



DOUGLAS COUNTY HEALTH DEPARTMENT



**SANITATION MANUAL
FOR
FOODHANDLERS
IN
CHILD CARE SETTINGS**

**INFORMATION FOR DIRECTORS, CAREGIVERS,
PARENTS OR GUARDIANS**

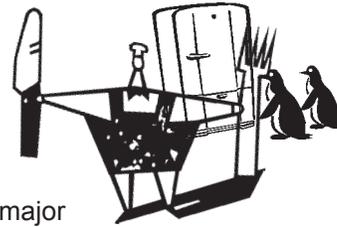


Developed by the Douglas County Health Department
and distributed by the Child Care Team

INTRODUCTION

Despite scientific advances in the foodservice industry and safe food handling practices, foodborne illness continues to be a major public health problem. Media reporting in this area has increased due to recent foodborne illness outbreaks which attracted nationwide attention and increased the public's awareness and concern. This manual has been developed to help maintain day-to-day operations at a safe level in a food service facility, thus reducing the chances of foodborne illness.

Current standards are cited in this manual, as well as recommended standards of the 1995 Food Code developed by the U.S. Food and Drug Administration.



The Douglas County Health Department recommends that foodhandlers and child care center directors attend Food Safety Training or the ServSafe program.

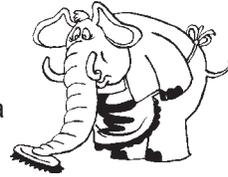
Call 444-7480 for schedules and more information.

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I. HOUSEKEEPING



- A. Promote safe food handling practices by providing a clean and organized environment.
1. Organize equipment, supplies and food to reduce insect and rodent hiding places and allow for easier cleaning.
 2. Eliminate unused equipment and supplies, these become a barrier to effective routine cleaning.
 3. Clean dirt and grease build-up daily to reduce the risk of food contamination.
- B. Provide good lighting and ventilation to aid housekeeping efforts. Effective cleaning is much easier in a brightly lit environment, while efficient ventilation reduces grease accumulation on surfaces, heat build-up and odors.
- C. Provide separate storage areas for personal items, maintenance equipment, food and food equipment, and chemicals and cleaners. *Do not mix the storage of these items.*

Good storage practices:

1. Storage racks and shelving should be 6" or higher above the floor to help make floor cleaning easier.
 2. Store all food and food service items at least 6" above the floor.
 3. Store clean utensils and food equipment protected from contamination (covered, upside down or enclosed in cabinets).
 4. Store soiled utensils, linens, etc. separately.
 5. Store garbage and trash properly in tightly covered and routinely cleaned containers.
 6. Store cleaners and chemicals in original or labeled containers.
 7. Store cleaners and chemicals in a locked area that is separated from food and food service items.
 8. Store insecticides in locked areas away from foods and cleaning compounds.
- D. Promote good sanitation by using effective cleaning schedules.
1. Clean and sanitize soiled dishes, utensils, pots/pans, cutting boards, slicers, counters and other food-contact surfaces after each use.
 2. Clean and sanitize mouthing toys, pacifiers, bottles, nipples, and high chair trays like other food-contact surfaces after each use.
 3. Clean floors, work areas, dish machines, stoves, and food splash areas at least once a day.
 4. Clean walls, windows, ceilings, light fixtures, vent hoods and filters, and storage areas on a routinely scheduled basis, or more often as needed.

II. DISHWASHING AND SANITIZING



Effective cleaning and sanitizing of utensils, dishes, food-contact surfaces and food equipment allows the facility to provide clean and safe food.

A. Washing by Machine

The following are proper steps and procedures when using a N.S.F. (National Sanitation Foundation) approved dishwashing machine.

1. Scrape and pre-rinse the dishes and utensils to remove food particles.
2. Load the dishes and utensils according to manufacturer's instructions.
3. *WASH* at 120° F to 165° F water temperature depending on machine type. Refer to machine specifications label for temperature and time specified.
4. *SANITIZE* in final rinse:
 - a. at 170° F to 195° F (checking temperatures often with a maximum registering thermometer), or
 - b. power bleach sanitizing rinse at 50-200 ppm for at least 20 seconds at 75° F to 120° F (check the chemical sanitizer concentration using a test kit often).
5. *AIR DRY* dishes and utensils completely on non-absorbent drainboards and store properly. (Do not towel dry.)



NOTE

Drain and clean the machine as often as necessary to prevent the build-up of food residues which will interfere with the effective cleaning and sanitizing of dishes and utensils.



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B. Washing by Hand

The following are proper steps and procedures when using a self-draining three compartment sink to wash dishes by hand.

1. Scrape and pre-rinse food particles from dishes.
2. *WASH* with hot soapy water in *FIRST* compartment.
3. *RINSE* with hot clear water in *SECOND* compartment.
4. *SANITIZE* in luke warm sanitizing solution in *THIRD* compartment using one of the solutions below for two minutes. (Check the chemical sanitizer concentration in the third compartment using a test kit.)
5. *AIR DRY* completely on a clean, nonabsorbent surface and store properly (**Do not towel dry**).



1. Bleach Sanitizer (Use non-scented)

- 1 teaspoons bleach in 1 gallon water
- 1/4 teaspoon bleach in 1 quart water

Use test strip to check concentration. Do not rinse. Air dry.

PREPARE FRESH SOLUTION DAILY.

OR

2. Commercial or food grade sanitizer that is EPA approved

FOLLOW MANUFACTURER'S DIRECTIONS.



Store rag that is used for cleaning counters, tables, and other food-contact surfaces immersed in a bucket of food grade sanitizer. Sponges may not be used. Provide and use appropriate test kit to check the chemical sanitizer concentration in the bucket frequently.



Test strips must be used to check the sanitizer concentration.

| | |
|--------------------|------------|
| Chlorine Bleach | 50-200 ppm |
| Quaternary Ammonia | 200 ppm |

III. REFRIGERATION

Dairy products, meat, fish, eggs, cream pastries, cooked rice and beans, or any mixtures that include these foods are considered potentially hazardous foods. These foods must be stored at proper cold temperatures to help prevent foodborne illness and extend shelf life. Commercial N.S.F. approved units are required to help store these potentially hazardous foods safely.

- A. Proper temperature for refrigerated storage is 40° F or lower and 0° F or lower for frozen storage.
- B. A thermometer that can easily be viewed is required in all refrigerator and freezer units to monitor temperatures.
- C. Store foods 6 inches above walk-in cooler and freezer floors.
- D. Store foods covered in refrigerator and freezer units.
- E. Store foods properly to prevent cross contamination. Do not store raw meats or fish above other foods because leaking juices can cause bacterial contamination of foods which may not be made safe by cooking.
- F. Keep units clean and maintained for peak efficiency. Do not overstock units - allow for proper air circulation. Do not line shelves with paper or foil as this will restrict free air flow.
- G. Touch ice only with a non-breakable ice scoop that has a handle.
- H. Teething toys stored in freezer must be in a container or wrapped to protect from contamination.

IV. DEFINITIONS

CLEANING: is a mechanical process (scrubbing), using soap or detergent and water, that removes dirt, debris and most germs. It also removes invisible debris that interferes with disinfection and sanitation. Disease-causing germs grow best in warm, moist debris, but they may be found even on objects that are not visibly soiled.

SANITIZING: destroys harmful germs from mouthed toys, eating utensils and food-contact surfaces with a food-grade chemical or high temperature.

FOOD-CONTACT SURFACE: Anything that touches food or that is put in the mouth. (Includes dishes, utensils, pans, food preparation equipment, counter tops or cutting boards where food is prepared, table tops & high chair trays where children eat, teething toys, pacifiers and anything else that touches food/drink or is put in the mouth.)

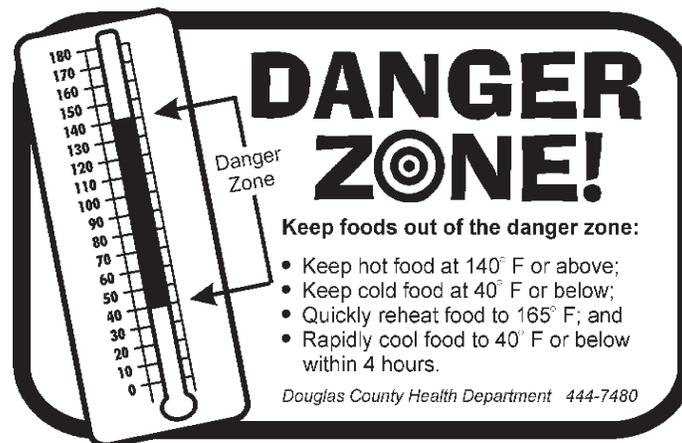
DISINFECTING: destroys harmful germs on non food-contact surfaces. If it is made with the same chemicals as the sanitizer, the disinfectant is usually stronger than sanitizer and not safe for food-contact surfaces.

V. FOOD HANDLING

Safe food handling helps to prevent foodborne illness by preventing the contamination of food by dust, insects, rodents, unnecessary direct hand contact, droplets (sneeze), or temperature abuse. It is especially important to keep temperature of potentially hazardous foods out of the **DANGER ZONE!** Monitor and maintain temperature during cooking, thawing, cooling, and storing to prevent the rapid growth of organisms that can cause illness and/or death.



- A. Use utensils, instead of hands, whenever possible to handle, prepare and serve food.
- B. Do not touch eating surfaces of dishes, silverware and drink containers.
- C. All food in the eating area must be protected by wrap, covers or sneeze shields.
- D. Condiments on the table must be in individual packets or in covered containers.
- E. Throw away foods that are past their expiration date.
- F. Throw away refrigerated, ready-to-eat food within 5 days of preparation date.
- G. Throw away foods that have not been held at safe temperatures.
- H. Throw away leftover foods that have been served family style.
 - I. Do not allow pets, insects or rodents into the facility.
- J. Doors and windows must be protected by proper screening when open.
- K. Employees' hair must be properly restrained so that it does not move (this helps to minimize contaminating the food).
- L. No eating, drinking or smoking by employees in dishwashing or food preparation and serving areas.
- M. Throw away properly handled leftovers after 1 reheating/reserving.



N. Cook, reheat, hold and store foods at proper temperatures as listed below:

| Food | Minimum internal temperature |
|---|---|
| poultry, stuffing, stuffed meats, and food mixtures | 165° F |
| ground meats | 155° F |
| pork products | 155° F |
| rare roast beef | 130° F |
| fish, eggs, and all other foods | 145° F |
| previously cooked foods (leftovers) | 165° F - Reheat all parts within two hours (do not use a steam table to reheat food) |
| hot food | Hold at 140° F or more |
| cold food | Store at 40° F or less |
| frozen food | Store at 0° F or less |



O. Thaw frozen foods properly:

- in the refrigerator (40° F or below).
- under *cold running* water.
- during the normal cooking process.
- in the microwave immediately before cooking.

P. Cool cooked foods to 40° F within four hours by:

- dividing food into smaller portions and storing in shallow pans or containers and then placing into refrigerator or freezer immediately (do not stack the containers).
- placing the container of food in an ice water bath and stirring frequently.
- adding clean ice as an ingredient after cooking.
- using commercial heat transfer stirring equipment.
- rapid chilling in a blast chiller unit.



NOTE

Use an accurate chef's probe-type thermometer often to monitor hot and cold food temperatures.



NOTE

Leftover foods must be labeled and properly stored. Foods not in original containers must be labeled with identity and date.



VI. EQUIPMENT CONSTRUCTION

Commercial grade food service equipment (N.S.F. approved) is more durable, easier to clean, has components designed specifically for commercial food service use, and meets minimum Health Department standards.

VII. PERSONAL HYGIENE



Foodhandlers must practice excellent personal hygiene to help minimize the threat of food contamination. Infections with organisms such as hepatitis A, *Salmonella*, *Staphylococcus*, *Streptococcus*, *Shigella*, *E. coli*, and internal parasites are often spread by improper food handling and poor personal hygiene.

A. Employees must:

- report to work clean and in clean clothes.
- work with hair restrained so that it does not move.
- keep hands and arms clean during work, fingernails clean and well groomed.
- use utensils whenever possible to prepare and serve food.
- eat, drink, and smoke in an area separate from food or dish washing areas.
- store personal items away from food areas.



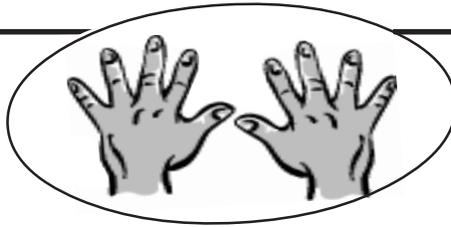
B. Wash Hands:

- before starting work
- after using the toilet (a double wash with nail brush is recommended)
- after eating, drinking, smoking or taking a break
- after handling food
- after handling dirty dishes and/or soiled items
- when changing jobs from handling one type of food to another
- after sneezing or coughing
- when changing gloves



Gloves do not take the place of handwashing. Appropriate handwashing is still required when gloves are used.

Hand-sanitizer products may be used after appropriate handwashing, not instead of handwashing.



THE CORRECT WAY TO WASH YOUR HANDS

1. Use warm running water and a mild liquid soap.
2. Wet hands and apply a small amount (dime to quarter size) of liquid soap to hands.
3. Rub hands together until lather appears, continue for at least 20 seconds. Scrub between fingers, under fingernails and around the backs and palms of hands.
4. Rinse hands under warm running water. Leave the water running while drying hands.
5. Dry hands with a paper towel. Avoid touching the faucet handles or towel holder with clean hands.
6. Turn the faucet off using the towel.
7. Throw towel away.
8. Put on new gloves, if gloves are being used.



Handwashing reminder signs are available from the Health Department.



VIII. LOCKERS AND BREAK ROOMS

- A. Provide locker facilities for changing clothes and storing personal items away from food areas to prevent food contamination hazards .
- B. Store staff's properly labeled medications and food separate from child care facility's food.

IX. RESTROOMS

The following are requirements for restrooms in the child care facility.

- Separate restrooms for men and women are provided.
- Covered waste receptacles are provided in women's restrooms.
- Restroom doors are self-closing.
- Handwashing sinks with hot and cold water supplied through a single mixing faucet are available in all restrooms.
- Soap and paper towels are available at every sink.
- Toilet paper is available within reach of every toilet.
- Floors, walls, and ceilings are constructed of durable, smooth, non-absorbent and light colored materials.
- Floor drains are present in every restroom.
- Exhaust ventilation and bright lighting are provided in every restroom.



NOTE

Contact the City Building Inspector for appropriate handicap accessibility requirements.



NOTE

Diaper changing tables have a nonabsorbent surface and must be disinfected after each use. Handwashing sink is in the same room and as close as possible to diaper changing table.



NOTE

Provide as much physical and practical separation as possible between toileting/diapering activities and food preparation/dishwashing activities. *Handwashing sink is for no other purpose but handwashing.*

X. KITCHEN CONSTRUCTION



A properly designed, constructed and maintained kitchen assists in cleaning and safe food service.

- A. Floors, walls and ceilings of durable, smooth, non-absorbent and light colored materials. (Stainless steel wall material recommended in cooking areas.)
- B. Rodent and insect proof the building with tight fitting windows and doors. Open doors and windows must be protected with proper screening.
- C. Adequate lighting helps assure proper cleaning, sanitation and safety. Minimum lighting requirements are:

| | Minimum Lighting Requirements | Recommended Lighting Requirements |
|---|-------------------------------|-----------------------------------|
| Working surfaces | 20 foot-candles | 50 foot-candles |
| Dishwashing, handwashing and toilet areas | 20 foot-candles | 30 foot-candles |
| All other areas | 10 foot-candles | 20 foot-candles |

- D. Lights must be shielded or shatter-resistant.
- E. All cooking and dish washing equipment must be vented to the outside with proper size fans and vent hoods with removable cleanable filters.
- F. Designated handwashing sinks must be in the food handling and dish washing area. These sinks must have disposable towels and soap at all times. Call the Douglas County Health Department at 444-6886 for questions regarding the proper number or location of these sinks.
- G. Handwashing is prohibited at dishwashing and food preparation sinks.



DO NOT use dishwashing or food preparation sinks for handwashing.

**Handwashing sinks are for HANDWASHING ONLY!
Food preparation/bottle filling and dishwashing activities are PROHIBITED AT HANDWASHING SINKS!!**

XI. KITCHEN INSPECTION:

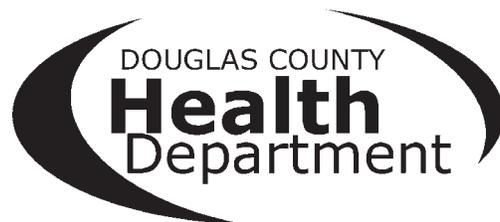
FOOD PREPARATION AND STORAGE AREAS

- Lights in food preparation, storage, and service areas are shatterproof or protected
- All food and food utensils are stored on shelves at least 6 inches above the floor
- All stored food is in its original package or in tightly covered containers that are insect and rodent proof
- All stored foods that are not in original package are properly labeled with identity and date
- Visible thermometers are present in every refrigerator and freezer
- Refrigerator temperature is 40° F or lower
- Freezer temperature is 0° F or lower
- Raw meats are stored below ready-to-eat foods that will not be cooked further
- Dishes and pans are stored covered, upside down, or enclosed in a cabinet
- Utensils are stored with handles all facing the same direction
- Items that are not sanitized (extension cords, flashlights, tools etc.) are stored separate from dishes and utensils
- Teflon pans that are worn and peeling are thrown away
- Any dishes, pans, or utensils that are cracked, chipped, peeling, or otherwise in poor condition are thrown away
- Dishwashing machine is clean and working properly
- If dishwashing machine sanitizes by heat, a maximum registering thermometer is used to check that temperature is high enough (170° F)

- All dishes, utensils, and other food-contact surfaces are cleaned and sanitized properly
- All mouthing and teething toys are cleaned and sanitized like dishes or other food-contact surfaces
- If dishes are sanitized by food grade sanitizers the concentration is checked (chlorine 50 - 200 ppm Quaternary ammonia - 200 ppm)
- Appropriate test kit is present and used to check sanitizer concentration
- Wiping cloth for sanitizing food-contact surfaces such as counters, tables, and high chair trays is stored in bucket of food grade sanitizer
- A separate handwashing sink that is not used for dishwashing, food preparation, or drinking water is designated in the kitchen



- Fire extinguisher works
- All handwashing sinks have:
 - hot and cold running water
 - drains that work properly
 - faucet handles that can be turned off without recontaminating your hands
 - liquid soap and paper towels
- _____
- _____



Food & Drink Section

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