

St. Joseph Kitchen Policy

Hand Washing:

- When:
 - Putting on or changing gloves
 - All of the following also require a change of gloves:
 - Using the restroom
 - Changing from handling one food type to another i.e. veggie's to meats
 - Sneezing, coughing, or using a handkerchief or tissue
 - Taking out garbage, trash or handling chemicals
 - Touching anything that may contaminate hands such as clothing, aprons, hair, face, body, un-sanitized equipment or work surfaces
 - Eating, drinking, or chewing gum
- Where:
 - In the dedicated sink
- How:
 - Hot water 100°F - 110°F
 - 20 seconds of lathering
 - Dry hands with disposable towel

GLOVES are required at ALL times while handling food items

Change gloves:

- Before beginning a new task
- Before & after handling one food item and then switching to another i.e. meats to veggie's to cooked or ready-to-eat food
- If they become soiled or torn

Never have bare hand contact with Ready To Eat food RTE (i.e. rolls, baked desserts, salads...)

- ALWAYS wear gloves provided

Proper attire...clean apron, hair restraint (i.e. HAT)

- Apron should not be worn outside of the kitchen
- No jewelry, false nails or nail polish should be worn while preparing food

Kitchen Volunteer/worker's Health:

- Any volunteer/worker exhibiting any of the following symptoms should not participated in the meal preparation while the symptoms persist:
 - Fever, Diarrhea, Vomiting, Sore throat with fever or Jaundice
 - Diagnosed with a food borne illness resulting from *Salmonella typhi*, *Shigella* spp., shiga toxin-producing *E. coli*, and the hepatitis A virus

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Food Temperature Control:

- **ALL measurements will be made using Bimetallic Thermometers**

Food Temperature

- 165°F
 - Poultry
 - Stuffing or food w/stuffing
 - All Leftover food
 - All microwave foods
- 155°F
 - Ground beef
 - Minced fish products
 - Eggs for later service
- 145°F
 - Eggs for immediate service
 - Lamb – Veal – Pork - Fish
- 135°F
 - Hot holding
 - Frozen processed foods

DANGER ZONE
41°F to 135°F

Utensils, pots & pans used in our food preparation process **MUST**:

- Be washed and sanitized prior to use **each** day

Proper washing and sanitization of pots, pans and utensils:

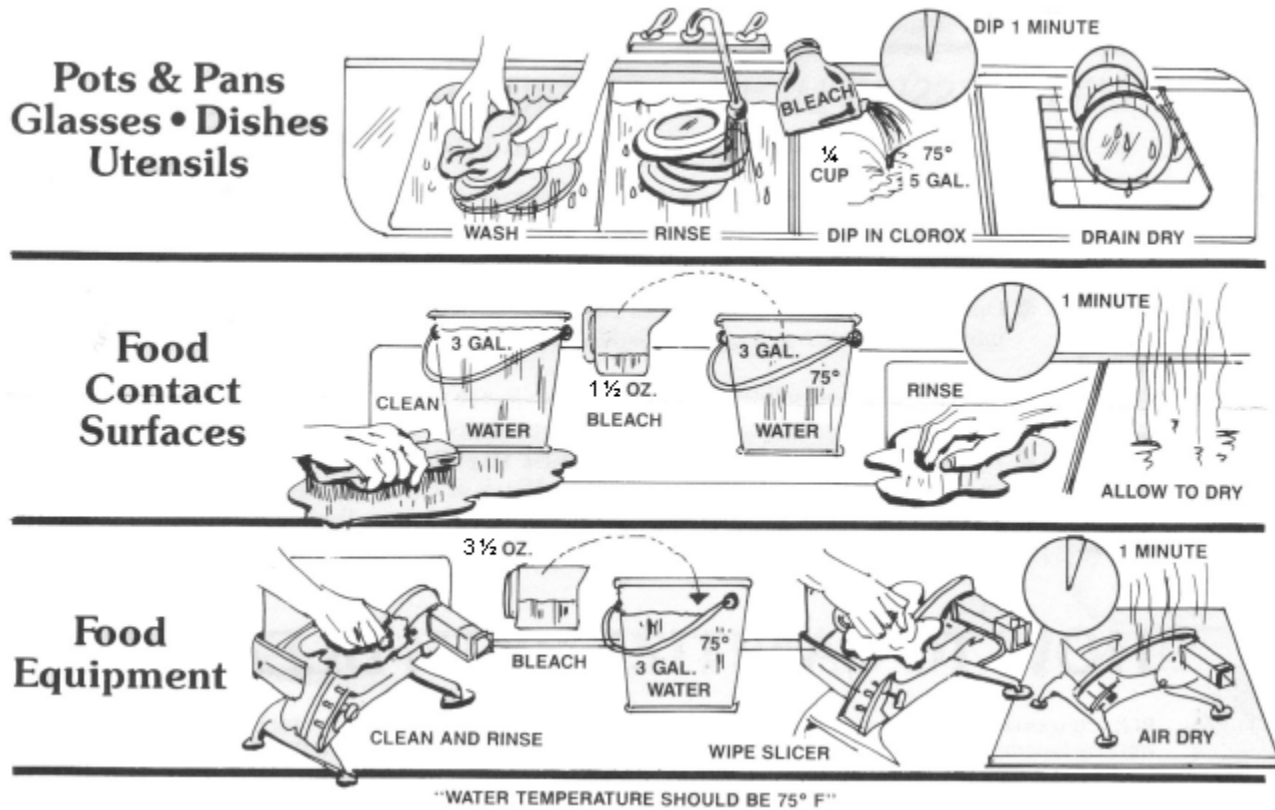
- From right to left, sink one...hot wash. Sink two...hot rinse. Sink three...sanitizer.
- Drain board must be washed and sanitized before dish washing begins.

Sanitation of work surfaces:

- All work areas i.e. work surfaces; backsplashes and basins must be washed and sanitized for at least 10 seconds with the bleach solution before use.
- All utensils, pots and pans can openers etc. are to be washed and sanitized before use and placed in designated area. Take utensils from this area only and to not return any item to this area until it has been washed and sanitized again. Do not use any utensils from any other area of the kitchen unless you wash and sanitize it first.
- After each cooking session, floor must be mopped with cleaning solution i.e. Lysol floor cleaner. DO NOT mix any cleaning or sanitizing solutions with others.

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Sanitizing With Bleach



As you can see in these simplified instructions, there are some constant procedures.

- First, the temperature has to be right (hotter temperatures decrease the effectiveness of bleach solutions)
- Second, the time of exposure has to be at least one minute for a bacterial kill.
- Third, and perhaps most important, the concentration of chlorine **MUST BE ADEQUATE**.

Here is a guideline for mixing bleach solutions:

Sanitizing Activity	Ratio	Should Test to <u>Minimum</u> PPM	If Low / If High
Pots, Pans, Dishes and Utensils	2 ounces/ 5 gallons (~0.3%)	50-100 PPM	Add Bleach/Add Water
Food Contact Surfaces	1.5 ounces/ 3 gallons (~0.4%)	100 PPM	Add Bleach/Add Water
Food Processing Equipment	3.5 ounces/ 3 gallons (~1%)	200 PPM	Add Bleach/Add Water

Be sure the bleach solution has the correct ratio by using the test strips provided.