

LONG ISLAND CARES HARRY CHAPIN FOOD BANK

# **Basic Food Safety for all Hot & Cold & Meal Service Sites**

**(soup kitchens, shelters, café programs  
& feeding centers)**

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# Online Training Information

Slides 3 to 113 of this training is for all agencies.  
(Soup Kitchens, Shelters & Meal Service Sites)

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Review all the slides at the end of this slide presentation there will be a slide with a link to complete a quiz to earn and receive your certificate

Certificates of Completion will be emailed out to you within 5 business days after you complete and submit your quiz

# Long Island Cares

- Working to eliminate hunger through nutritious food distribution, education, and advocacy in cooperation with the community.
- Partner and distribute food to over 500 food programs in our Nassau & Suffolk County service areas.



# Ensuring Food Safety

- To ensure the safety and integrity of the food distributed within Food Bank's service area:
  - Food Bank staff and partner agencies are trained in food safety
  - Food Bank facilities are regularly monitored and audited for food safety
  - Food Bank staff provide technical assistance to partners



# Topics Covered in Basic Food Safety

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- Required Food Safety training for partner agencies
- How food becomes unsafe
- Effects of foodborne illness
- How Emergency Food Programs can keep food safe

# Disclaimer

- This basic food safety training is compiled using information from:

- 
- [ServSafe National Restaurant Association](#)
  - [Partnership for Food Safety Education](#)
  - [Foodsafety.gov](#)
  - [Feeding America](#)

\*\*\*Please be sure to check with your agency's local Health Department and other regulatory bodies to ensure your agency meets their food safety standards.



# Required Food Safety Training for Agencies

- At least one staff member or volunteer who has completed food safety training needs to be onsite during food preparation and distribution.
  - Food Pantry workers: As of April 2020 will have 1 hour of training every year
  - Prepared Meal Site workers: will have 2 hours of training every year
- Program coordinators need to determine how many volunteers need to complete training and keep records.
  - *Keep all training certificates onsite.*

# 3 Ways to Complete Food Safety Training for Agencies

Agencies can choose from the following:

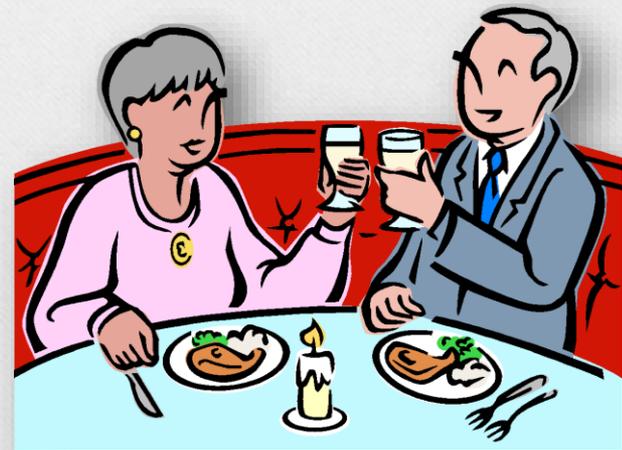
- Successfully complete this online Food Safety training provided by Long Island Cares
- Attend Food Safety training in person when provided by Long Island Cares Food Bank
- Complete ServSafe Manager or Food Handler course
  - Must provide a copy of certificate to LIC Food Bank

# Food Safety

- When was the last time you saw someone handle or prepare food that made you uncomfortable?

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  - It is important for food program workers to know the basics of food safety to ensure all guests safely receive the food they need.



# How does food become unsafe?

- **Biological Hazards**

- bacteria, viruses, parasites, fungi



- **Chemical Hazards**

- cleaners, sanitizers



- **Physical Hazards**

- staples, metal shavings, hair, jewelry, Band-Aids
- bones, fruit pits, rock in bag of rice



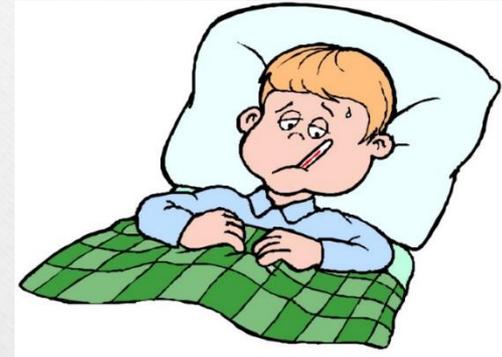
# Foodborne Illness

Also known as: **Food Poisoning**

- when the food we eat is contaminated with bacteria, viruses, etc. that can make us sick.

## Symptoms:

- Abdominal pain, Nausea
- Fever, Headache
- Diarrhea, Vomiting



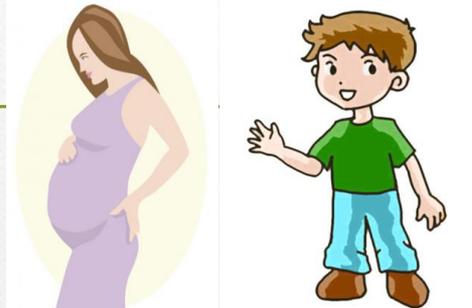
**1 in 6 Americans experience food poisoning each year.**

# Who is most at risk from unsafe food?

- Seniors
- Chronically Ill

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- Children
- Pregnant Women



At risk for **serious long-term effects** from a foodborne illness due to compromised immune system

- Kidney failure, brain and nerve damage
- **3,000 deaths per year**



# Keeping Food Safe

- **How can Emergency Food Programs (EFPs) keep food safe?**

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  - Practice good personal hygiene
  - Control time and temperature of food
  - Prevent cross contamination
  - Proper cleaning and sanitizing



# Personal Hygiene

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# Hand Washing

- Hand washing is the **most** effective way to keep from contaminating food.
- 
- 64% of foodborne illness outbreaks in restaurants are caused by poor personal hygiene.
  - Proper hand washing takes about 20 seconds.



# Proper Handwashing Procedure



**1. Wet hands with running water as hot as you can comfortably stand (at least 100°F/38°C).**



**2. Apply soap. Use enough to build up a good lather.**



**3. Vigorously scrub hands and arms for 10-15 seconds. Clean under fingernails and between fingers.**

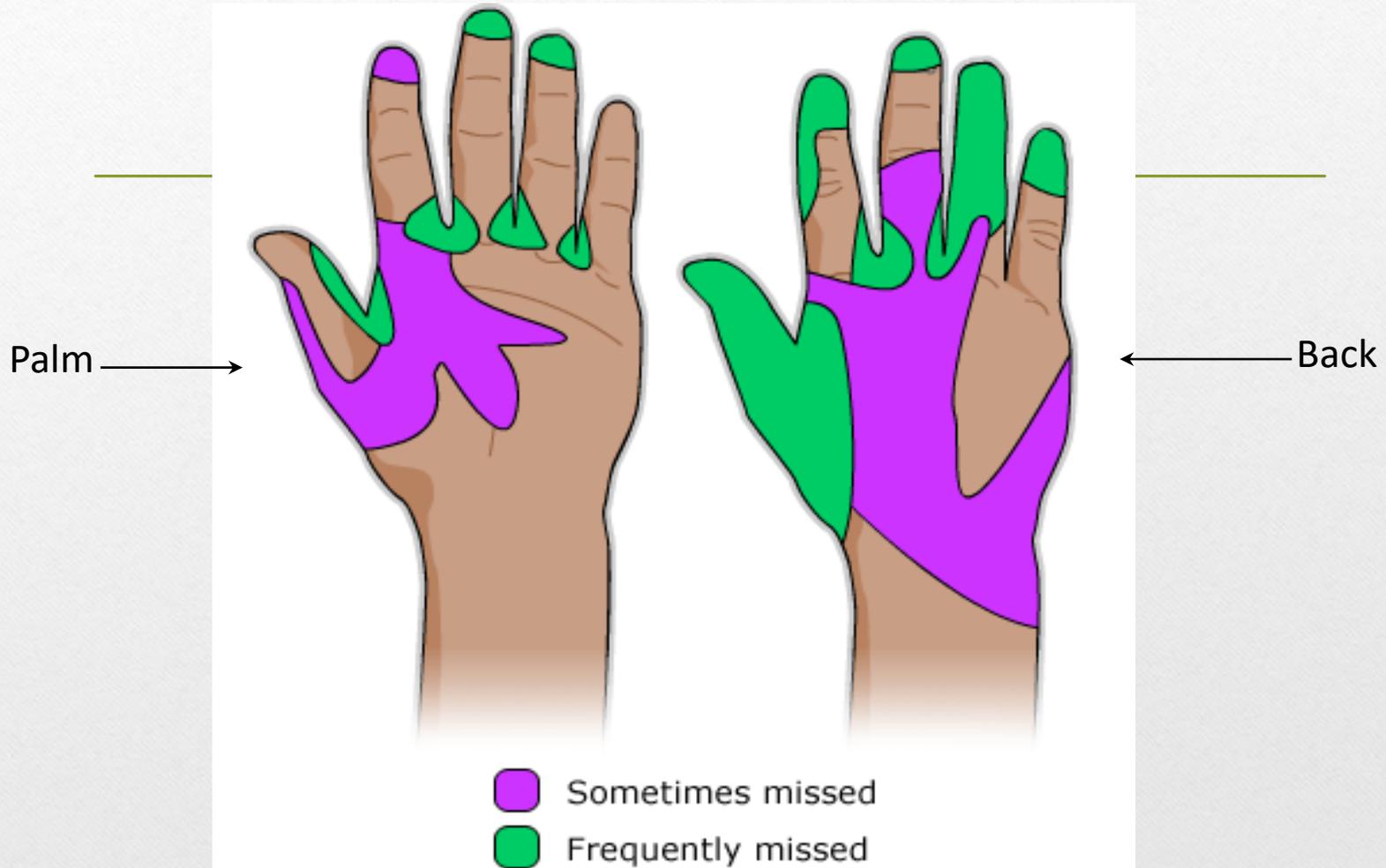


**4. Rinse thoroughly under running water.**



**5. Dry hands and arms with a single-use paper towel or warm-air hand dryer. Use paper to turn off faucet.**

# Hand Washing Trouble Spots





# Hand Sanitizers

- Not to be used in place of hand washing.
- 
- ***When in doubt, wash!***
  - Used to reduce the number of pathogens on skin.
  - Wait for the antiseptic to dry before touching food or equipment.
  - Follow the manufacturer's directions for using a hand antiseptic.

# When to Wash Your Hands

- **Wash your hands before you start work and after doing any of these things:**
  - Using the restroom
  - Touching your hair, face, or body
  - Sneezing, coughing, using a tissue
  - Taking out the trash
  - Smoking
  - Eating or drinking
  - Chewing gum or tobacco
  - *Before putting on gloves*
  - Touching anything else that may contaminate your hands
    - Dirty equipment, work surfaces, and towels



# Personal Hygiene

Dirty hair, skin, and clothing may carry pathogens that can cause foodborne illness. All workers should:

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- Bathe or shower daily
- Wear clean clothes
- Wash hands frequently
- Keep personal belongings away from food



# Other Important Practices

- **Never** eat, drink, smoke, chew gum or tobacco in food handling and storage areas.

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  - Saliva can contaminate hands and/or equipment
  - This includes the guest intake areas and any food preparation or storage areas.
- Only do these things in designated areas away from food.



# What to do if you are sick

- If you are sick, you could spread pathogens to food.
- 
- Tell your coordinator/manager when you're sick.
  - Don't volunteer/work if you have the following:
    - Vomiting
    - Diarrhea
    - Jaundice (yellowing of skin and eyes)
    - Sore throat with a fever



# Receiving & Evaluating Food

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# Safe Transport of Food

- Have a clean vehicle, free of pests
- Keep chemicals from food
  - Oil, antifreeze, wiper fluid
- Lock vehicle
- **Don't store raw food over ready-to-eat food**
  - **Keep raw meat, seafood, poultry, and eggs away from foods that won't be cooked**
- Keep food cold with coolers or thermal blankets. Check temperature upon arrival
- Limit drive time



# Receiving Food

- Check food upon arrival
- Check for abnormal odors or pests
- Use a thermometer to check the temperature of all refrigerated and frozen food
  - **Refrigerated Foods: 40°F or below**
  - **Frozen Foods: Frozen solid**
- Move cold food directly into the refrigerator or freezer first
- Perishable foods should **never** be left at room temperature for more than **2 hours** (1 hour when outside temperature is above 90°F)

# Receiving Food

- **Reject food that:**
  - is not the correct temperature

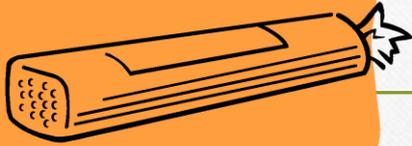
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    - Refrigerated Foods: 40°F or below
    - Frozen Foods: Frozen solid
  - has a damaged inner package
  - has signs of pest
  - is home canned
    - No home canned items can be distributed at Food Bank partner agencies



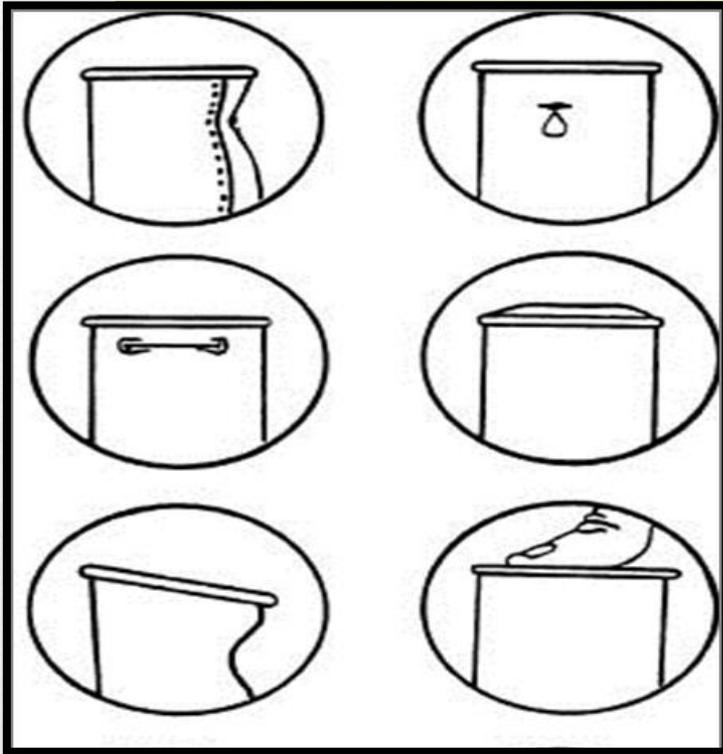
# Evaluating Food and Packages

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# Evaluating Canned Food Containers

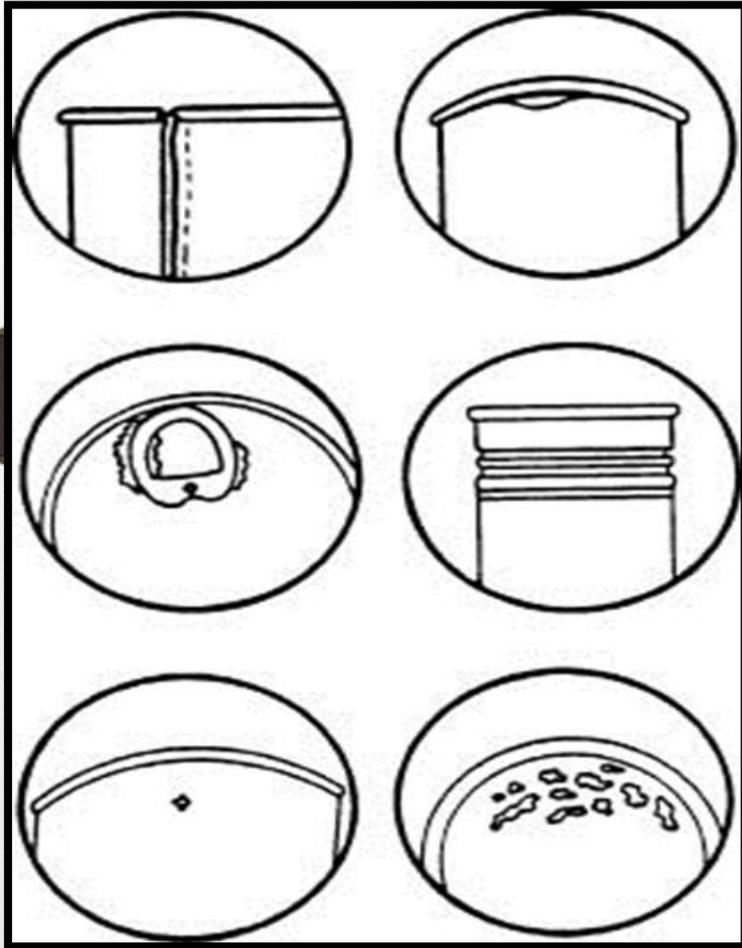
- Smooth dents or dents not on the can seam are **safe**.



Discard cans with:

- Severe dents on side seam
- Leaks
- Sharp dents parallel to rim
- Bulges or puffed ends
- Cans that cannot be stacked
- Ends that “give”

# Evaluating Canned Food Containers



Discard cans with:

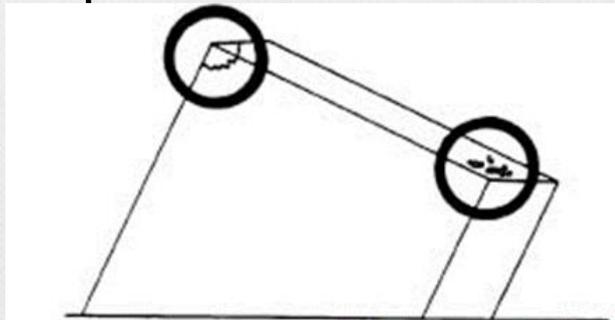
- Side seam incomplete or improperly welded
- Malformed rims
- Dirt under pull tab
- Missing label
- Pits or pinholes
- Rust that won't rub off

When in **DOUBT**, throw it **OUT!**

# Evaluating Boxed Packages

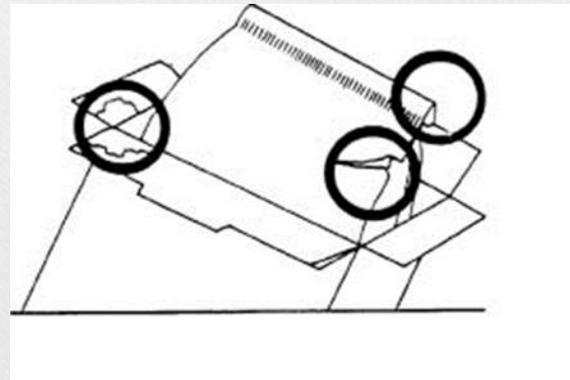
## Boxes without an inner bag

- Do not use if opened
- Look for contaminants on box
- Look for insects, insect skins, webs, chaff, or moving pieces
- Look for moisture



## Boxes with an inner bag

- Look for contaminants on box
- Look at inner bag– discard if opened



# Evaluating Meat and Poultry

- All meat, poultry, and eggs must be processed/packaged in a USDA approved (beef, pork, chicken) or NYS Dept. of Ag. & Markets approved (venison) facility
- **No home processed or packaged meats**
- All meat must be frozen by the sell-by date
- [USDA Meat, Poultry and Egg Product Inspection Directory](#)



# Evaluating Meat and Poultry

## Color changes and freezer burn

- Color changes are normal for fresh or frozen meat
- Freezer burn areas are dried out and tasteless but not unsafe

## Signs of spoilage

- Fading or darkening of meat in addition to;
  - Bad odor
  - Sticky
  - Slimy

When in **DOUBT**, throw it **OUT!**

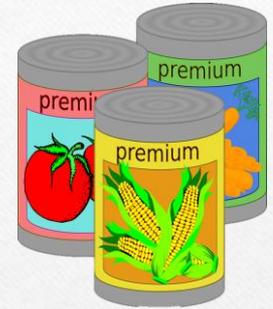


# Evaluating Produce

- Discard produce if it has any of the following:
  - Mold
  - Decay or rot
  - Bad odors
  - Signs of insects
  - Skin not intact
  - Severe bruises (bruises provide a way for pathogens to get inside produce)



# Evaluating Food Recap



- When in doubt, throw it out!
- 
- Smooth can dents and dents that are not on seam – **OK**
  - If the food has been exposed, it needs to be discarded
  - Freezer burn areas are dried out and tasteless but not unsafe
  - Remember - **all foods need food label**

# Nutrition Facts & Food Allergens

- Food labels contain valuable information for consumers to make informed decisions about the foods they eat.
- 
- Labels contain ingredients, nutrition information and allergen warnings.



Start Here

Limit these Nutrients

Get Enough of these Nutrients

Footnote

Sample Label for  
Macaroni and Cheese

## Nutrition Facts

Amount Per Serving		
Calories 250		Calories from Fat 110
		% Daily Value*
Total Fat	12g	18%
Saturated Fat	3g	15%
Trans Fat	1.5g	
Cholesterol	30mg	10%
Sodium	470mg	20%
Total Carbohydrate	31g	10%
Dietary Fiber	0g	0%
Sugars	5g	
Protein	5g	
Vitamin A		4%
Vitamin C		2%
Calcium		20%
Iron		4%

\* Percent Daily Values are based on a 2,000 calorie diet. Your Daily Values may be higher or lower depending on your calorie needs:

	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Quick Guide to % DV

5% or less is low  
20% or more is high

# Food Allergens

The most common food allergies:

- Milk and dairy products

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- Wheat
- Eggs and egg products
- Soy and soy protein
- Fish and shellfish
- Peanuts and tree nuts (pecans and walnuts)



# Food Allergens

- Meal site cooks must be ready to answer guests' questions about a dish when asked.

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  - Tell guests how each dish is made
  - Tell guests about any “secret ingredients”
- If a guest says they are having an allergic reaction, call 911 immediately.

**IN CASE OF  
EMERGENCY  
CALL 911**

# Expiration Dates

## Food Storage: expiration dates



### **USE BY**

vs.

### **BEST BEFORE**

you've got until the end of this date to use or freeze the food before it becomes too risky to eat

you can eat food past this date but it might not be at its best quality

# Food Waste

- 25 – 40% of food grown, processed and transported in the United States will never be consumed.
  - **130 billion pounds** of food every year
  - And yet...
- **Over 40 million people** are food insecure in the United States.



# Can we use food after the “sell-by” or “best-by” dates?

## Yes!

- Dates are printed voluntarily on packages by manufacturers and are not regulated by the Federal Government.
- These dates are the manufacturer’s recommendations for peak *quality* of their products. These are not safety dates.

Many products are safe beyond date on package with *proper storage and sound, unopened container.*

# Product Dates

Definitions:

**“Sell-by”** - The last day a product can be offered for sale. You should buy the product before this date to ensure best *quality*.

**“Use-by”** – The last date recommended for the use of product while at peak *quality*.

**“Best if used by”**- The date recommended for best flavor or *quality* of product.

# Product Dates

- **Exception: You Must Discard:** Infant Formula, Baby Foods, and Baby Cereal – discard after their best by, use by expiration date.
- Nutrition quality may not hold up past the date on package. Discard these products after date.



# Extended Shelf Life Examples

\*These examples apply only to unopened products that have been stored properly.

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- |                      |                          |           |
|----------------------|--------------------------|-----------|
| 1. Dry Cereal        | <input type="checkbox"/> | 8 months  |
| 2. Eggs, in shell    | <input type="checkbox"/> | 1 week    |
| 3. Milk, liquid      | <input type="checkbox"/> | 2 weeks   |
| 4. Spices            | <input type="checkbox"/> | 1 year    |
| 5. Yogurt            | <input type="checkbox"/> | 2 years   |
| 6. Frozen vegetables | <input type="checkbox"/> | 2-4 years |
| 7. Dry Pasta         | <input type="checkbox"/> | 5 weeks   |

# Extended Shelf Life Examples

\*These examples apply only to unopened products that have been stored properly.

1. Dry Cereal	<input type="checkbox"/>	8 months
2. Eggs, in shell	<input type="checkbox"/>	1 week
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4. Spices	<input type="checkbox"/>	1 year
5. Yogurt	<input type="checkbox"/>	2 years
6. Frozen vegetables	<input type="checkbox"/>	2-4 years
7. Dry Pasta	<input type="checkbox"/>	5 weeks

# Disclaimer



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- Although foods are safe beyond the date on the package with proper storage and an unopened container, some regulatory bodies do not allow programs to distribute foods past the expiration date.

\*\*\*Please check with your agency's regulatory bodies to see if there are any restrictions.

# FoodKeeper App

<https://www.foodsafety.gov/keep/foodkeeperapp/index.html>

The screenshot shows the website's header with the logo "Foodsafety.gov" and the tagline "Your Gateway to Federal Food Safety Information". Navigation links include "Blog", "Multimedia", "News", and "Espa". A search bar with a "GO" button is present. A green navigation bar contains links for "Home", "Recalls & Alerts", "Keep Food Safe", "Who's at Risk", "Food Poisoning", "Report a Problem", and "Ask the Experts".

The main content area features a breadcrumb trail: "Home > [Keep Food Safe](#) > FoodKeeper App". Below this is a "Text Size" control with options for "A A A" and social media sharing icons for Facebook, Twitter, and a "Share" button.

## FoodKeeper App

The FoodKeeper helps you understand food and beverages storage. It will help you maximize the freshness and quality of items. By doing so you will be able to keep items fresh longer than if they were not stored properly. It was developed by the USDA's Food Safety and Inspection Service, with Cornell University and the Food Marketing Institute. It is also available as a mobile application for [Android](#) and [Apple](#) devices.

Below the text is a "Browse by Category" section with a "BROWSE" button and a "SEARCH" input field. The categories listed are "Baby Food" and "Baked Goods".

On the left side, there is a sidebar under the heading "Keep Food Safe:" with a list of links: "FoodKeeper App", "Check Your Steps", "Charts: Food Safety at a Glance", "By Types of Food", "By Events and Seasons", "In An Emergency", and "What Government Does".

# Code Dates

- Many canned foods use code dates.
- The product may be stamped with numbers so manufacturers know when and where a product was produced.
- This is helpful in the event of a food recall and the food needs to be removed from the store shelf.

21116292000743B ← Manufacturer Code  
Best By APR192008



# Food Recalls

- **Who issues food recalls?**

- 
- Manufacturers with the help from a federal agency (FDA, USDA)

- **When?**

- Almost all recalls are voluntary
- Manufacturers issue recall of foods that may cause health risk

- **How to find out about food recalls?**

- Recall notices can be found in local news, grocery stores, or online

# Sign Up for Food Recall Emails

[www.recalls.gov](http://www.recalls.gov)

The screenshot shows the homepage of www.recalls.gov. At the top, the logo features the text "www.Recalls.GOV" in a red and blue oval, followed by the tagline "Your Online Resource for Recalls". Below this is a navigation bar with seven tabs: "Consumer Products", "Motor Vehicles", "Boats", "Food", "Medicine", "Cosmetics", and "Environmental Products". The main content area contains four red oval buttons: "Recent Recalls", "Search for Recalls", "Sign Up for E-Mail", and "Información en Español". To the right of these buttons are two paragraphs of text. The first paragraph explains that six federal agencies have joined to create the website as a "one stop shop" for U.S. Government recalls. The second paragraph instructs users to follow the navigation tabs for the latest recall information, to report dangerous products, or to learn safety tips. At the bottom, there are logos for USA.gov, NHTSA (National Highway Traffic Safety Administration), the U.S. Coast Guard, the FDA (Food and Drug Administration), and the USDA (United States Department of Agriculture). Below these logos is a footer with the same seven category tabs as the navigation bar.

**www.Recalls.GOV** Your Online Resource for Recalls

**Consumer Products** | **Motor Vehicles** | **Boats** | **Food** | **Medicine** | **Cosmetics** | **Environmental Products**

**Recent Recalls** To provide better service in alerting the American people to unsafe, hazardous or defective products, six federal agencies with vastly different jurisdictions have joined together to create www.recalls.gov -- a "one stop shop" for U.S. Government recalls.

**Search for Recalls** Follow the tabs above to obtain the latest recall information, to report a dangerous product, or to learn important safety tips.

**Sign Up for E-Mail**

**Información en Español**

**USA.gov** Government Made Easy

**NHTSA** NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

**FDA**

**USDA**

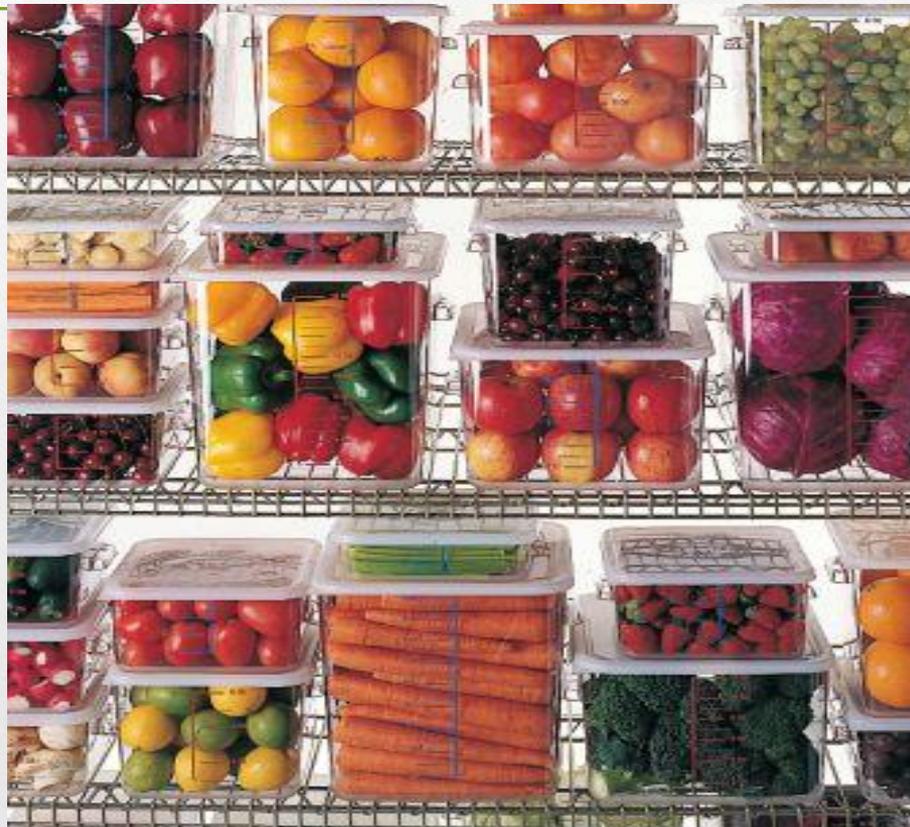
**ENVIRONMENTAL PROTECTION AGENCY** UNITED STATES • EPA

[Consumer Products](#) | [Motor Vehicles](#) | [Boats](#) | [Food](#) | [Medicine](#) | [Cosmetics](#) | [Environmental Products](#)

# Food Bank Recalls

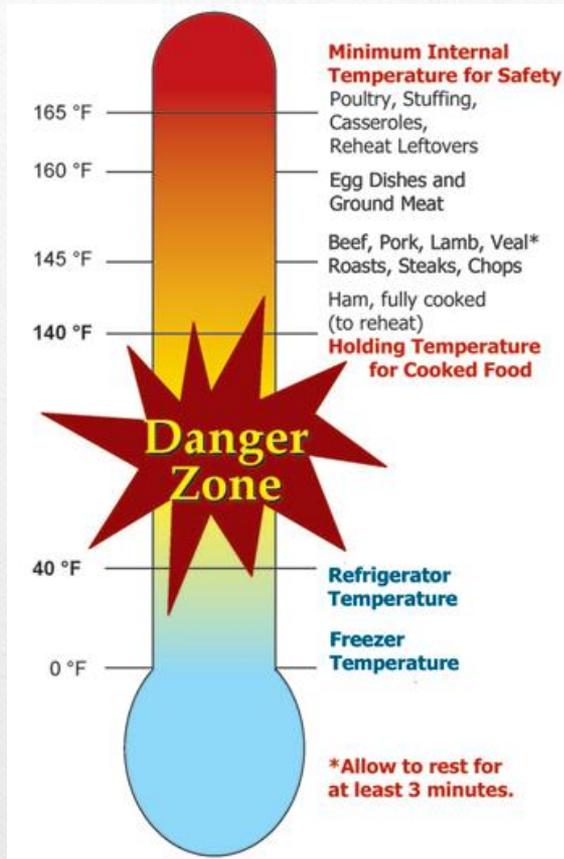
- Long Island Cares Food Bank reviews recalls issued by FDA, USDA, and Feeding America
- Our Procurement and Warehouse teams review Food Bank inventory for recalled foods.
- If we know a recalled product was sent to our agencies, we will notify the agencies of the recall by e-mail and/or phone.
  - Program coordinators should keep Food Bank up to date with a phone number and email address.

# Storing and Repacking



# Temperature Danger Zone

Danger Zone = 40°F to 140°F



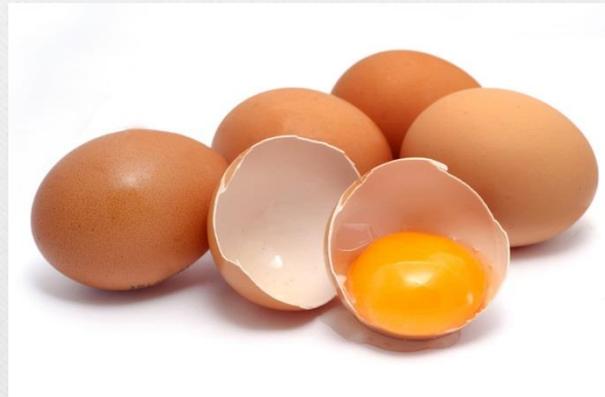
**TCS food must be kept out of this range**

- TCS = Time & temperature control for safety
- These are foods more likely to become unsafe in the danger zone

# Common TCS Pantry Foods

(TCS=Time and temperature control for safety)

- Milk and dairy products
- Meat
- Fish
- Poultry
- Eggs



# Refrigerated Food Storage

- Set refrigerator to proper temperature, between 33°F and 40°F.



- Keep an extra thermometer inside coolers and freezers.
- **Record** the temperature of the refrigerator and freezer first thing **each day the pantry or food program is open.**
- Food Bank has temperature [log sheets](#) for you to print and use.

# Refrigerated Food Storage

- Order matters!
- **Don't store raw food over ready-to-eat food**
  - Keep raw meat, seafood, poultry, and eggs below foods that won't be cooked



# Refrigerated Food Storage

- Use “First In, First Out” rotation
  - First items placed in inventory are the first distributed
- Air circulation is needed to maintain equipment.
- When equipment is stuffed too full, maintaining proper temperatures is difficult.



# Freezing



- Freezer temperature should be 0°F
- 
- You can freeze any food except food in cans or eggs in shell.
    - The quality of some foods may not hold up after thawing.
  - Freezing maintains a product in its present state.

# Freezing

- Freezing prevents the growth of bacteria or microorganisms

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  - Freezing food will not kill bacteria if it is already present
- **Freezer burn does not make food unsafe**
  - Air coming in contact with the food will cause dry spots and impact quality



# Dry Food Storage

- All food must be away from the wall and ceiling and at least 6 inches off the floor.
- Metal shelving is preferable.
  - It is the most cleanable surface
  - Wooden shelves are porous and absorb spills, leading to bacteria growth



Maintain dry storage temperature between 50°F and 70°F

# Dry Food Storage

- Use “First In, First Out” rotation
  - First items placed in
  - inventory are the first distributed
  - Date cases of food as they
  - come into the pantry
- Store food with food and non-food with non-food.
  - Cleaning supplies or personal hygiene products need to be stored away from food



# Dry Food Storage

- **Avoid overcrowding to promote air circulation**

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- No more than a 3 month supply of food on hand
  - Too much food is hard to keep track of and ensure food safety



# Repacking Food

- Repacking = separating a large package of food into smaller packages to distribute
  - Requires a clean room dedicated to bulk repacking & designed to meet the highest standards of sanitation
  - Requires a license from NYS Dept. of Ag. & Markets
- **Food Pantries are not licensed to repack food**



# Repacking Food

- The only food items that food pantries *can* repack:
  - Unprocessed, raw produce items (i.e. onions, apples, potatoes)
  - Donated artisan bread



# Repack Safely

Food Pantries can safely repack unprocessed, raw produce and donated artisan bread.

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1. Clean and sanitize the work surface
2. Wash hands and wear disposable gloves
3. Use only food grade plastic bags
  - (unused grocery store bags are fine)
4. Label and date plastic bag
5. Explain to guests to wash produce prior to eating



# Pest Control



# Pest Control

- Pests carry pathogens which can make people sick.
- **Signs you have pests:**
  - Chewed boxes or holes in food packages
  - Droppings
  - Live or dead insects in food storage areas
  - Nests



# Pest Control

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- **What to do if you discover signs of pests:**
  - Call the exterminator
  - Throw out any food that has signs of pests
  - Find out how the pests got in and make changes to prevent further signs



# Pest Control



## **Don't let them in!**

- Keep outside doors & windows screened or closed
- Seal cracks and gaps around doors, windows, and pipes

## **Don't feed them!**

- Clean up food spills right away
- Take out trash daily
- Store grains in plastic or steel containers



# Pest Control



- Work with a licensed pest control operator
- No spray chemicals or open bait stations around food
- Closed bait stations, closed pest strips, and closed glue boards are **OK**



# Meal Preparation

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# Clean

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**Wash hands and surfaces  
often!**



 **CLEAN**

# Where to Wash Your Hands

- Use designated handwashing sink in the kitchen or the restroom to wash hands.

Things you should not use a hand washing sink for:

- Drain for dirty water
- Prepping food
- Washing dishes

Keep hand washing sink clear of food, utensils, or dishes.





# Gloves



- Only use single-use gloves when handling food.
- Never rinse, wash, or reuse gloves.
- Wash hands before putting gloves on and when changing into a new pair.
  - **Never use gloves in place of handwashing.**
- Do not touch hair, face, body, clothes with gloves.

# When to Change Gloves



- As soon as they are torn.
- Before beginning a different task.
- After an interruption, such as taking a phone call.
- After handling raw meat, seafood, or poultry and before handling ready-to-eat foods.
  - *Be sure to wash hands and wear clean gloves when serving meal.*

# Hand Care Guidelines

- Keep fingernails short and clean.

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- Do not wear nail polish.
- Do not wear false fingernails.
- Wear a bandage over wounds on hands and arms.
- Wear a single-use glove or a finger cot over bandages on hands and fingers.



# What to Wear



Wear a clean hat or other hair restraint in food prep area.

- Wear clean clothing and closed-toe shoes.
- Wear an apron and gloves.
  - *Remove when leaving food prep areas.*
- Remove jewelry from hands and arms.
  - Plain band rings - OK



# Clean



- Make sure workstations, cutting boards, and utensils are clean and sanitized
  - Especially if the kitchen is shared by other programs
- CLEAN with hot water and soap to remove dirt and debris

# Clean



- 
- All surfaces must be cleaned and rinsed
    - Walls, shelves, garbage containers
  - **Food contact surfaces need to be cleaned and sanitized**
    - After you're done using them
    - Before working with a different type of food
    - Any time you're interrupted during a task and the surfaces could have been contaminated
    - After four hours of continuous use

# Clean



- SANITIZE food contact surfaces and utensils
  - Use a solution of **1 tablespoon of liquid bleach and 1 gallon of water**
- Store towels for cleaning food spills in a sanitizing solution when you are not using them
- Allow all surfaces and utensils to AIR DRY
  - Place items upside down to drain
  - Dish towels can harbor bacteria

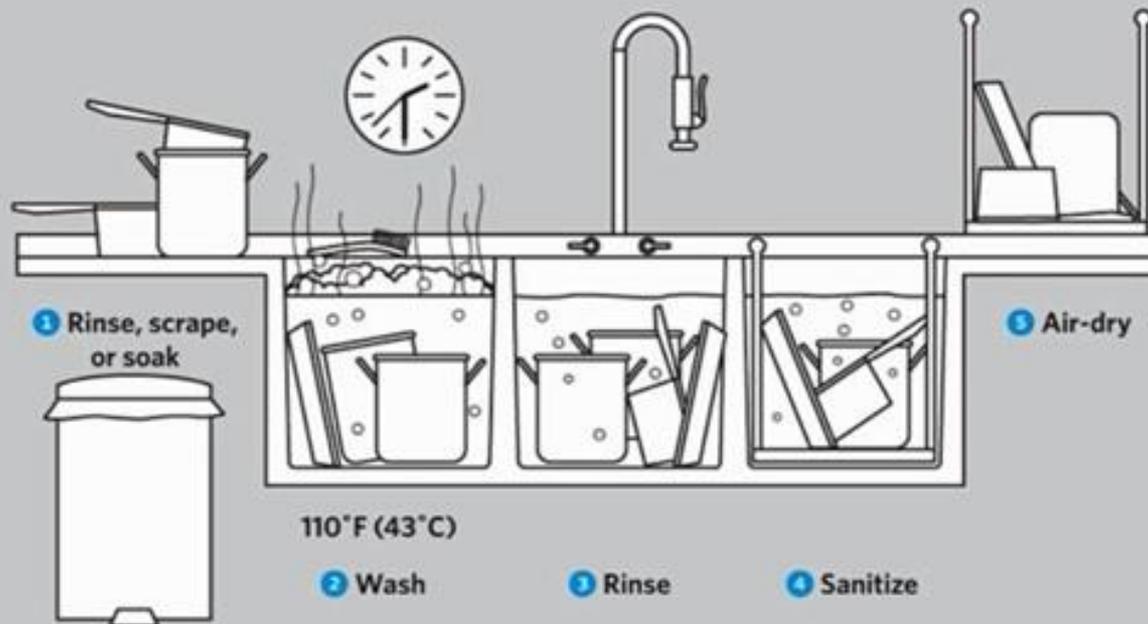
 CLEAN

# Clean



- Tableware and utensils are often cleaned and sanitized in a dishwashing machine.
  - Dish machine rinse cycle must reach 180°F
- Larger items such as pots and pans are often cleaned by hand in a three-compartment sink.

## Steps for Cleaning and Sanitizing





# Clean



- Utensils and equipment must be stored after use.
- Store utensils and equipment at least 6 inches off the floor.
- Store utensils with handles up.
- Napkins and other plastic utensils must be covered and sealed.



# Clean



- Always store chemicals and cleaning supplies in a designated storage area
- Chemicals and cleaning supplies should be stored away from food



# Clean



- 
- Trash can contaminate food and equipment if it is not handled safely.
  - Trash can also create odors and attract pests.
    - Remove trash from prep area as quickly as possible.
    - Do not clean trash containers near prep or food-storage areas.
    - Clean the inside and outside of the trash containers.

# Clean



- Remember to keep restrooms clean and stocked.
- Must have a restroom on site with hot running water.
- Restrooms must have:
  - Toilet paper
  - Trash can
  - Self-closing door (preferred)
  - Liquid soap
  - Paper towel or air dryer

 **CLEAN**

# Separate

---

**Don't cross-contaminate!**

**↔ SEPARATE**

# Separate

Harmful bacteria from raw meat, poultry, seafood and eggs can spread to other foods if they are not separated properly.



↔ SEPARATE

# Separate

CROSS-CONTAMINATION PREVENTION  
PREVENCIÓN DE CONTAMINACIÓN CRUZADA

## PROPER FOOD STORAGE ORDER

### ORDEN CORRECTO DE ALMACENAMIENTO DE ALIMENTOS



**Ready-to-eat foods**  
Alimentos listos para comer



**Raw seafood**  
Pescados y mariscos



**Raw whole meats**  
Carne entera cruda



**Raw ground meats**  
Carne molida cruda



**Raw poultry**  
Carné de ave cruda

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- Place raw meat, seafood, poultry, and eggs in containers or sealed plastic bags below ready-to-eat foods.

↔ **SEPARATE**

# Separate

- Use separate cutting boards:
    - One for fresh produce
    - Another one for raw meat, poultry and seafood
  - Use separate plates and utensils:
    - For cooked foods
    - For raw foods
- LIC can supply free cutting boards 1x per year**



↔ **SEPARATE**

# Separate

- Use separate utensils for serving foods to avoid allergen cross-contact.



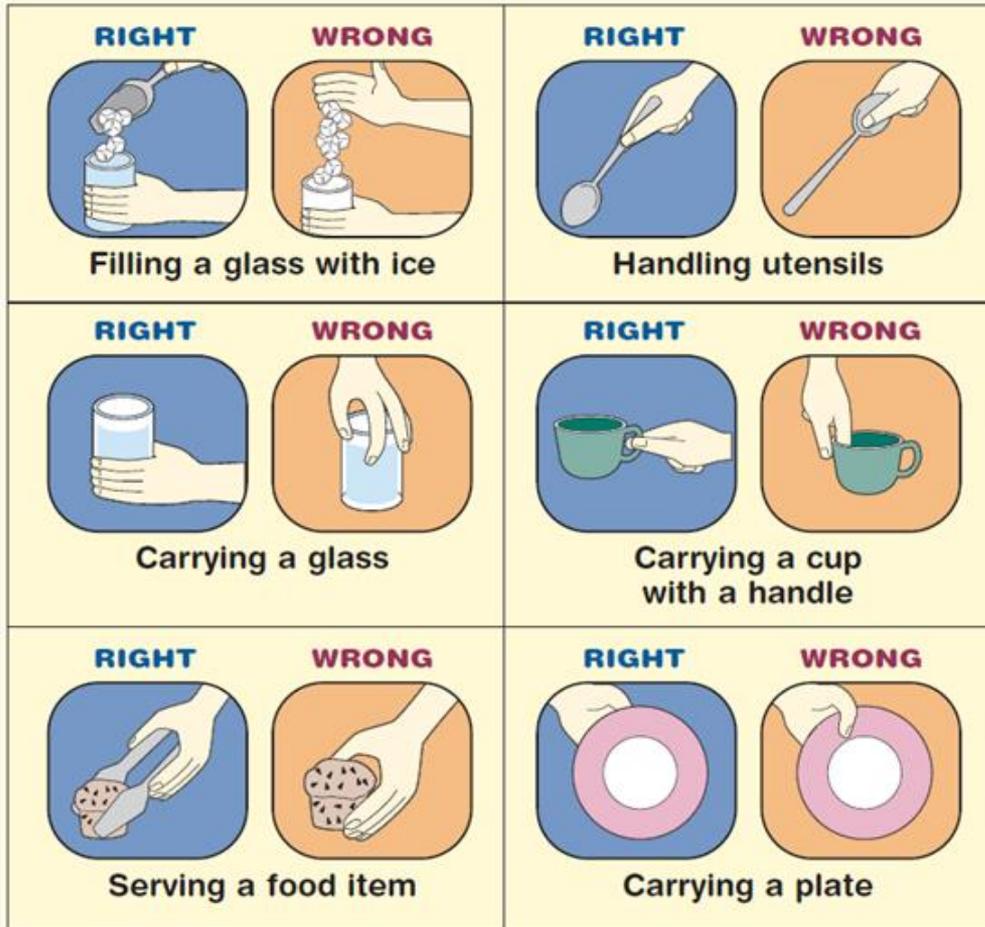
- **What's wrong with this picture?**



- *Only one set of utensils to serve peanuts and salad.*

↔ SEPARATE

# Separate



Never touch food or the surface a person eats from with your bare hands.

↔ SEPARATE

# Meal Planning



# MyPlate Dietary Guidelines

A balanced meal consists of:

- **Two servings of fruit and/or vegetable**
  - One vegetable and one fruit
  - Two vegetables
  - Two Fruits (100% juice is a fruit serving)
- **One serving from two of the other food groups**
  - Dairy, proteins, or grains



*\*\*\*HPNAP supported meal sites must follow the MyPlate Dietary Guidelines for all meals.*

# What counts as a serving?

- Vegetables & Fruits: 1/2 cup

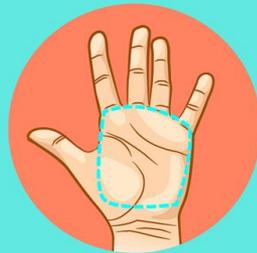
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- Milk and dairy: 1 cup milk, 6-8 ounces yogurt, 1 ounce cheese
- Proteins: 1/2 cup cooked beans, 2 ounce lean meat
- Grains: 1 ounce, 1/2 cup, 1 slice of bread

*\*\*\*Food Bank does not require meal sites to measure servings but some regulatory bodies may require this.*

# Portion Sizes by Sight

## A Handy Guide to Portion Size



**Palm = 3 ounces**  
Poultry, Meat & Fish



**Fist = 1 cup**  
Rice, Pasta, Fruit, Veggies &  
Ice Cream



**Cupped Hand = 1/2 cup**  
Beans & Potatoes



**2 Cupped Hands = 1 ounce**  
Chips, Popcorn & Pretzels



**Thumb = 1 ounce**  
Peanut Butter & Hard Cheese

**Thumb tip = 1 teaspoon**  
Cooking Oil, Mayo & Butter

# Cook

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**Cook to the safe internal temperature!**



 **COOK**

# Cook

## Safe ways to thaw foods

- Refrigerator
- Cold, running water
- Microwave
- Cook from frozen

**Never thaw foods on the counter or at room temperature.**



**COOK**

# Cook

- Foods need to reach a high enough internal temperature to kill bacteria that can cause foodborne illness.
- **Color is not a reliable indicator of safety**
  - According to USDA research, 1 in 4 hamburgers turns brown before reaching a safe internal temperature.
- The best way to ensure safety is to use a food thermometer.



 **COOK**

# Cook

- Make sure the thermometer is ready to be used.
  - It must be washed, rinsed, and sanitized.
  - It must be calibrated.
- Calibrate thermometers once per month or whenever dropped.



# Cook

## Calibrating a Bimetallic Stem Thermometer

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1. Fill a large container with crushed ice.
2. Add tap water until the container is full. Stir the mixture well.
3. Put the thermometer stem or probe into the ice water. Wait 30 seconds or until the indicator stops moving.
4. Adjust the thermometer so it reads 32°F.



**COOK**

# Cook

- Food thermometers should be placed in the thickest part of food, making sure not to touch bone, fat or gristle



**COOK**

# Cook

Category	Food	Temperature (°F)	Rest Time
Ground Meat	Beef, Pork, Veal, Lamb	160	None
	Turkey, Chicken	165	None
Fresh Beef, Veal, Lamb	Steaks, Roasts, Chops	145	3 minutes
Poultry	Chicken & Turkey, whole	165	None
	Poultry breasts, roasts	165	None
	Poultry thighs, legs, wings	165	None
	Duck & Goose	165	None
	Stuffing (cooked alone or in bird)	165	None
Pork and Ham	Fresh Pork	145	3 minutes
	Fresh Ham	145	3 minutes
	Precooked Ham (to reheat)	140	3 minutes
Eggs & Egg Dishes	Eggs	Cook until yolk and white are firm	None
	Egg Dishes	160	None
Leftovers & Casseroles	Leftovers	165	None
	Casseroles	165	None
Seafood	Fin Fish	145	None

Post temperatures in kitchen for all workers to see.

Always check temperature prior to serving.



# Cook

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## Holding food safely

- Keep hot food at **140°F** or higher (after reaching proper internal temperature)
- Keep cold food cold at **41°F**
- Keep frozen food frozen



**COOK**

# Cook

- Re-Heat food to an internal temperature of **165° F for 15 seconds.**

---

  - The food must reach this temperature within **2 hours.**
  - Hot Boxes and Steam Tables are not meant to re-heat food
  - Use stove, oven, or microwave
- Once reheated, hot food must be held at 140°F



**COOK**

# Chill

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**Refrigerate promptly!**



**CHILL**

# Chill

- Cool food in two stages

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  - Stage 1: **140°F - 70°F in 2 hours or less**
  - Stage 2: **70°F - 41°F in 4 hours or less**
- Cool foods quickly
  - decrease portion size
  - use shallow pans
  - ice bath or ice paddle
- Monitor cooling times

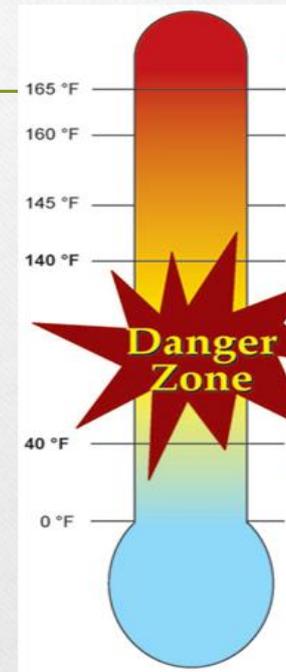


 **CHILL**

# Chill

NEVER put a hot pot into the refrigerator or freezer!

- Increases temperature of other foods.
- Makes the equipment over work.
- Takes 6 days for a hot pot of beef stew to cool to safe temperature when put directly into refrigerator.



**CHILL**



# Chill



- Wrap or cover food before storing it.
- 
- Store food only in containers intended for food.
  - Store ready-to-eat food above raw seafood, meat, and poultry.
  - Store food and non food items away from walls and at least 6 inches off the floor.

# Chill



- All ready-to eat food that is prepped in-house must have a label that includes:
  - Name of food
  - Date food was prepared
- Store food in first in, first out (FIFO) order. This means storing older food items in front of newer food items.





# Label Leftovers

- Foods must be cooked, held, and cooled correctly.
- Always label and date leftover food and check the date before using.
- Throw out leftover food held at 41°F or lower after 7 days.



# **Thank you for reviewing Basic Food Safety and Sanitation for Soup Kitchens & Meal Prep & Serve Sites**

**To receive a certificate of completion, you must successfully  
complete the corresponding quiz**

<https://www.cognitofrms.com/LongIslandCaresFoodBank/BasicFoodSafetySanitationTrainingForMealSitesQuiz>

