

CACFP Administrative Handbook

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5. Food Safety

Caregivers and staff are entrusted with the health and safety of those they serve. It is absolutely essential that all individuals are equipped with a thorough understanding of how to keep food safe.

One of the most common causes of foodborne illness is cross contamination. Cross contamination is the transfer of bacteria or viruses to food and may occur when

- ◆ A sick person handles food
- ◆ Raw food contaminates ready-to-eat food
- ◆ Food contact surfaces are not cleaned and sanitized properly and come into contact with a ready-to-eat food
- ◆ Equipment is used on multiple foods without cleaning and sanitizing between uses

Poor sanitation, insufficient cooking, and **improper temperature holding** can allow bacteria in food to increase until the food becomes dangerous to eat. Contaminated food may look or even taste normal, **but can contain harmful amounts of bacteria on them if held at room temperature for too long.** *Keep Hot Foods Hot and Cold Foods Cold* is a basic principle of food safety.

Each individual who handles food should observe clean personal habits and follow sanitary work **practices** that prevent food contamination of foods. **To reduce the risk of food borne illness, child nutrition program personnel** should observe the following rules for food handlers.

Personal Cleanliness and Good Health

Hand washing is the single most important practice in any type of food service. Individuals can improve the safety of the food they serve by washing their hands frequently, correctly, and at the appropriate times.

Wash hands with warm water and soap. Rub soapy hands together vigorously for at least 20 seconds. Rinse well. Use a towel to turn off the faucet. Dry hands with a single-use, disposable towel. Hand sanitizers and plastic gloves NEVER replace good hand-washing practices.

When to wash hands

- ◆ Before starting work
- ◆ Before touching food
- ◆ After blowing nose or coughing
- ◆ After touching mouth or hair
- ◆ After going to the restroom
- ◆ After smoking
- ◆ After touching raw meat, poultry or eggs
- ◆ After handling soiled dishes
- ◆ As hands become soiled when working

Gloves, utensils, or methods other than bare hand contact must be used when handling ready-to-eat foods. If single-use gloves are used, the following guidelines are recommended:

- ◆ Wash hands before putting on gloves.
- ◆ Put gloves on only when you are ready to handle ready-to-eat food.
- ◆ Use gloves for only one task, such as preparing a ready-to-eat food, then discard.
- ◆ If an interruption occurs during food preparation, remove gloves.
- ◆ Use clean gloves when you resume food preparation.
- ◆ Dispose of gloves immediately upon removal.
- ◆ Single-use gloves should not be used around heat or hot fats.
- ◆ Gloves are susceptible to contamination, so discard when soiled or damaged.

Preventing the Growth of Bacteria

- ◆ Hold hot foods at 135°F or higher and cold foods at or below 41°F. Most bacteria grow rapidly in “temperature danger zone” between 41° and 135° F.
 - Keep salads, sandwiches, etc., in the refrigerator until needed.
 - Hold pans of hot food in a thermostatically controlled hot box or oven.
 - Keep all perishable food refrigerated.
- ◆ Place cooked leftovers in two-inch deep pans for cooling and refrigerator storage.
- ◆ Cooked leftovers can be reheated one time and should be used within a few days. Reheat to 165°F within a 2-hour time frame.
- ◆ Do not partially cook meat or poultry one day and complete the cooking the next day.
- ◆ Thaw frozen raw meat, poultry or fish safely:
 - In the refrigerator or
 - In a watertight package, under cold, running water or
 - In the oven, steamer or microwave as a continuous process of cooking
- ◆ Remove garbage and trash from premises daily.

Preventing Contamination of Food

- ◆ Cover pans of food loosely with a lid or foil to keep out dust and dirt.
- ◆ Wear gloves or use appropriate utensils when handling ready-to-eat foods. There should be no bare hand contact with food that will not be cooked any further (bread, toast, crackers, fresh vegetables, fresh fruit)
- ◆ Never use fingers to taste food. Use a tasting spoon and step away from the product to prevent contamination.
- ◆ Wipe off tops of containers of food before opening.
- ◆ Cover food being transported from one location to another.
- ◆ Wash fresh fruits and vegetables thoroughly to remove residue of sprays and soil.
- ◆ Discard food that shows signs of spoilage.
- ◆ Don't cough or sneeze near food.
- ◆ Stay away from work when signs of illness or infection appear.
- ◆ Do not use the same utensils, equipment or gloves in the preparation of more than one food because of the possibility of spreading contamination.
- ◆ Use single-use hand or paper towels rather than dish towels for drying hands.
- ◆ Maintain a clean and orderly kitchen and storeroom at all times.

Preventing Contamination of Equipment, Pans and Dishes

Keep working surfaces and equipment clean.

- ◆ Food contact surfaces should be cleaned and sanitized before food is prepared.
- ◆ Tables should be cleaned and sanitized before meal service begins.
- ◆ Never re-use soiled utensils for food; wash with soap and water before re-use.
- ◆ Allow washed dishes and utensils to air-dry. Do not dry with towel.

Keep utensils and equipment clean when storing and during food preparation

- ◆ Invert all utensils stored on tables or shelves.
- ◆ Follow recommended instructions to clean and operate equipment.
- ◆ Never allow pans containing food to touch the floor.
- ◆ Keep garbage and trash cans covered.
- ◆ Clean corners and seams when washing equipment.
- ◆ Report any equipment in need of repair.
- ◆ Do not use the top dish of a stack if the stack has not been covered in storage.

Keep dishes and utensils clean when serving

- ◆ Avoid putting fingers into clean or unused dishes.
- ◆ Handle bowls and plates by the outer edge or rim.
- ◆ Pick up glasses at the bottom.
- ◆ Keep knives, forks and spoons in a sanitary receptacle with the handles exposed.
- ◆ Pick up spoons, knives and forks by the handles.

Dishwashing Procedures

Dishwashing, whether done manually or mechanically, should include the following steps:

1. Scraping and pre-rinsing
2. Washing
3. Rinsing
4. Sanitizing
5. Air-drying

Manual Dishwashing

Manual dishwashing requires a three-compartment sink:

1 st Compartment	Wash in hot, soapy water
2 nd Compartment	Rinse
3 rd Compartment	Sanitize by submerging dishes, glasses and utensils using one of two sanitizing methods:

Method One: Use sanitizing solution of water and either chlorine, quarternary ammonia or iodine. Refer to manufacturer's recommendation for water temperature and concentration for a sanitizing solution. Sanitizing solution should completely cover the dishes.

Use test strips appropriate for the chemical to test the strength of the solution. Replace sanitizing solution as needed.

Method Two: Use water at 171°F or higher. A thermometer should be readily available for checking the temperature. Water should completely cover the dishes.

- ◆ Long-handled wire baskets should be provided to permit immersion of dishes in the rinsing and sanitizing compartments.
- ◆ A soiled-dish counter of adequate length should be provided preceding the dishwashing compartment.
- ◆ A clean-dish counter should be provided for air-drying the dishes.

Mechanical Dishwashing

Commercial dishwashing machines should be equipped with thermometers, which will accurately indicate the temperature of the wash water, rise water and sanitizing water. An auxiliary source of heat should be provided to maintain water at a temperature of at least 180°F for a hot water sanitizing process. Dishwashing machines should be constructed in accordance with the recommendations of the National Sanitation Foundation.

Serving Safe Food

Family style meal service is a method of serving food to participants with adult supervision. Sanitary procedures must be followed to assure the safety of the food during the meal service.

- ◆ Tables must be cleaned and sanitized before each group of participants sit for the meal service.
- ◆ The participants and adult supervisors must wash their hands before the meal is served.
- ◆ Food should be held at proper temperatures (hot foods hot, cold foods cold) until everyone is seated and ready to be served.
- ◆ Each table must have its own set of serving containers.
- ◆ There must be no bare hand contact with ready-to-eat food. Appropriate serving utensils should be provided to serve the food. These may include tongs, spatulas, forks, serving spoons, single use gloves and/or dispensing equipment.
- ◆ Participants must pass the serving containers without putting their fingers into the containers or touching the food within the containers.
- ◆ Meals and snacks must be served on an appropriate plate or napkin (cannot be directly on the table, picnic blanket, torn piece of paper towel, etc.).
- ◆ Food that has been on tables cannot be offered to participants at other tables or at other meals.
- ◆ Clean serving containers must be used for each group of participants who sit for the meal. The serving containers/utensils that were used by participants at a previous meal service must be washed and sanitized before being used for the next meal service

Food Recalls

KSDE monitors USDA recalls and public health alerts. KSDE will email a food recall notice to sponsors. The sponsor should discard or set aside any items specifically identified in the recall. For a listing of current food recalls go to: http://www.kn-eat.org/SNP/SNP_Menu/SNP_Guidance_Food_Safety_M2_Recalls.htm.

Food Safety Training Requirement

It is essential that all individuals who handle food have a thorough understanding of how to keep food safe. To help prepare sponsors for this critical responsibility, a statewide system of required food safety training was implemented in October 2012.

Each sponsor must have a representative attend a KSDE approved food safety training once every three years OR when the primary individual responsible for preparing food has changed.

Options for completing the required food safety training are:

- ◆ Attend the 3-hour face-to-face “Food Safety Basics” class offered by KSDE at various locations throughout the year at no charge. A current schedule of classes can be found at www.kn-eat.org, *Child and Adult Care Food Program, Training*.
- ◆ Complete the 3-hour online “Food Safety Basics” class available at no charge on the KSDE Training Portal. A user name and password provides access. Go to: http://www.kn-eat.org/CACFP/CACFP_Menu/CACFP_Training.html
- ◆ Attend and pass a “ServSafe” class. See schedule and registration at www.krha.org. A fee is charged by the Kansas Restaurant & Hospitality Association.
- ◆ Complete the online “Food Safety in Child Care” course offered through the Institute of Child Nutrition. This free class offers 4 contact hours and is available online at www.theicn.org, Online Courses. To register, set up a user name and password. The “Food Safety in Child Care” class is linked here: <https://theicn.docebos.com/learn/public/course/view/elearning/20/FoodSafetyinChildCare>
- ◆ Submit a locally developed food safety class with a minimum of three contact hours to Child Nutrition & Wellness, KSDE for approval.

Contact KSDE for information about Food Safety Basics training in Spanish.

The sponsor must also maintain a copy of each employee’s completion certificate. These documents must be retained on file at the local level for review or audit by KSDE.

Helpful Websites

- ◆ Kansas Department of Agriculture and KDA Focus on Food Safety: www.agriculture.ks.gov/fseducation
- ◆ Kansas Restaurant and Hospitality Association: www.krha.org