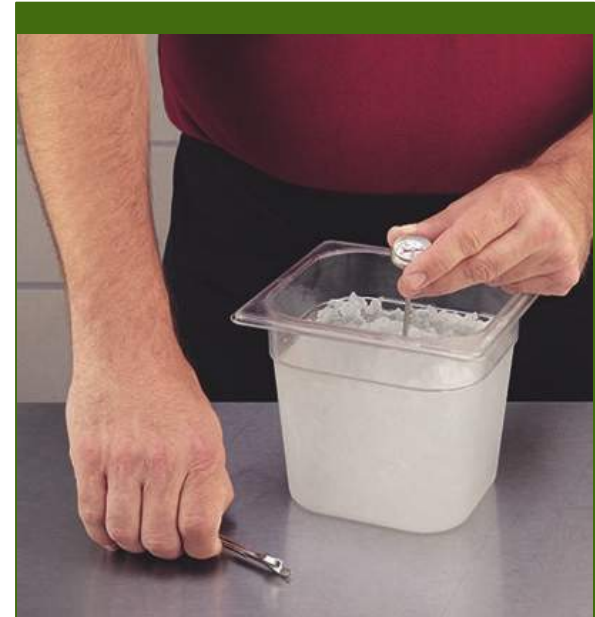
2. Put the thermometer stem or probe into the ice water.
 - Make sure the sensing area is under water.
 - **DO NOT** let the probe touch the container.
 - Wait 30 seconds or until the indicator stops.



Controlling Time and Temperature During Receiving

The Correct Way to Calibrate a Thermometer:

3. Adjust the thermometer so it reads 32°F (0°C).
 - Hold the calibration nut with a wrench or other tool.
 - Rotate the thermometer head until it reads 32°F (0°C).



Apply Your Knowledge

Ice-Point Calibration Method

1. How long should you wait to read a bimetallic stemmed thermometer after placing it in the ice water?

- A. 5 second
- B. 7 seconds
- C. 10 seconds
- D. 30 seconds

Apply Your Knowledge

Ice-Point Calibration Method

2. What temperature should a thermometer be adjusted to after placing it in the ice water?

- A. 0°F (-18°C)
- B. 10°F (-12°C)
- C. 22°F (-6°C)
- D. 32°F (0°C)

Inspecting Food During Receiving To Make Sure It Is Safe

What Should You Look for When Inspecting a Delivery Vehicle Before Unloading It?

- Overall condition of the vehicle



Inspecting Food During Receiving To Make Sure It Is Safe

What Should You Look for When Inspecting a Delivery Vehicle Before Unloading It?

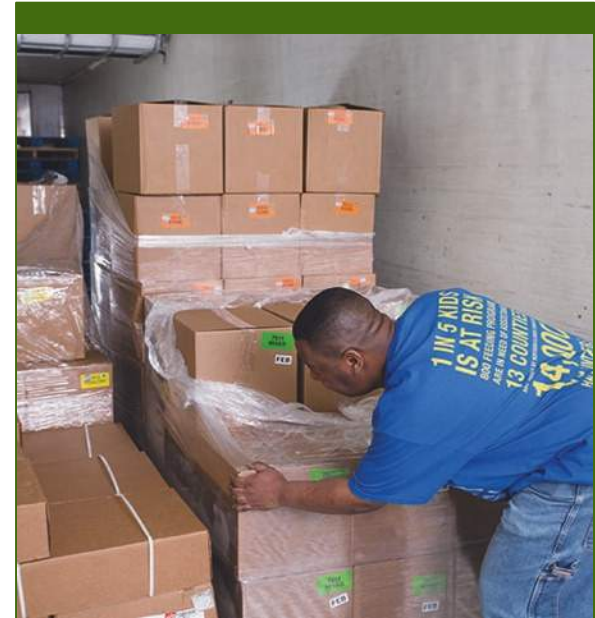
- Signs of pests in the product or vehicle



Inspecting Food During Receiving To Make Sure It Is Safe

What Should You Look for When Inspecting a Delivery Vehicle Before Unloading It?

- Condition of the product



Inspecting Food During Receiving To Make Sure It Is Safe

What Should You Look for When Inspecting a Delivery Vehicle Before Unloading It?

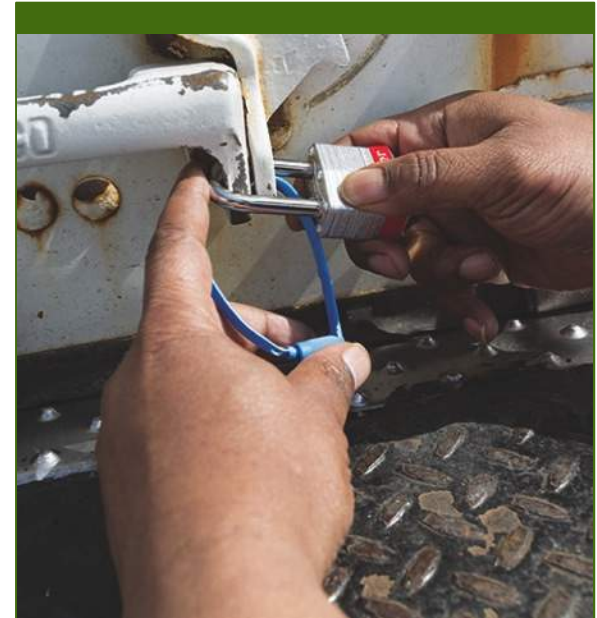
- Presence of objectionable product (e.g., homemade product)



Inspecting Food During Receiving To Make Sure It Is Safe

What Should You Look for When Inspecting a Delivery Vehicle Before Unloading It?

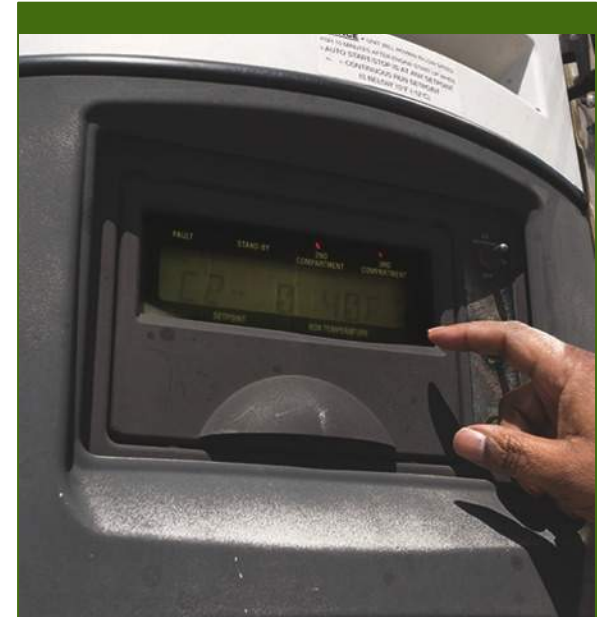
- Door locks and seals that are in place and functioning



Inspecting Food During Receiving To Make Sure It Is Safe

What Should You Look for When Inspecting a Delivery Vehicle Before Unloading It?

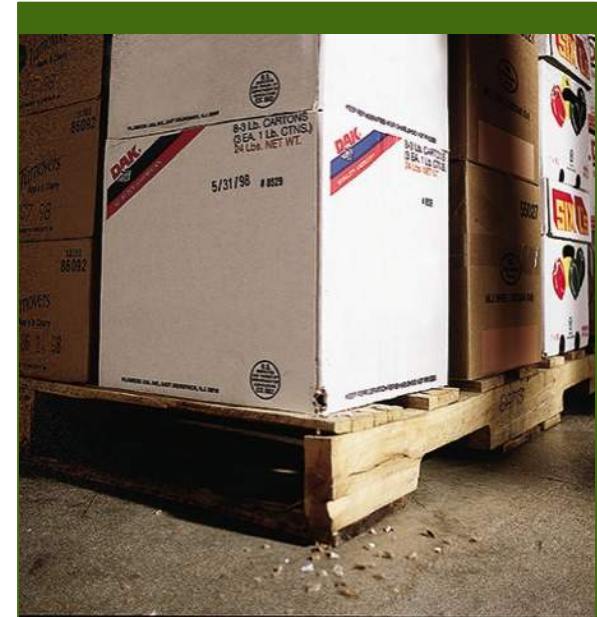
- Correct truck temperature
- Check the temperature recording device or use an infrared thermometer



Inspecting Food During Receiving To Make Sure It Is Safe

Reject the Food Delivery if the Delivery Vehicle or Delivery Containers:

- Do not meet acceptable standards
- Contain pests
- Are excessively dirty



Inspecting Food During Receiving To Make Sure It Is Safe

Reject Any Food That Has Not Been Received at These Temperatures

Type of food	Temperature
Refrigerated food	41°F (5°C) or lower.
Frozen food	Frozen solid. Recommend 0°F (-18°C) or lower.
Cut produce	41°F (5°C) or lower.
Whole produce	Dry storage temperatures. For more information see Feeding America's produce handling guidelines.

Apply Your Knowledge

Is the Delivery Safe?

1. Identify each situation that may be unsafe?

- A. The door lock on a food delivery truck is broken.
- B. Mice are spotted inside a food delivery truck.
- C. A delivery truck is transporting food at 38°F (3°C)
- D. A case of home-canned jelly is found inside a delivery truck

Apply Your Knowledge

Is It the Correct Temperature?

1. Identify each item that was not received at the correct temperature

- A. Frozen meat received at 38°F (3°C)
- B. Bags of cut lettuce received at 50°F (10°C)
- C. Bags of cut melons received at 45°F (7°C)
- D. Milk received at 50°F (10°C)

Storing Food Safely

Has the Food Been Stored Correctly?



A. YES

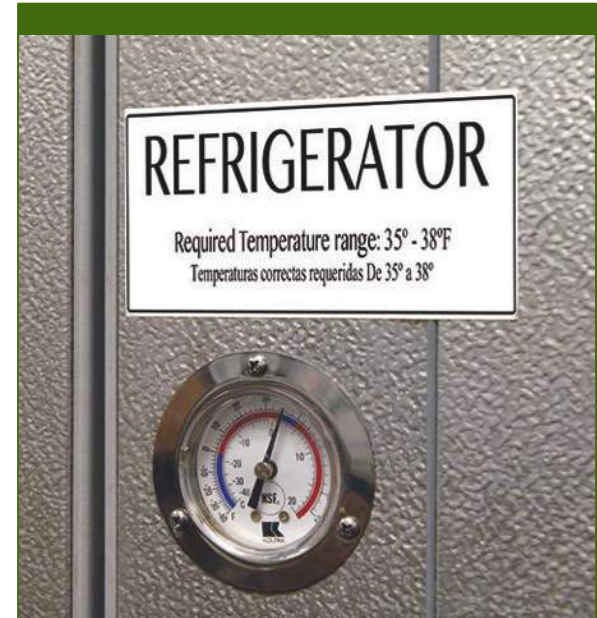
B. NO

The temperature of the product is too high

Storing Food Safely

General Storage Guidelines:

- Store refrigerated food at 41°F (5°C) or lower
 - This includes cut produce



Storing Food Safely

Has the Food Been Stored Correctly?



A. YES

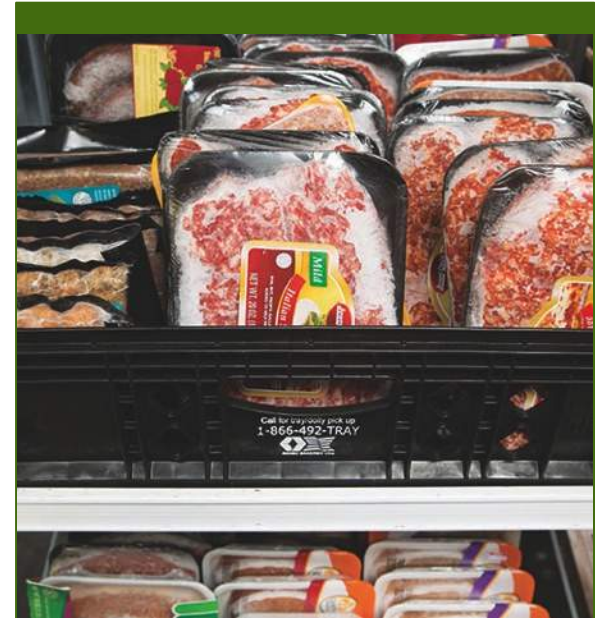
B. NO

The meat is frozen

Storing Food Safely

General Storage Guidelines:

- Keep frozen food frozen solid.
 - The recommended temperature is 0°F (-18°C) or lower.



Storing Food Safely

Has the Food Been Stored Correctly?



A. YES

B. NO

The food is stored in a designated food storage area

Storing Food Safely

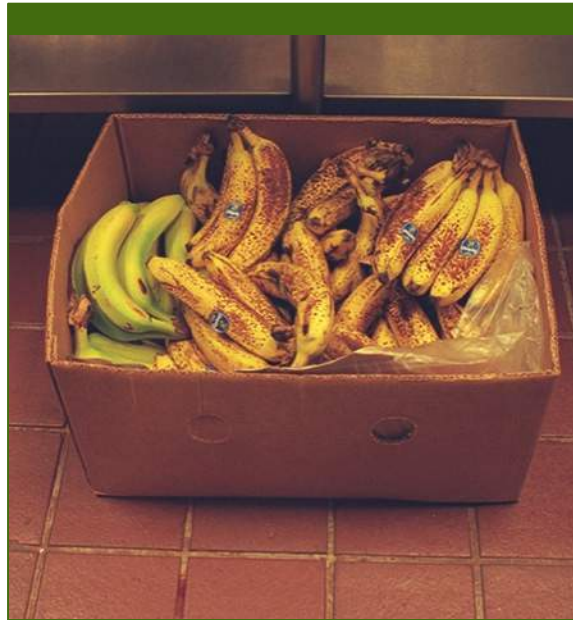
General Storage Guidelines:

- Store food only in designated food storage areas.



Storing Food Safely

Has the Food Been Stored Correctly?



A. YES

B. NO

The food is stored on the floor

Storing Food Safely

General Storage Guidelines:

- Store food at least six inches (15cm) off the floor.



Storing Food Safely

Has the Food Been Stored Correctly?



A. YES

B. NO

The food is stored against the wall

Storing Food Safely

General Storage Guidelines:

- Store food away from walls.



Storing Food Safely

Has the Food Been Stored Correctly?



A. YES

B. NO

The ready-to-eat food is stored above the raw food

Storing Food Safely

General Storage Guidelines:

- Store ready-to-eat food above raw meat, seafood, and poultry.
- **DO NOT** store these items on the same shelf or pallet.



Storing Food Safely

Has the Food Been Stored Correctly?



A. YES

B. NO

The food is stored in containers made for food

Storing Food Safely

General Storage Guidelines:

- Store food only in containers made for food.
- Wrap or cover food before storing it.



Storing Food Safely

Labeling Food for Storage:

- Food should be labeled with the receiving date
 - This ensures products can be rotated correctly
- Receiving dates should be placed
 - On individual containers or cases
 - On pallet tags



Storing Food Safely

What Is the Purpose of This Date?

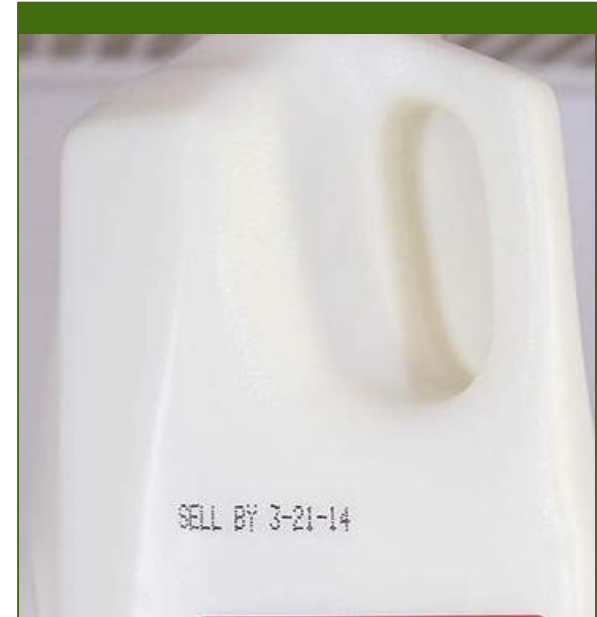
- A. Used for tracking and recall
- B. Tells the store how long to display the product for sale
- C. Date by which the product should be eaten for best flavor or quality
- D. Last date recommended for the product while at peak quality



Storing Food Safely

Sell-By Date:

- A quality date
- Tells the store how long to display the product for sale
- The product is still safe to eat past this date



Storing Food Safely

What Is the Purpose of This Date?

- A. Used for tracking and recalls
- B. Tells the store how long to display the product for sale
- C. Date by which the product should be eaten for best flavor or quality
- D. Last date recommended for the product while at peak quality



Storing Food Safely

Packing or Manufacturing Date:

- Used by manufacturers for tracking and recalls
- Not an expiration date



Storing Food Safely

What Is the Purpose of This Date?

- A. Used for tracking and recall
- B. Tells the store how long to display the product for sale
- C. Date by which the product should be eaten for best flavor or quality
- D. Last date recommended for the product while at peak quality



Storing Food Safely

Use-By or Expiration Date:

- This is the last date recommended for the product while at peak quality.
- The product is still safe to eat past this date.



Storing Food Safely

What Is the Purpose of This Date?

- A. Used for tracking and recall
- B. Tells the store how long to display the product for sale
- C. Date by which the product should be eaten for best flavor or quality
- D. Last date recommended for the product while at peak quality



Storing Food Safely

Best-By or Best if Used By Date:

- This is a quality date.
- It tells clients the date by which the product should be eaten for best flavor or quality.
- The product is still safe to eat past this date.



Storing Food Safely

Shelf-Life for Refrigerated Food in Storage:

- If food has a sell-by date or no date at all follow Feeding America guidelines.
 - Freeze the food
 - Distribute the food
- Freezing food will keep it safe for long periods of time.
 - Quality will suffer if frozen food is stored too long



Storing Food Safely

Handling Recalled Food:

- Ask your director or supervisor how to handle recalls at your food bank or agency
- Feeding America issues recall notices for all issued recalls from
 - FDA
 - USDA



Storing Food Safely

Rotating Food Using FEFO:

- Follow the first-expired, first-out (FEFO) method if the food has a use-by or expiration date.
 - ① Check the use-by or expiration date.
 - ② Store food that will expire first in front of items that will expire later.
 - ③ Use the food stored in front first.

Storing Food Safely

Rotating Food Using FIFO

Step 1: Check the delivery date.



Storing Food Safely

Rotating Food Using FIFO

Step 2: Store food with the earliest delivery date in front of food with later dates.



Storing Food Safely

Rotating Food Using FIFO

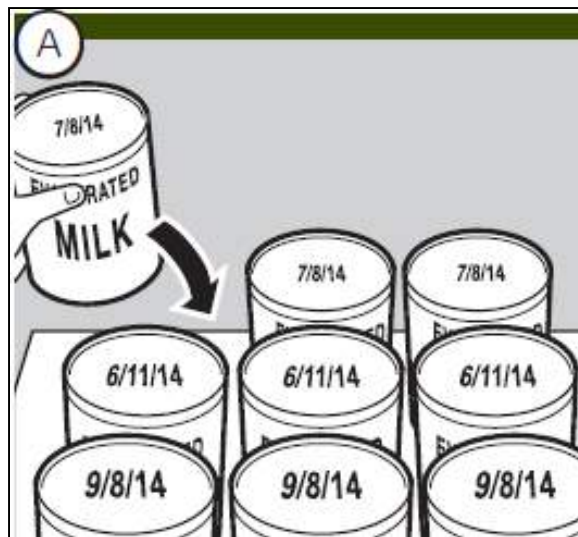
Step 3: Use the food stored in front first.



Apply Your Knowledge

Has It Been Rotated Correctly?

1. The date is 2014. Which storage shelf has the cans stored correctly?





Evaluating, Repacking, and Transporting Food Safely



Evaluating, Repacking, and Transporting Food Safely

Concepts You Will Learn:

- Evaluating the condition of food
- Repackaging food
- Loading and distributing food safely



Evaluating The Condition Of Food

Which of These Cans Should be Discarded?



Evaluating The Condition Of Food

Discard Cans if They Have These Problems:

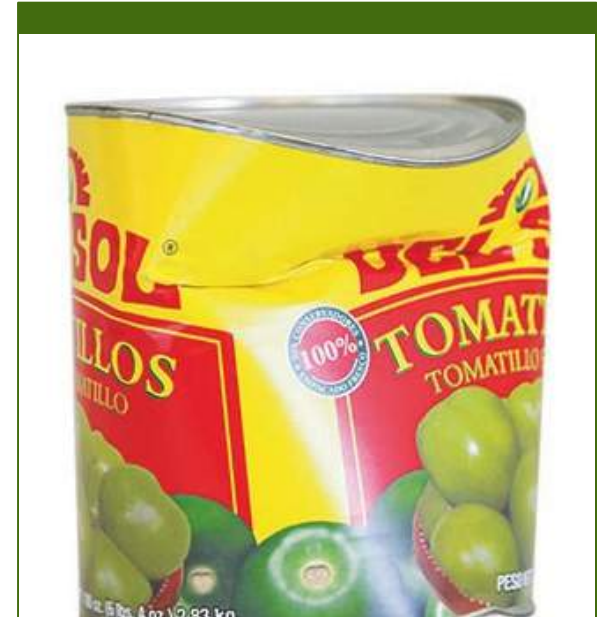
- Severe dent in can seams



Evaluating The Condition Of Food

Discard Cans if They Have These Problems:

- Deep dents in can body
- Crushed cans that are not stackable



Evaluating The Condition Of Food

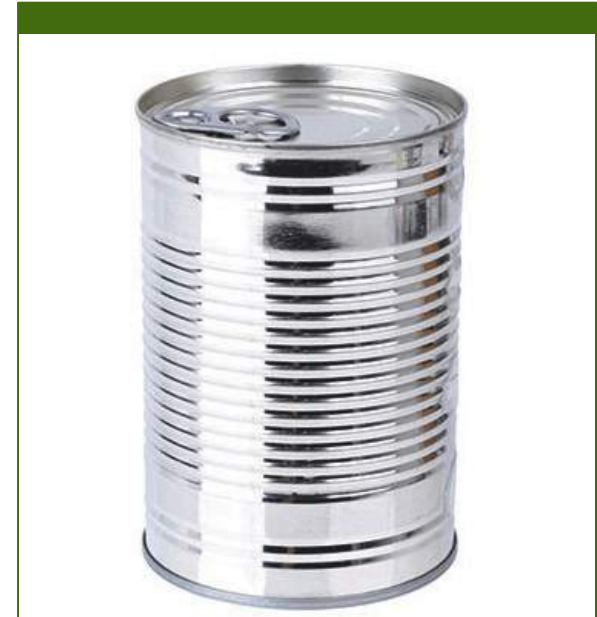
Which of These Cans Should be Discarded?



Evaluating The Condition Of Food

Discard Cans if They Have These Problems:

- Missing labels
- Unreadable labels due to stains or tears
- No code dates



Evaluating The Condition Of Food

Which of These Cans Should be Discarded?



Evaluating The Condition Of Food

Discard Cans if They Have These Problems:

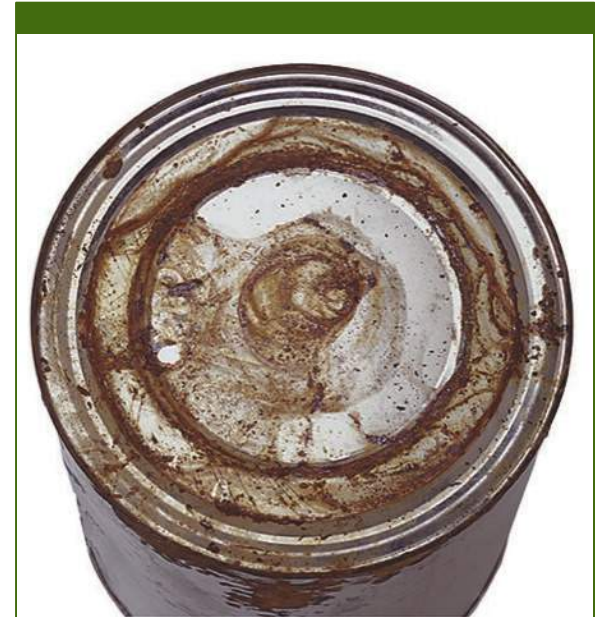
- Swollen or bulging ends



Evaluating The Condition Of Food

Discard Cans if They Have These Problems:

- Rust that cannot be wiped off



Evaluating The Condition Of Food

Should This Can be Discarded?



Evaluating The Condition Of Food

Discard Cans if They Have These Problems:

- Holes
- Visible signs of leaking (indicated by stained labels)

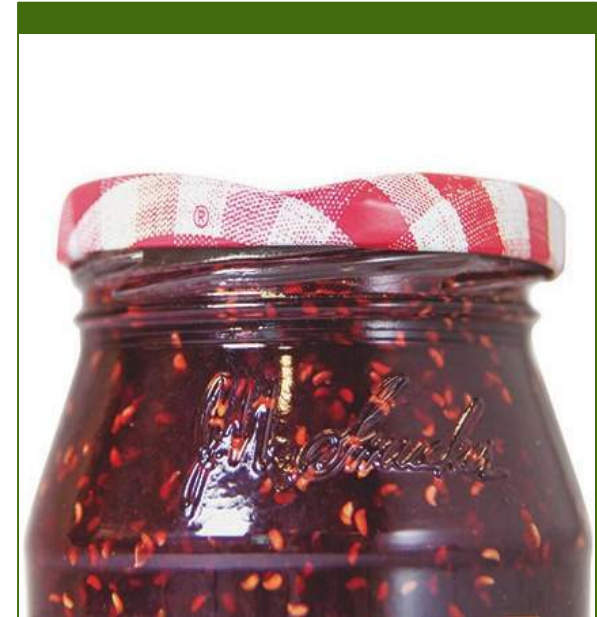


Evaluating The Condition Of Food

What's Wrong With the Jar or Bottle?

Discard jars and bottles with these problems

- Dented lids
- Swollen lids
- Rusted lids



Dented lid

Evaluating The Condition Of Food

What's Wrong With the Jar or Bottle?

Discard jars and bottles with these problems

- Loose lid
- Button in lid is raised (broken seal)
- Missing seal (unless inner seal is intact and not discolored)



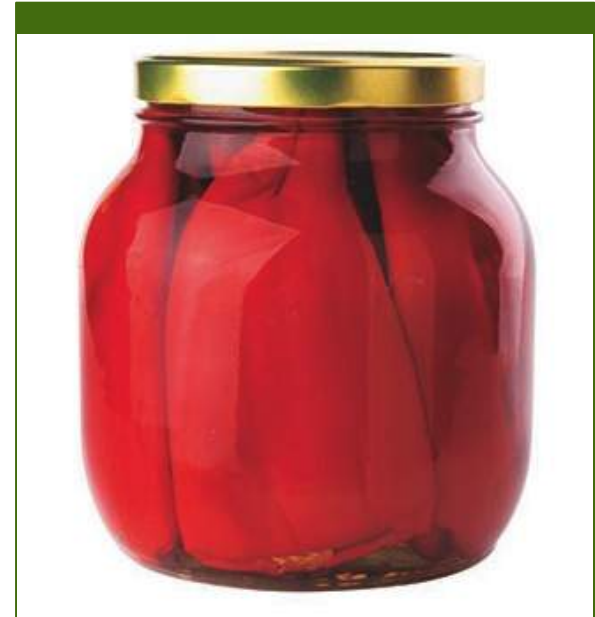
Lid is loose

Evaluating The Condition Of Food

What's Wrong With the Jar or Bottle?

Discard jars and bottles with these problems

- Missing label
- Unreadable label
- No code dates



Missing label

Evaluating The Condition Of Food

What's Wrong With the Jar or Bottle?

Discard jars and bottles with these problems

- Signs of leakage
- Jar is chipped or broken



Signs of leakage

Evaluating The Condition Of Food

What's Wrong With the Jar or Bottle?

Discard jars and bottles with these problems

- Food contains mold or foreign objects
- Signs of dirt or mold under lid



Mold

Evaluating The Condition Of Food

What's Wrong With the Jar or Bottle?

Discard jars and bottles with these problems

- Food is discolored
- Food has unusual appearance or separation



Food is discolored

Evaluating The Condition Of Food

Checking Commercially Packaged Dry Food for Defects:

- Some dry food is packaged in a single package.
- Other food is double-packaged with the food contained in an inner package.
 - This includes flour, cereal, pasta, bread, and rice



Evaluating The Condition Of Food

What's Wrong With the Package of Dry Food?

Discard commercially packaged dry food with these problems.

- Unlabeled or not correctly labeled
- Unreadable label
- No code dates



Unlabeled

Evaluating The Condition Of Food

What's Wrong With the Package of Dry Food?

Discard commercially packaged dry food with these problems.

- Signs of pests
 - Gnaw marks
 - Droppings
 - Insects (dead or alive)
 - Pin-sized holes in packaging



Gnaw marks

Evaluating The Condition Of Food

What's Wrong With the Package of Dry Food?

Discard commercially packaged dry food with these problems.

- Damaged
- Wet
- Stained



Inner package damage

Evaluating The Condition Of Food

What's Wrong With the Package of Dry Food?

Discard commercially packaged dry food with these problems.

- Single-packaged food that is exposed
 - Open packaging
 - Ripped or torn packaging
 - Punctured or cut packaging
 - Packaging split at the seams



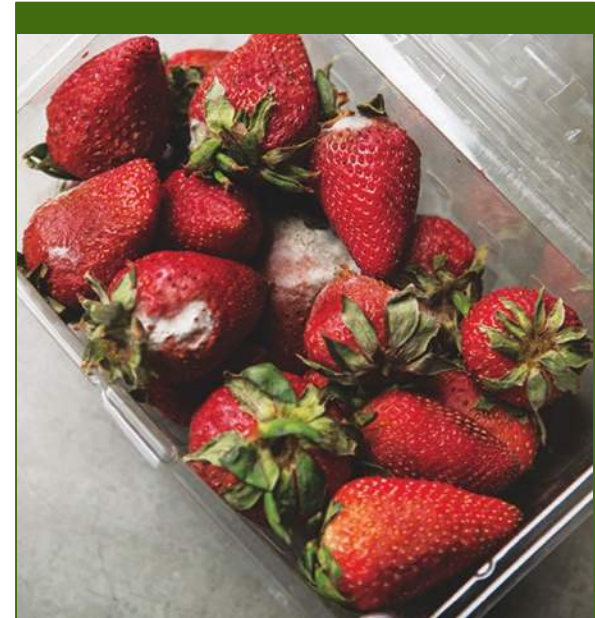
Punctured or cut packaging

Evaluating The Condition Of Food

What's Wrong With the Produce?

Discard produce with these problems.

- Mold
- Decay or rot
- Bad odors



Mold

Evaluating The Condition Of Food

What's Wrong With the Produce?

Discard produce with these problems.

- Severe bruises
- Skin not intact
- Bruises provide a way for pathogens to get inside produce



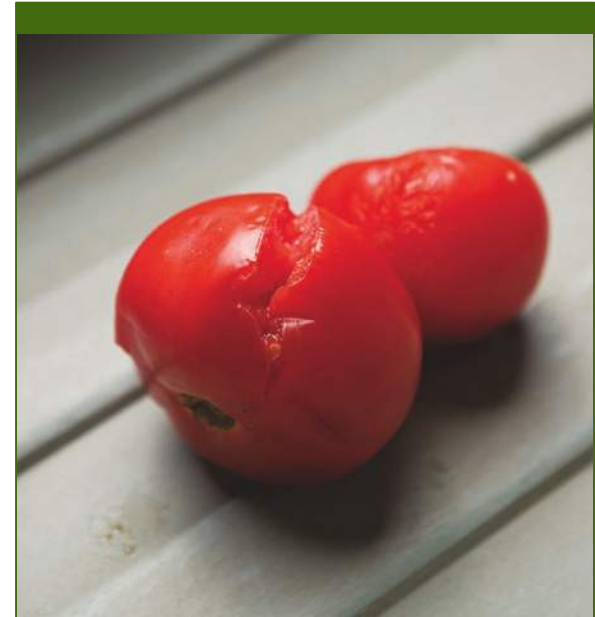
Severe bruises

Evaluating The Condition Of Food

What's Wrong With the Produce?

Discard produce with these problems.

- Skin not intact
 - Provides a way for pathogens to get inside produce



Skin is split

Evaluating The Condition Of Food

What's Wrong With the Produce?

Discard produce with these problems.

- Cut produce not at 41°F(5°C) or lower
- No code dates



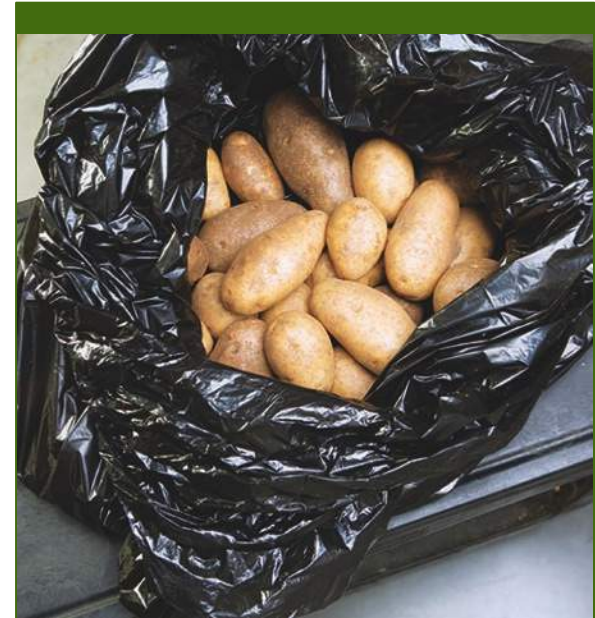
Cut produce is too warm

Evaluating The Condition Of Food

What's Wrong With the Produce?

Discard produce with these problems.

- Repacked in packaging not safe for use with food
- Signs of insects (live insects, insect bodies, or insect eggs)



Packaged in unsafe packaging

Evaluating The Condition Of Food

Reject Medications With These Problems:

- Broken tamper-resistant seals
- Damaged packaging



Evaluating The Condition Of Food

Reject Medications With These Problems:

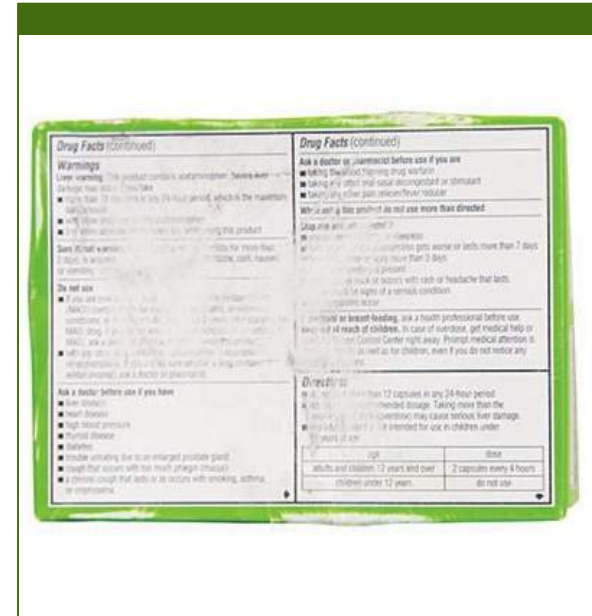
- Expired
- Past the use-by date



Evaluating The Condition Of Food

Reject Medications With These Problems:

- Label is not intact or readable
- Label does not include the necessary information
 - Common name of drug
 - List of ingredients
 - Quantity of contents
 - Instructions for correct use
 - Recommended dose
 - Storage requirements (if any)



Evaluating The Condition Of Food

Which of These Medications Should be Rejected?



Broken seal



Expired



Unreadable label

Repacking Food

Requirements For a Clean Room:

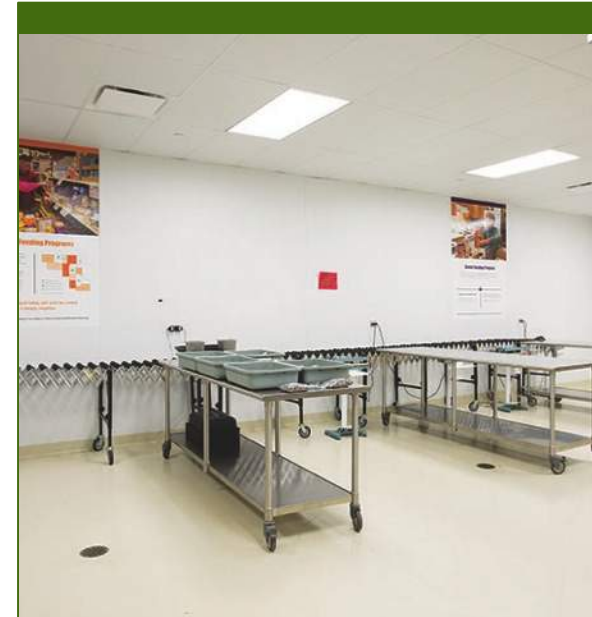
- There are strict conditions for repacking food.
- In general, it must be performed in a designated clean room.
- A clean room is a separate enclosed room dedicated to bulk repacking.
- It must be designed to the highest standards of sanitation.
- It must prevent as many environmental contaminants as possible.



Repacking Food

Requirements For a Clean Room:

- Interior surfaces must be durable and easy to clean.
- It must be built to commercial foodservice construction standards.
- It must meet local health regulations.
- TCS food should only be repacked in a clean room that can maintain a temperature of 55°F (13°C) or lower.



Repacking Food

What's Wrong With This Picture?

- Practice correct personal hygiene before handling food.
 - See Chapter 2



Food handler is not wearing a hat

Repacking Food

What's Wrong With This Picture?

- Only repack one type of product at a time.
- Only handle food with equipment made for food.



Two different types of food are being repacked at the same time

Repacking Food

What's Wrong With This Picture?

- Store clean and sanitized equipment so it doesn't become contaminated.



Scoops are not being stored correctly

Repacking Food

Cleaning and Sanitizing:

- Clean and sanitize the room before repacking food.
- Clean and sanitize equipment used to repack food.
 - Before and after use
 - When changing to a new product or between allergens



Repacking Food

What's Missing From This Label on a Repackaged Food Item?

Name and address of the manufacturer, packer, or distributor

Name of the food (common or usual name)

Quantity of the food in the package (e.g., pounds, ounces)

List of ingredients and sub-ingredients in descending order by weight

List of each major food allergen

Oat Bran Cereal
Hosh's Sales Co.
Battle Creek, Michigan 49016 USA
1 lb.
Ingredients: Whole grain oats, sugar, wheat bran, vegetable oil, (palm, palm kernel and/or soybean oil with TBHO for freshness) oat bran, corn syrup, wheat starch,, coconut, contains 2% or less of molasses, malt flavor, cinnamon, salt, baking soda, sot lecithin, natural and artificial flavor, nutmeg
CONTAINS WHEAT, COCONUT, AND SOY INGREDIENTS

Loading and Distributing Food Safely

Prepare Delivery Vehicles to Protect Food From Contamination:

- Clean inside of vehicles at least once per week or as often as necessary
- Make sure vehicles are pest-free
- Never deliver food in vehicles used to haul garbage



Loading and Distributing Food Safely

Prepare Delivery Vehicles to Protect Food From Contamination:

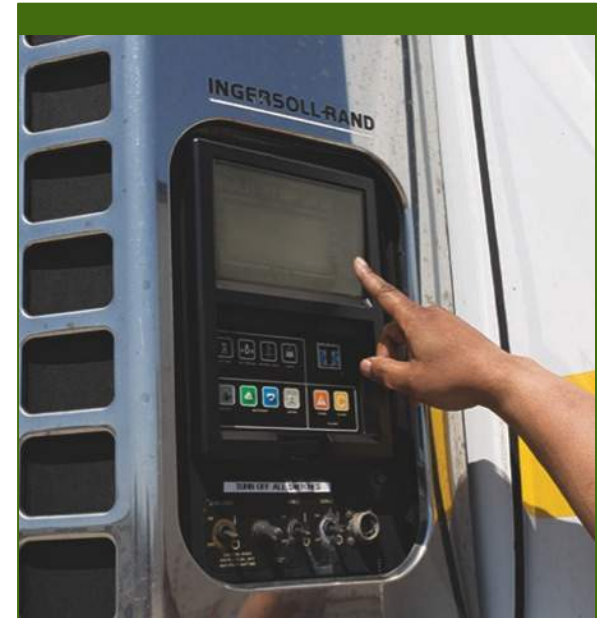
- **DO NOT** bring pets when delivering food
- Keep items that could contaminate food separate from the delivery
 - Oil, antifreeze, wiper fluid
- Lock and seal delivery vehicles when they are not being loaded or unloaded



Loading and Distributing Food Safely

Prepare Delivery Vehicles to Keep Food at Safe Temperatures:

- To keep food at 41°F (5°C) or lower
 - Check the readout on the trucks recording device
 - Leave refrigeration units on and vehicle doors closed during inactivity
 - Precool refrigerated trucks prior to loading



Loading and Distributing Food Safely

What's Wrong With the Delivery?

- **DO NOT** leave food outside and unsupervised.



Left outside

Loading and Distributing Food Safely

What's Wrong With the Delivery?

- **DO NOT** put food by garbage containers.

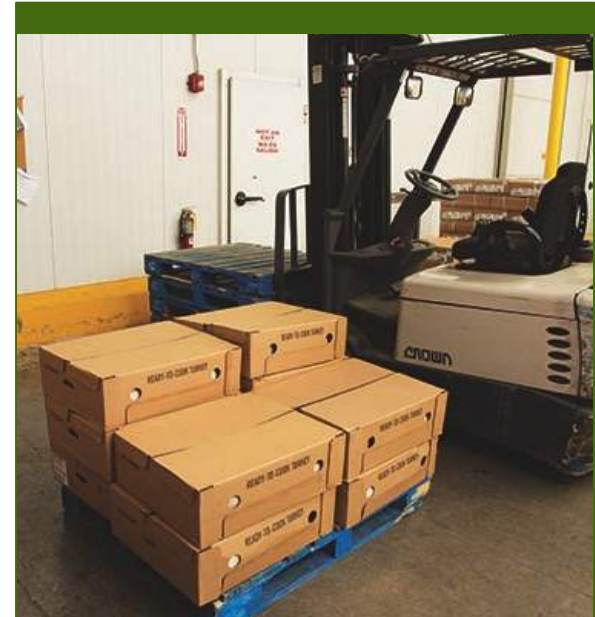


Left by garbage

Loading and Distributing Food Safely

What's Wrong With the Delivery?

- **DO NOT** leave refrigerated or frozen food at room temperature.



Left at room temperature

Loading and Distributing Food Safely

What's Wrong With the Delivery?

- Keep chemicals separate from food.



Chemicals loaded with food

Loading and Distributing Food Safely

Preparing Food for Transport:

- Use boxes that are sturdy, clean, and dry



Loading and Distributing Food Safely

Preparing Food for Transport:

- Keep shelf-stable food in a clean, dry storage area



Loading and Distributing Food Safely

Preparing Food for Transport:

- Keep food in a pest-free area



Loading and Distributing Food Safely

Preparing Food for Transport:

- Keep meat, poultry, and seafood separate from each other and away from other food



Loading and Distributing Food Safely

What's Wrong With the Way This Food Was Loaded?

- **DO NOT** store raw food over ready-to-eat food.
- Raw food includes raw meat, seafood, poultry, and shell eggs



Raw over ready-to-eat

Loading and Distributing Food Safely

What's Wrong With the Way This Food Was Loaded?

- **DO NOT** store allergens over other products.



Allergens over other food

Loading and Distributing Food Safely

What's Wrong With the Way This Food Was Loaded?

- **DO NOT** store chemicals with food products.



Chemicals stored with food

Loading and Distributing Food Safely

When Loading and Transporting Food:

- Keep refrigerated food at 41°F (5°C) or lower during transport.
- If possible, keep frozen food at temperatures that will keep it frozen.



Loading and Distributing Food Safely

When Loading and Transporting Food:

- Keep food cold in unrefrigerated vehicles.
 - Always cover refrigerated and frozen food with thermal blankets.
 - Or place it in coolers with ice packs.



Loading and Distributing Food Safely

When Loading and Transporting Food:

- Load refrigerated and frozen food so air can circulate around it.
 - Use pallet slip sheets.



Loading and Distributing Food Safely

When Loading and Transporting Food:

- Keep drive times in unrefrigerated vehicles to 30 minutes or less.



Loading and Distributing Food Safely

When Loading and Transporting Food:

- Check the temperature of refrigerated food when it has reached its destination.
 - Document the temperatures.





Cleaning and Sanitizing



Cleaning and Sanitizing

Concepts You Will Learn:

- How and when to clean and sanitize
- How to manually clean and sanitize tools and utensils
- **Handling garbage**
- **Spotting pests**



How And When To Clean And Sanitize

Cleaning Vs. Sanitizing

- Cleaning removes food and other dirt from a surface
- Sanitizing reduces pathogens on a surface to safe levels



How And When To Clean And Sanitize

Does It Need to be *Cleaned* or *Cleaned and Sanitized*?



Cleaned only



Cleaned and sanitized

How and When To Clean And Sanitize

Cleaning and Sanitizing Surfaces:

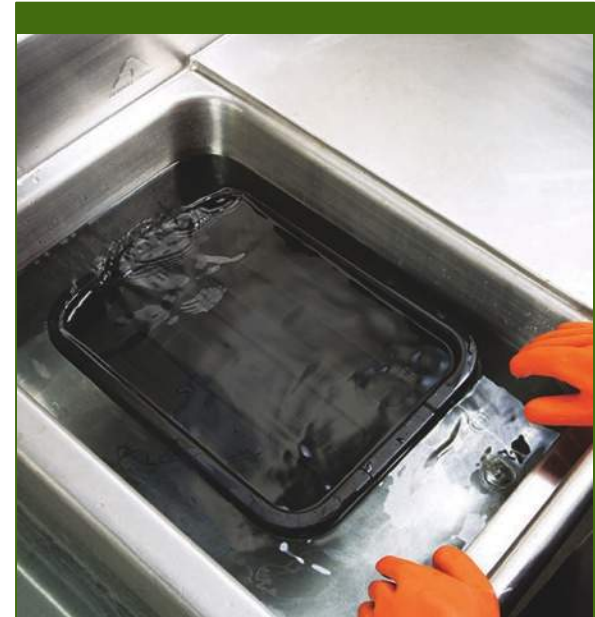
- All surfaces must be cleaned and rinsed.
 - Walls and floors
 - Storage shelves
 - Garbage containers



How and When To Clean And Sanitize

Cleaning and Sanitizing Surfaces:

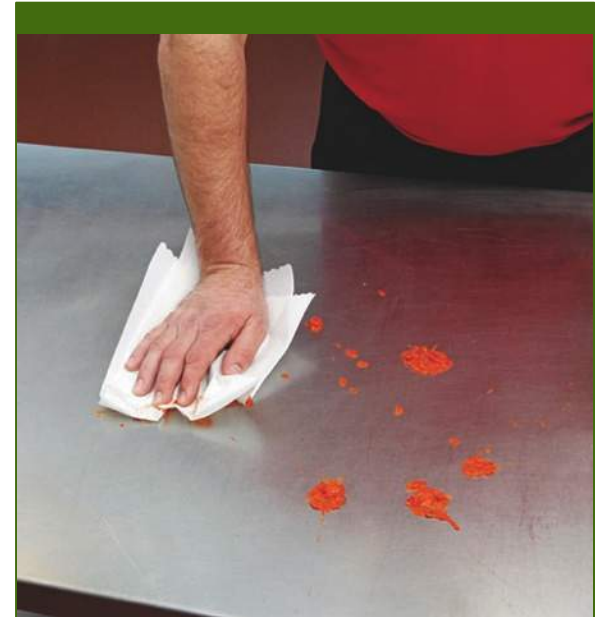
- Any surface that touches food must be cleaned and sanitized.
 - Plastic food bins
 - Ladles
 - Scales
 - Prep tables in clean rooms
 - Sorting tables
 - Scoops



How and When To Clean And Sanitize

How to Clean and Sanitize Surfaces

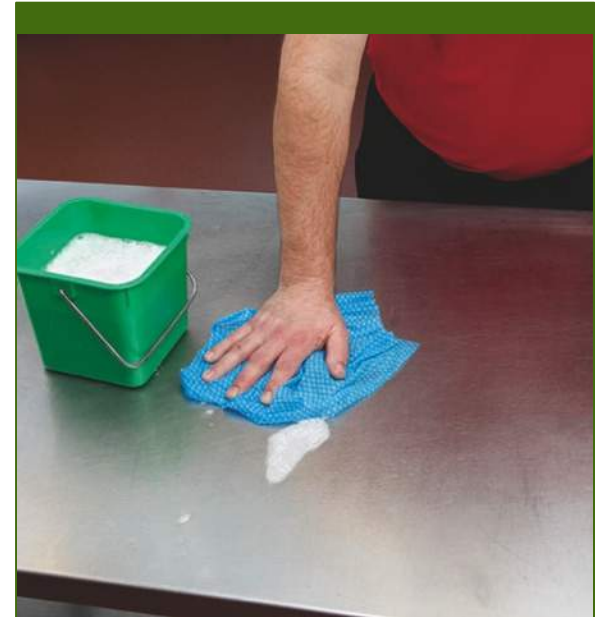
1. Scrape or remove food from the surface



How and When To Clean And Sanitize

How to Clean and Sanitize Surfaces

2. Wash the surface



How and When To Clean And Sanitize

How to Clean and Sanitize Surfaces

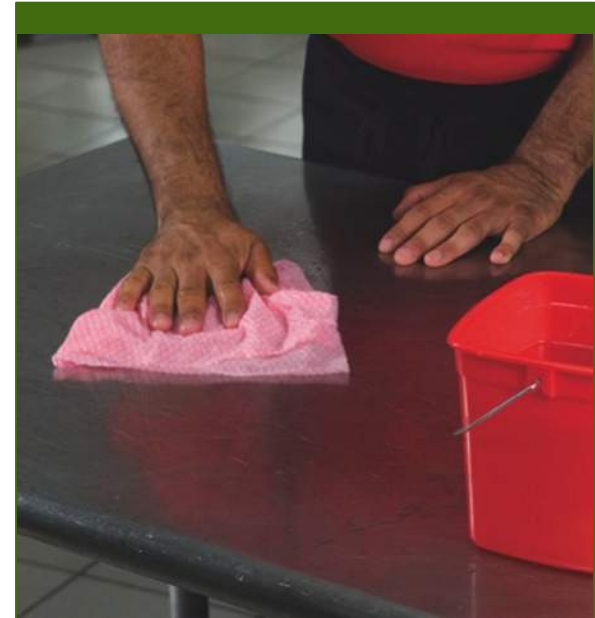
3. Rinse the surface



How and When To Clean And Sanitize

How to Clean and Sanitize Surfaces

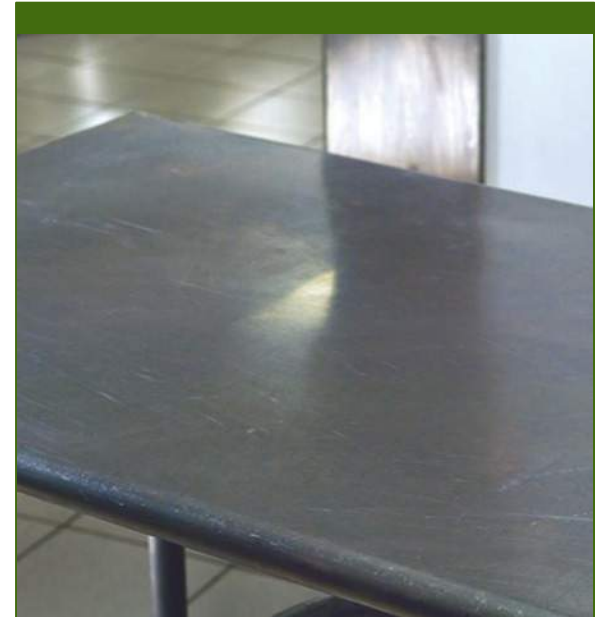
4. Sanitize the surface



How and When To Clean And Sanitize

How to Clean and Sanitize Surfaces

5. Allow the surface to air-dry



How and When To Clean And Sanitize

Cleaning and Sanitizing

Put the steps for cleaning and sanitizing in the right order by placing the numbers of each step in the space provided.

4A. Sanitize the surface

2B. Wash the surface

5C. Allow the surface to air-dry

3D. Rinse the surface

1E. Scrape or remove food from the surface

How and When To Clean And Sanitize

Cleaning and Sanitizing Stationary Equipment:

- Unplug the equipment
- Take off the removable parts
- Wash, rinse, and sanitize the parts by hand



How and When To Clean And Sanitize

Cleaning and Sanitizing Stationary Equipment:

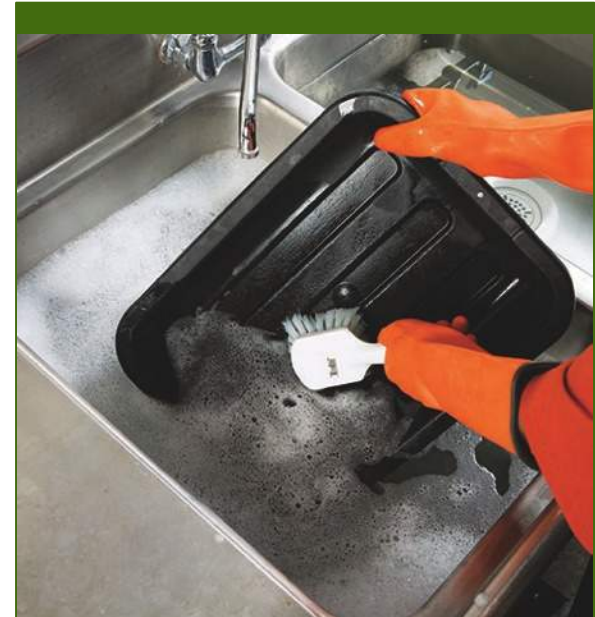
- Scrape or remove food from the equipment surfaces
- Wash, rinse, and sanitize the equipment surfaces
- Let the surfaces air-dry
- Put the equipment back together



How and When To Clean And Sanitize

When to Clean and Sanitize:

- Before and after use



How and When To Clean And Sanitize

When to Clean and Sanitize:

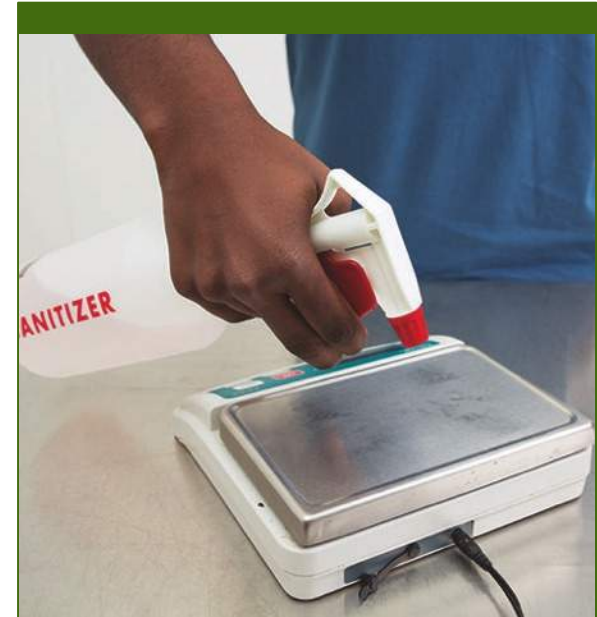
- Before repacking food



How and When To Clean And Sanitize

When to Clean and Sanitize:

- When changing to a new product or between allergens



How and When To Clean And Sanitize

When to Clean and Sanitize Food-Contact Surfaces:

- After four hours, if the items have been in constant use
- Any time the item has become contaminated



How and When To Clean And Sanitize

When to Clean and Sanitize

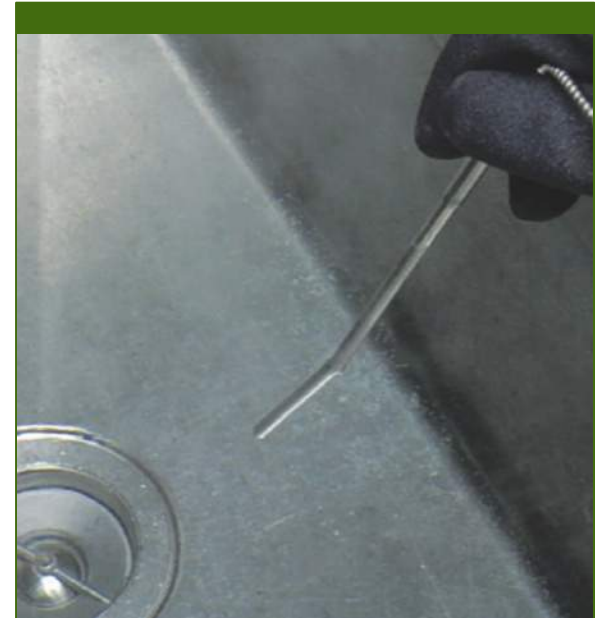
Which items must be cleaned and sanitized?

- A. Jorge has used the same scoop to portion cereal for an hour.
- B. Bob drops the scoop on the floor while using it.
- C. Shelly has finished repacking produce on a prep table and now will use it to repack cereal.
- D. Maria is about to start scooping bulk rice into smaller bags.

How and When To Clean And Sanitize

How to Make Sure Sanitizers are Effective:

- Make sure the water is the correct temperature



How and When To Clean And Sanitize

How to Make Sure Sanitizers are Effective:

- Make sure the correct amount of sanitizer was used.
- Use a test kit to check the sanitizer's strength.



How and When To Clean And Sanitize

How to Make Sure Sanitizers are Effective:

- Leave the items being sanitized in contact with the sanitizer for the correct amount of time.
- Allow the sanitizer to air-dry on the surface.

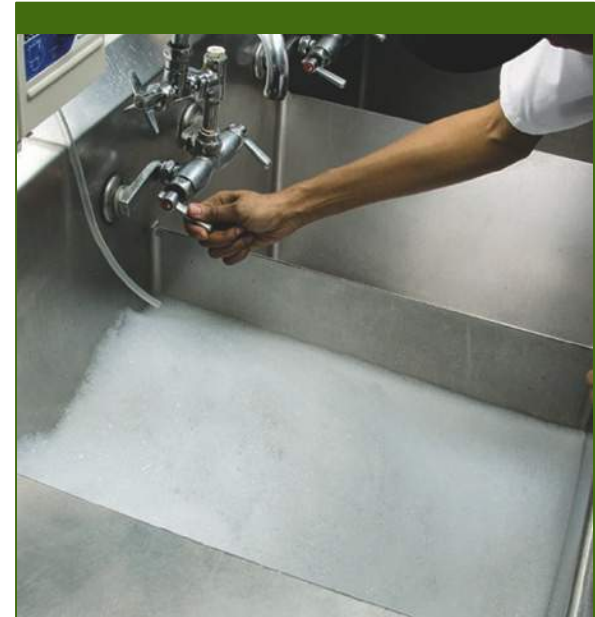


How To Manually Clean And Sanitize Tools And Utensils

Setting Up a Three-Compartment Sink

Sink 1

- Fill with water at least 110°F (43°C)
- Add detergent

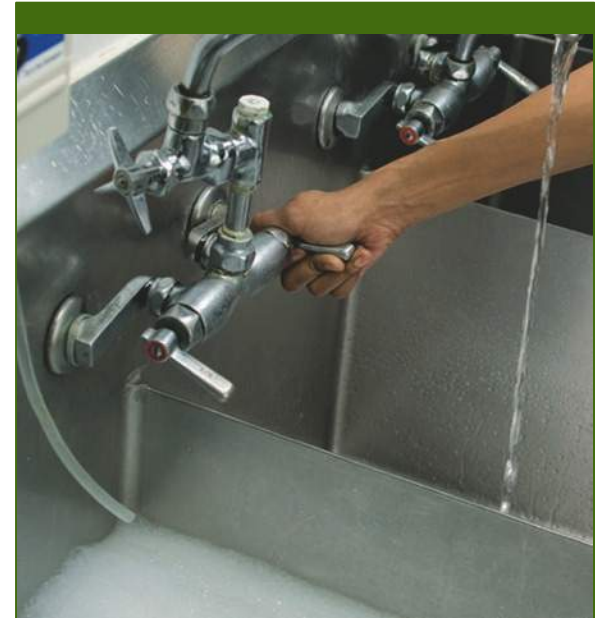


How To Manually Clean And Sanitize Tools And Utensils

Setting Up a Three-Compartment Sink

Sink 2

- Fill with water
- Leave the sink empty if items will be spray-rinsed



How To Manually Clean And Sanitize Tools And Utensils

Setting Up a Three-Compartment Sink

Sink 3

- Fill with water
- Add the correct amount of sanitizer
- Check sanitizer strength with a test kit



How To Manually Clean And Sanitize Tools And Utensils

Using a Three-Compartment Sink

1. Rinse, scrape, or soak the items before washing them.

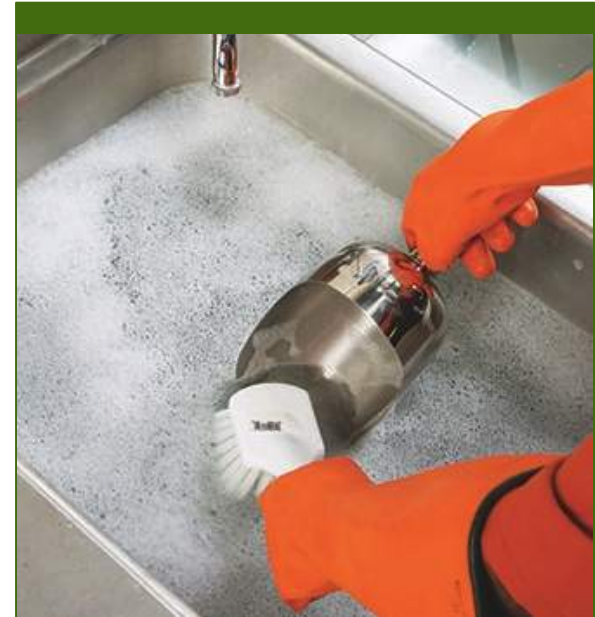


How To Manually Clean And Sanitize Tools And Utensils

Using a Three-Compartment Sink

2. Wash the items in the first sink.

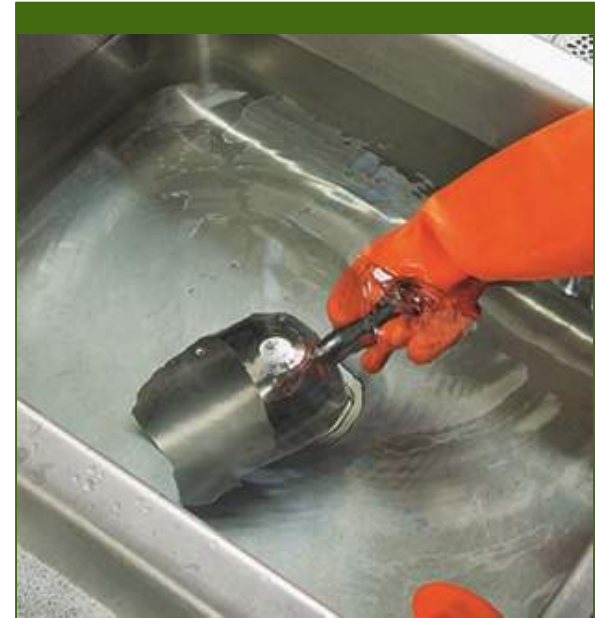
- Use a brush, cloth, or nylon scrub pad to loosen dirt.
- Change water when suds are gone or the water is dirty.



How To Manually Clean And Sanitize Tools And Utensils

Using a Three-Compartment Sink

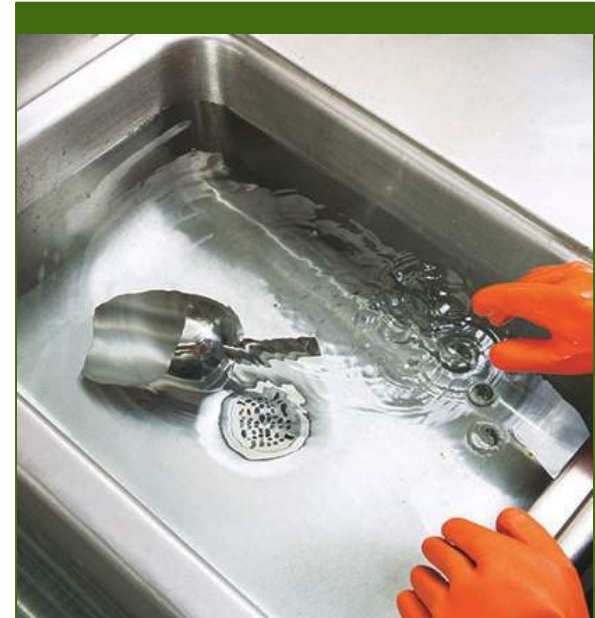
3. Rinse the items in the second sink.
 - Dip them in the water or spray-rinse them.
 - Remove any food or detergent.
 - Change water when dirty or full of suds.



How To Manually Clean And Sanitize Tools And Utensils

Using a Three-Compartment Sink

4. Sanitize the items in the third sink.
 - Soak them in the sanitizer for the correct length of time.
 - **NEVER** rinse items after sanitizing. This could contaminate surfaces.



How To Manually Clean And Sanitize Tools And Utensils

Using a Three-Compartment Sink

5. Air-dry the items.

- Place them upside down to drain.
- **DO NOT** wipe them dry.



How To Manually Clean And Sanitize Tools And Utensils

Washing Tools and Utensils

What is the first thing you should do when setting up a three compartment sink?

- A. Fill the sinks with water
- B. Mix the sanitizing solution
- C. Mix the detergent solution
- D. Clean and sanitize the sinks

How To Manually Clean And Sanitize Tools And Utensils

Washing Tools and Utensils

Put the steps for cleaning and sanitizing items in a three-compartment sink in order.

5A. Air-dry the items

3B. Rinse the items

4C. Sanitize the items

1D. Rinse, scrape, or soak the items

2E. Wash the items

Handling Garbage

What's Wrong With the Way This Garbage was Handled?

- Remove garbage as quickly as possible.
- Be careful not to contaminate food or surfaces when removing garbage.



Allowed to stack up

Handling Garbage

How Is the Garbage Being Handled Safely?

- Clean the inside and outside of garbage containers often.
- **DO NOT** clean garbage containers in clean rooms or food-storage areas.

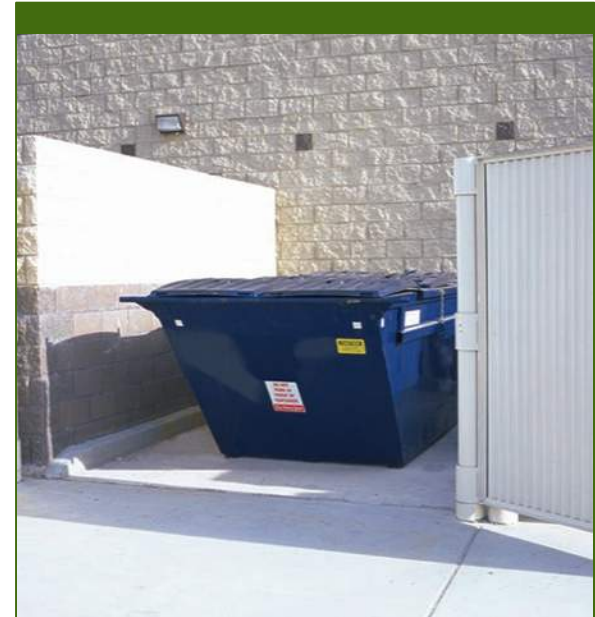


The container is being cleaned

Handling Garbage

How Is the Garbage Being Handled Safely?

- Close the lids on outdoor containers.
- Keep indoor containers covered when they are not in use.



Lid is closed

Spotting Pests

Which Are Signs of Pests?



Droppings



Nests



Damage

Thank you!

LOOK FOR AN EMAIL WITH:

- **Answers to the questions asked at this webinar**
- **Certificate—keep on file for future site visits**
- **Recording of webinar on Agency Zone**
- **Power Point Slides**
- **Food Safety Toolkit in the works**
- **Annual food safety training for staff and volunteers mandatory**