

## Introduction to Food Safety – Temporary Labor

Dear Sodexo Manager:

All temporary labor hired for a food handling position must complete the following introduction to Sodexo Food Safety before starting their job.

### Temporary labor hired to work in a food handling position for 1 to 10 business days:

**Time / Who:**

15 to 20 minute review with a manager or supervisor

**What:**

- Review of the attached overview and sign-off sheet “*Introduction to Food Safety – Temporary Labor*” – **use page 2, 3 and 4.**
- Review of the 5 TOPS food safety instruction cards:
  - Handwashing
  - When to Wash Hands
  - Using Gloves
  - Personal Hygiene
  - Food Allergies

Temporary labor hired for more than 10 business days (i.e., for extended vacation relief) must complete **Step One and Step Two** of the food safety orientation / training program for new employees.

Please refer to the HACCP Manual, 1.2.5.9: *Manager’s Guide: New Employee Food Safety Training*. Use the attendance roster in this guide to document the training.

### Temporary Labor hired to work in the pot washing / dish washing area:

**Time / Who:**

10 to 15 minute review with a manager or supervisor

**What:**

- Review of the attached overview and sign-off sheet “*Introduction to Food Safety – Temporary Labor*” – **use page 2 and 5.**
- Review of the 5 TOPS food safety instruction cards:
  - Handwashing
  - When to Wash Hands
  - Using Gloves
  - Personal Hygiene
  - Washing Pots and Pans

**Optional:** Show the Inspector HACCP Video *You Call That Clean?*

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## Personal Hygiene

**Handwashing** -- Wash hands and exposed parts of the arm for at least **20 seconds**:

- **after** using restroom facilities **and again** in production or service areas before returning to work;
  - **before** starting to work and when returning from breaks;
  - **after** handling raw meat, poultry, seafood and produce;
  - **before** working with ready-to-eat foods;
  - **between** handling different types of food;
  - **after** coughing, sneezing or blowing nose;
  - **after** touching hair, face, nose, other parts of body;
  - **after** eating, drinking and smoking;
  - **after** cleaning;
  - **after** handling chemicals;
  - **after** handling dirty equipment;
  - **after** handling trash and other contaminated objects.
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- Dry your hands with a paper towel (or air dryer), **never** with your apron or a kitchen towel.
  - Use a paper towel to turn off the faucet and operate the door handle.

**Hair Restraint** – All hair must be contained with a hairnet or cap at all times.

**Fingernails** – Must be well trimmed and clean; **no** nail polish or artificial fingernails are allowed.

**Jewelry and Watches** on hands and arms **may not be worn** during production and service, except for a plain, smooth-surface ring / band. (A medical bracelet is allowed only if needed for a medical condition).

**Cuts, Abrasions and Burns** on hands and exposed arms must be covered with a bandage. A bandaged hand must also be covered with a disposable glove (or finger cot).

**Disposable Gloves** must be worn

- When handling ready-to-eat foods without utensils. *Not needed when handling raw foods that will be cooked, cleaning or handling trash.*
- When switching from raw food to ready-to-eat food. (Hands must be washed before putting on gloves.)
- Change gloves when they are torn, dirty or contaminated. (Hands must be washed before putting on gloves.)
- Remove and discard gloves when leaving the work area, going to the restroom and going on break.

**Cut-Resistant Gloves** must be used when cutting foods and working with a food slicer.

- When cutting or slicing foods, wear the cut-resistant glove on the hand that touches the food. Cover this glove with a disposable glove.
- When cleaning a food slicer, wear cut-resistant gloves on both hands.

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Tell the manager **if you are sick**:

- If you have symptoms such as vomiting, diarrhea, fever, jaundice, sore throat with fever.
- If you have infected open wounds or boils.
- If you are diagnosed with an illness that can be transmitted through food or meet any conditions found in the Sodexo Employee Health Reporting Requirements for Food Service Employees.

## Safe Food Handling

### Thermometers

- Employees must use a properly cleaned, sanitized and calibrated thermometer.
- Thermometer must be calibrated to 32° Fahrenheit in a cup of ice water. If it is not calibrated properly, see your manager for assistance.
- Thermometers must be recalibrated daily, and when accidentally dropped, or if there is an extreme temperature change.

**Potentially Hazardous Food** must be cooked to the correct minimum internal temperature. The required cooking temperatures are listed on the Sodexo recipes.

**Hot Food** must be held / served at 140°F / 60°C or above.

**Cold Food** must be held / served at 40°F / 4°C or below.

**Food Temperatures** must be checked and recorded on the HACCP log:

- at the end of the cooking or preparation process, and
- every two hours during service or per the “time only as a public health control” program, if approved system is instituted.

### Cooling and Reheating Food

- Food prepared for later use or food that is left over after meal period must be cooled properly (from 140°F / 60°C to 70°F / 21°C within 2 hours and then to 40°F / 4°C within an additional 4 hours).
  - Place in shallow containers; for thick (viscous) products no more than 2" - 3" (5 cm - 7.5cm) in pan.
  - Use an ice bath method used, where possible.
  - Stir with an ice paddle to speed cooling.
  - Place in the refrigerator uncovered but protected from contamination for the remainder of the cooling process.
  - Larger pots or pans can be used when cooling large quantities of liquid products such as soups and sauces.
- Food must be reheated rapidly (within 2 hours) to 165°F / 74°C or above. Temperature must register on thermometer for 15 seconds minimum.

### Thawing Food

- Food must be thawed under refrigeration, not at room temperature.

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### Storing Food

- Raw meat, poultry, seafood, shell eggs must be stored **below** ready-to-eat foods
- Food stored only in food-grade containers. Food containers **not** used for purposes other than their intended use.

### Food Preparation

- Food is removed from the refrigerator in small batches, and kept at room temperature during preparation for no more than 40 minutes.
- Raw food must be kept separate from ready-to-eat foods during preparation.

### Food Allergies

- Prevent cross-contact of food allergens to other foods or surfaces
- Advertise your products accurately
- Answer questions on food allergens completely and accurately
- Making sure you know what you are serving
- Notify Sodexo Manager or designated person to call 911 **IMMEDIATELY**
- Make sure your employees know that they must notify a Sodexo manager immediately

### Cutting Boards

- Use **red** cutting boards for raw foods of animal origin. (They must be cleaned and sanitized between different raw foods, i.e., when first cutting chicken, then beef.)
- Use **white** cutting boards for ready-to-eat foods.
- Use **green** cutting boards for washed raw fruits and vegetables.
- Cutting boards must be stored vertically for proper draining and quick drying.

### Sanitizer Use

- All food contact surfaces and utensils (including thermometers, prep knives and stationary parts of the food slicer) must be cleaned and sanitized before and after each use.
- The sanitizing solution (Oasis 146 or Mikroklene) must be prepared in correct concentrations. This solution must be checked with test strips throughout the day to ensure proper concentration.

**If you have any questions about this information, please talk to the manager.**

**Temporary Employee:**

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

**Manager:**

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

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## THIS PAGE FOR EMPLOYEES IN POTWASHING AND DISHWASHING AREA

### Sanitizer Use

- The sanitizing solution (*Oasis 146* or *Mikroklene*) must be prepared in correct concentrations. This solution must be checked with test strips throughout the day to ensure proper concentration.

### Pot Washing

- The three-compartment sink must be cleaned and sanitized *before* washing pots and pans.
- Always scrape and flush food scraps from pots and pans before washing.
- First sink is used for *washing*. Fill with hot water and detergent.
- Second sink is used for *rinsing*. Fill with clean hot water.
- Third sink is used for *sanitizing*. Fill with warm water and correct amount of sanitizing solution.
- All washed and rinsed equipment and utensils must be submerged in the sanitizing solution for one minute.
- All equipment and utensils must be allowed to air dry on the drain board (no drying with a towel).
- Cutting boards must be stored vertically for proper draining and quick drying.

### Dish Washing

- The proper use of the dishmachine will be explained by your manager or supervisor.
- This includes
  - setting up the machine
  - scraping and spraying food scraps from dishes and utensils.
  - properly loading and unloading dishes, glassware and utensils
  - cleaning up the machine
  - de-liming the machine
- Cleaned dishes and utensils must be allowed to air dry (no drying with a towel).
- Cleaned utensils (silverware) must be transferred from wash baskets to clean silverware baskets for storing-- always with the handles up and the eating ends down.

**If you have any questions about this information, please talk to the manager.**

**Temporary Employee:**

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**Print Name**

**Signature**

**Date**

**Manager:**

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**Print Name**

**Signature**

**Date**