



FOOD HANDLER GUIDE

Table of Contents:

● Food Safety Is Important

How food becomes unsafe.	1
Your role in keeping food safe.	3

● Good Personal Hygiene

How and when to wash your hands.	5
Where to wash your hands.	8
Other hand care guidelines.	9
What to wear.	11
Other important practices.	12

● Controlling Time and Temperature

Food most likely to become unsafe.	15
How to measure the temperature of food.	17
Holding and storing TCS food.	18
How to label food for storage.	19

● Preventing Cross-Contamination

Preventing cross-contamination of food.	21
Preventing cross-contamination when storing utensils and equipment.	25
What to do if cross-contamination happens.	26
What to do for people who have food allergies.	27

● Cleaning and Sanitizing

How and when to clean and sanitize.	31
How to handle cleaning tools and supplies.	33
Handling garbage.	34
Spotting pests.	35

● Job-Specific Guidelines

How to prep food safety.	37
The right way to calibrate a thermometer.	38
How to be sure the food you receive is safe.	39
The safe ways to thaw, cook, cool and reheat TCS food.	40
The right way to wash dishes.	43

● Apply Your Knowledge answers

48

FOOD SAFETY IS **IMPORTANT**



CONCEPTS YOU WILL LEARN?

- How food becomes unsafe
- Your role in keeping food safe

How food becomes unsafe

A foodborne illness is a disease that is transmitted to people through food. Many hazards can make food unsafe and cause a foodborne illness. Some come from the environment. Others happen when people don't handle food the right way.

Hazards from the environment

Three types of hazards make food unsafe



Biological hazards

These are tiny forms of life that you can't see, taste, or smell

- Bacteria
- Viruses
- Parasites
- Fungi

Some of these cause illness. They are called pathogens



Physical hazards

Objects can get into food, including naturally occurring ones like bones

- Glass



- Bones
- Fruit pits



Chemical hazards

Chemicals in your operation can contaminate food

- Cleaners
- Sanitizers
- Polishes
- Machine lubricants



- Metal shavings
- Staples
- Dirt



- Jewelry
- Bandages

How people make food unsafe.

These four practices can make food unsafe.



Poor personal hygiene.

Transferring pathogens from your body to food.



Cross-contamination.

Transferring pathogens from one surface or food to another.



Time-temperature abuse.

Letting food stay too long at temperatures that are good for pathogen growth.



Poor cleaning and sanitizing.

Letting contaminated food-contact surfaces touch food.

Apply your knowledge.

What do you think?

For each action listed below, write an X next to the problem that it could cause .

1. Leaving raw chicken breasts on a prep table to thaw.

- A** Time-temperature abuse.
- B** Poor personal hygiene.
- C** Cross-contamination.
- D** Poor cleaning and sanitizing.

2. Sneezing on a salad.

- A** Time-temperature abuse.
- B** Poor personal hygiene.
- C** Cross-contamination.
- D** Poor cleaning and sanitizing.

3. Rinsing off a cutting board after cutting up a raw chicken and then using it to slice tomatoes.

- A** Time-temperature abuse.
- B** Poor personal hygiene.
- C** Cross-contamination.
- D** Poor cleaning and sanitizing.

4. Scraping off baked-on food from an otherwise clean plate.

- A** Time-temperature abuse.
- B** Poor personal hygiene.
- C** Cross-contamination.
- D** Poor cleaning and sanitizing.

For answers, please turn to page 48

Your role in keeping food safe

You have an important role in keeping food safe. It is easy but critical that you follow these practices.



Practice good personal hygiene.

- **Don't** transfer pathogens from your body to food.
- You'll learn more about this in the Good Personal Hygiene section starting on page 4.



Control the time and temperature of food.

- **Don't** let food stay too long at temperatures that are good for pathogen growth.
- You'll learn more about this in the Controlling Time and Temperature section starting on page 14.



Prevent cross-contamination.

- **Don't** transfer pathogens from one surface to another.
- **Don't** transfer pathogens from one food to another.
- You'll learn more about this in the Preventing Cross-Contamination section starting on page 20.



Clean and sanitize surfaces the right way.

- Keep everything clean.
- Clean and sanitize anything that touches food.
- You'll learn more about this in the Cleaning and Sanitizing section starting on page 30.



GOOD PERSONAL HYGIENE

CONCEPTS YOU WILL LEARN?

- How and when to wash your hands
- Where to wash your hands
- Other hand care guidelines
- What to wear
- Other important practices

How and when to wash your hands

Your hands can transfer pathogens to food. So you must care for them in ways that keep food safe. One critical practice is washing your hands the right way at the right times.

How to wash your hands.

Handwashing is the most important way to keep from contaminating food. It should take you about 20 seconds.



1

Wet hands and arms.

Use running water as hot as you can comfortably stand.



2

Apply soap.

Apply enough to build up a good lather.



3

Scrub hands and arms vigorously.

Scrub them for 10 to 15 seconds. Clean under fingernails and between fingers.



4

Rinse hands and arms thoroughly.

Use running water.



5

Dry hands and arms.

Do not use your apron or any part of your uniform.
Use a single-use paper towel or hand dryer.

After washing your hands.



- Use a paper towel to turn off the faucet.



- Use a paper towel to open the restroom door.

Using hand antiseptics.

Follow these steps if your operation asks you to use a hand antiseptic when washing your hands.



- Never use a hand antiseptic instead of washing your hands.
- Use an antiseptic after you wash your hands.
- 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.



- Handling raw meat, poultry, or seafood (before and after).



- Touching clothing or aprons.



- Taking out garbage.



- Sneezing, coughing, or using a tissue.



- Handling chemicals that can make food unsafe.



- Smoking.



- Clearing tables or busing dirty dishes.



- Eating or drinking.



- Handling money.



- Chewing gum or tobacco.



- Before putting on gloves.



- Touching anything else that may contaminate your hands.
- Examples include dirty equipment, work surface, and towels.

Apply your knowledge.

Check your handwashing savvy.

1 Write a x next to each situation where you must wash your hands.

- A** After handling raw chicken.
- B** Before putting on new gloves.
- C** Before taking a break.
- D** After taking out garbage.

2 Write a x next to the situation where you should use a hand antiseptic.

- A** When you can't wash your hands.
- B** Before washing your hands.
- C** After washing your hands.
- D** When you can't dry your hands.

For answers, please turn to page 48

Where to wash your hands

Your operation has specific sinks for handwashing. You must use these stations the right way to make handwashing effective.

Use a handwashing sink.



Wash your hands only in a designated handwashing sink.



Do not use handwashing sinks for other things.

- **Never** dump dirty water in them.
- **Never** prep food in them.



Keep handwashing sinks easy to use.

- **Never** stack food, equipment, or supplies in them or in front of them.

Stocking the handwashing sink.



A stocked sink should have:

- Warm running water.
- Soap.
- Single-use paper towels.
- Garbage container.

If these items aren't stocked, tell your manager.

Apply your knowledge.

Handwashing sink.

1 Draw an X through the place where you cannot wash your hands.

A



B



2 Write a x next to the things that a stocked handwashing station must have.

- A** Hand lotion.
- B** Soap.
- C** Garbage container.
- D** Sponge.
- E** Single-use paper towels.
- F** Warm running water.

For answers, please turn to page 48

Other hand care guidelines

It takes more than having clean hands to maintain good personal hygiene. You also must use gloves the right way and care for your hands and nails.

Use gloves the right way.

Gloves can help prevent the spread of pathogens if they are used the right way.



Use the correct gloves.

- Only use single-use gloves when handling food.



Change gloves when necessary.

- As soon as they become dirty or torn.



- Make sure the gloves fit your hands. They should not be too tight or too loose.



- Before beginning a different task.



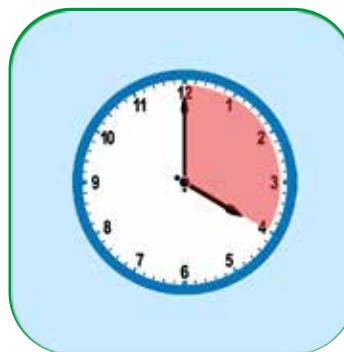
- **Never** rinse, wash, or reuse gloves.



- After handling raw meat, seafood, or poultry and before handling ready-to-eat food.



- Wash your hands before putting on gloves and when changing to a new pair.



- At least every four hours during continual use. More often if necessary.

Hands and nails.

Follow these guidelines to maintain your hands and nails.



- Keep fingernails short and clean.



- **Do not** wear nail polish.
- **Do not** wear false fingernails.



- Wear a bandage over wounds on hands and arms. Make sure it keeps the wound from leaking.
- Wear a single-use glove or a finger cot (a finger cover) over bandages on hands or fingers.

Apply your knowledge.

Keeping it safe.

1 Write an X beside everything that Maisa, a prep cook making hamburgers, has done wrong.

- A** Washed her hands before putting on gloves.
- B** Rinsed her gloves when they became too dirty from working with the hamburger meat.
- C** Began chopping lettuce after forming hamburgers without changing gloves.
- D** Washed her hands and changed gloves when she noticed a small tear in a gloves she was wearing.

2 Write an X next to each unsafe practice.

- A** Washing hands and putting on new gloves after cutting up raw chicken.
- B** Putting the same gloves back on after another task.
- C** Prepping food with French-manicured nails.
- D** Working with a tiny unbandaged cut.

For answers, please turn to page 48

What to wear

If you wear dirty clothes to work, you'll give customers a bad impression of your operation. More important, dirty clothing may carry pathogens that can cause foodborne illnesses. Follow the guidelines below to prevent this.



Hair Covering.

Always wear a clean hat or other hair covering when:

- Prepping food.
- Working in prep areas.
- Working in areas used to clean utensils and equipment.

Clothing.

Wear clean clothes every day. This includes chef coats and uniforms.

Aprons.

Remove aprons and store them in right place when leaving prep areas (for example, when taking out garbage or using the restroom).

Jewelry.

Remove jewelry from hands and arms before prepping food or when working around prep areas.

Do not wear:

- Rings, except for a plain metal band.
- Bracelets, including medical bracelets.
- Watches.

Apply your knowledge.

It's what you wear.

Write an X next to each unsafe practice.

- 1 Wearing a dirty chef coat.
- 2 Wearing nail polish.
- 3 Wearing a baseball cap while serving food.
- 4 Wearing a watch.
- 5 Taking off your apron in the restroom.
- 6 Wearing a bandage on your finger under your gloves.
- 7 Working in the dishwashing area without a hat or a hair net.
- 8 Wearing a chef coat for several days until it gets dirty.

For answers, please turn to page 48

Other important practices

Using smart hygiene practices keeps you and everyone else safe. Follow the guidelines below.

Where you can eat, drink, smoke, and chew gum or tobacco.

Only eat, drink, smoke, or chew gum or tobacco in designated areas. Never do these things in the following areas.



- In prep areas.



- In areas used to clean utensils and equipment.



- In service areas.

What to do if you are sick?

If you are sick, you could spread pathogens to food.

Don't let this happen.



Tell your manager when you're sick. This is very important when you have these symptoms.

- Vomiting.
- Diarrhea.
- Jaundice (yellowing of skin and eyes).
- Sore throat with a fever.

Apply your knowledge.

Keeping it safe.

Draw an X through each unsafe practice.

1



2



3



4

**Reporting illnesses.****Write a X next to the symptoms you must report to your manager.**

- | | |
|-----------------------------|---------------------|
| 1 Vomiting. | 4 Being very tired. |
| 2 Jaundice. | 5 Diarrhea. |
| 3 Sore throat with a fever. | 6 Headache. |

Для ответа посмотрите на странице 48



CONTROLLING TIME AND TEMPERATURE

CONCEPTS YOU WILL LEARN?

- Food most likely to become unsafe
- How to measure the temperature of food
- Holding and storing TCS food
- How to label food for storage

Food most likely to become unsafe

Any type of food can be contaminated. But some types allow more pathogen growth. The best way to control pathogen growth in these items is to control time and temperature. So these food items are known as food that needs time and temperature control for safety, or TCS food for short. Here are the most common types of TCS food.



- Milk and dairy products.



- Eggs.



- Meat: beef and lamb.



- Poultry.



- Fish.



- Shellfish and crustaceans.



- Baked potatoes.



- Heat-treated plant food, such as cooked rice, beans, and vegetables.



- Tofu or other soy protein.
- Synthetic ingredients, such as textured soy protein in meat alternatives.



- Sliced melons, cut tomatoes, cut leafy greens (fresh leafy greens that have been cut, shredded, sliced, chopped, or torn).



- Sprouts and sprout seeds.

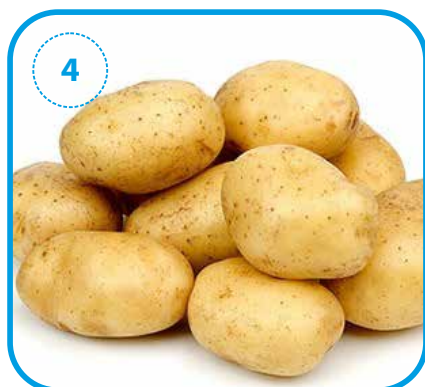
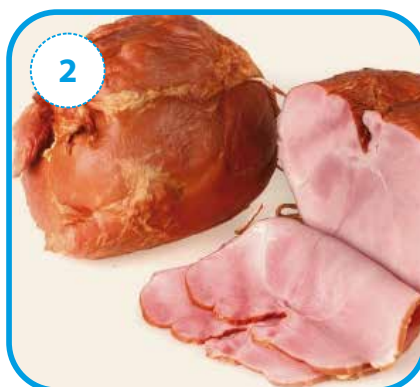


- Untreated garlic and oil mixtures.

Apply your knowledge

What to control?

Circle each food item that needs time and temperature control to keep it safe.

*For answers, please turn to page 48*

How to measure the temperature of food

To control the temperature of food, you must first know how to check it. A thermometer is the most important tool for doing this. Follow the guidelines below to it right.



1

Use the right thermometer for the job you are doing.

- Check with your manager about the right thermometer to use.



2

Make sure the thermometer is ready to be used.

- It must be washed, rinsed, and sanitized. Do this before using it.
- It must be adjusted so it will read temperatures correctly. This is called calibration.



3

Check temperatures the right way.

- Stick the thermometer into the thickest part of the food. This is usually the center.
- Wait until the thermometer reading stays steady before writing down a temperature.
- Take another reading in a different spot.



4

Clean and sanitize the thermometer.

- Wash, rinse, sanitize, and air-dry the thermometer after using it.
- Keep its storage case clean.

Apply your knowledge.

Taking its temperature.

1 Write a X next to where you should check the temperature of food.

- A** On the top surface.
- B** On the bottom surface.
- C** In the thickest part.
- D** In the thinnest part.

2 Write a X next to what you should do after using a thermometer.

- A** Wash it well and then let it dry.
- B** Wipe it off and put it back in its case.
- C** Let it air-dry.
- D** Wash, rinse, sanitize, and air-dry it.

For answers, please turn to page 48

Holding and storing TCS food

When you hold or store TCS food the wrong way, pathogens have a chance to grow. To keep food safe during these tasks, follow the guidelines below.

Temperature danger zone.

To keep TCS food safe, you must keep it out of the temperature danger zone.



- Pathogens grow well in the temperature range from 5°C to 60°C. This range is called the temperature danger zone.
- TCS food must be kept out of this range.

Storing TCS food safely.

TCS food must be stored the right way.



- Do not overload coolers or freezers.
- Return prepped food to coolers as quickly as possible.
- Plan ahead so you don't have to open cooler doors more than necessary.

Holding TCS food safely.

To keep TCS food safe during holding, follow these guidelines.



- Keep hot food at 60°C or higher.
- Keep cold food at 5°C or lower.
- Keep frozen food frozen.
- Check the food's temperature at least every four hours.
- If food is not being held at the right temperature, tell your manager.

Apply your knowledge. Holding and storing safely.

1 Write a X next to the temperature that cooked hamburger patties being hot-held (waiting to be served) should be kept at before service.

- A** 5°C or lower.
- B** 34°C or lower.
- C** 52°C or higher.
- D** 60°C or higher.

2 At 10:30 a.m. Vepa removed four cases of hamburger patties from the cooler for the lunch rush. After lunch, he noticed that the uncooked patties were at room temperature.

Write a X next to what he should do.

- A** Nothing, the patties are okay to cook.
- B** Return them to the cooler immediately.
- C** Cook them immediately.
- D** Ask his manager.

3 When Selbi went into the freezer to get more fish sticks, she found that they were thawed.

Write a X next to what she should do.

- A** Take the fish sticks and cook them.
- B** Leave the fish sticks there to freeze.
- C** Throw away all the thawed fish sticks.
- D** Ask her manager.

For answers, please turn to page 48

How to label food for storage

Food can be stored only for so long to keep it safe. To control storage time, you must be able to tell when food was stored and by what date it must be used. This means always labeling food as it is stored.



All ready-to-eat food that is prepped in-house must have a label that includes the following information.

- Name of the food.
- Use-by or expiration date—ask your manager what date to use.

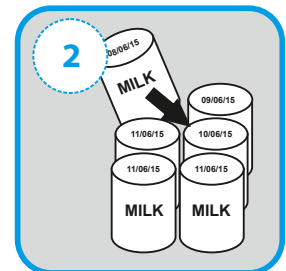
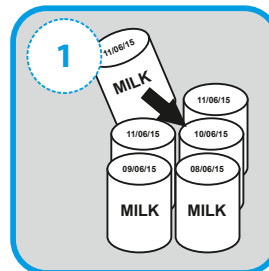


When storing food:

- Check the expiration date.
- Store food in first in, first out (FIFO) order. This means storing food that will expire first in front of items that will expire later.
- Use the food in front first, because it will expire first.

Apply your knowledge. Using stored food safely.

1 Circle the storage shelf that has the cans stored correctly.



2 Write a X next to the items that must be included on the label for a pan of meat sauce prepped in-house.

- A** Name of food; used-by date.
- B** Name of food; ingredients used.
- C** Name of food; purchase date.
- D** Name of food; allergens it contains.

For answers, please turn to page 48



PREVENTING CROSS-CONTAMINATION

CONCEPTS YOU WILL LEARN?

- Preventing cross-contamination of food
- Preventing cross-contamination when storing utensils and equipment
- What to do if cross-contamination happens
- What to do for people who have food allergies

Preventing cross-contamination of food

As you learned earlier, pathogens can be transferred from one surface or food to another. This is called cross-contamination. If you don't prevent cross-contamination, a foodborne illness can happen. Fortunately, there are steps you can take to prevent it.

Preventing cross-contamination when storing food.

Here's how to store food to prevent cross-contamination.



- 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 only in designated food-storage areas.



- Store food and nonfood items away from walls and at least 15 centimeters off the floor.

Preventing cross-contamination when serving food.

Surfaces that touch food are called food-contact surfaces. Many of the utensils and equipment you use have food-contact surfaces. Plates, glasses, forks, and tongs are examples. You can contaminate these surfaces if you are not careful when handling them. Follow the practices below to prevent this.



- **Do not** touch the parts of dishes or glassware that come in contact with food.
- Hold dishes by the bottom or edge.
- Hold glasses by the middle, bottom, or stem.



- **Do not** stack glasses when carrying them.
- Carry glasses in a rack or tray.



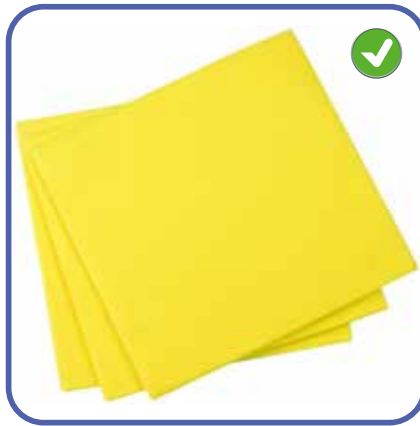
- **Do not** hold utensils by the parts that come in contact with food.
- Hold utensils by the handle.



- **Do not** use bare hands to handle ready-to-eat food.
- Use tongs, deli sheets, or gloves.



- **Never** scoop ice with your bare hands or a glass.
- Use ice scoop or tongs to get ice.



- **Never** use towels for cleaning food spills for any other purpose.
- **Never** store towels in your apron or uniform pocket.
- Store towels for cleaning food spills in a sanitizer solution when you are not using them.



- Never use the same utensils when handling:
 - Ready-to-eat food and raw meat, poultry, or seafood.
 - Different food items.
- Use separate utensils when serving different food items.
- Store serving utensils in food with the handles extended above the rims of the containers.

Preventing cross-contamination in self-service areas.

Customers can cross-contaminate food when they serve themselves. Here's how to prevent it.



- Make sure that food is labeled.



- **Do not** let customers refill their dirty plates.
- **Do not** let customers use dirty utensils.
- If you see customers doing these things, hand them clean plates and utensils.



- **Never** use ice that was used to keep food or beverages cold for anything else.

Apply your knowledge.

Spot the cross-contamination.

Write an X next to the actions that could cause cross-contamination.

- | | |
|--|--|
| 1 Using tongs to put French fries on a plate. | 4 Placing a salad bowl on a tray by the bottom and edge. |
| 2 Serving a drink by holding it from the top of the glass. | 5 Scooping ice from the ice bin with bare hands. |
| 3 Wrapping a hamburger while wearing single-use gloves. | 6 Using the same spatula for raw hamburgers and cooked hamburgers. |

For answers, please turn to page 48

Preventing cross-contamination when storing utensils and equipment

Utensils and equipment with food-contact surfaces, such as cutting boards, must be stored in ways that prevent contamination. The same is true for nonfood items such as napkins and plastic forks and knives. Here is what you should do.



- Store utensils and equipment that touches food at least 15 centimeters off the floor.



- Store glasses and cups upside down on a clean and sanitized surface.



Store utensils with handles up.

Apply your knowledge.

Preventing cross-contamination.

Draw an X through the situations that can cause cross-contamination of these utensils and equipment.



For answers, please turn to page 48

What to do if cross-contamination happens

There are several things you should do if you notice that cross-contamination has happened.



1

Do your best to fix the problem.



2

Set aside the contaminated item so no one can use it.



3

Ask your manager what to do.

Apply your knowledge.

Correcting cross-contamination.

Berdy got some desserts from the cooler and found beef juice on them. Write a X next to what he should do.

- A** Wipe off the beef juice and then serve them.
- B** Label all of them "Do not use" and then tell his manager.
- C** Throw out the ones with juice on them and then serve the remaining ones.
- D** Throw them all out and then tell his manager.

For answers, please turn to page 48

What to do for people who have food allergies

Some people are allergic to certain types of food. The tiniest speck of a food they are allergic to can make them sick or even cause death. You must keep this food away from these customers. Here's how.

The most common food allergens.

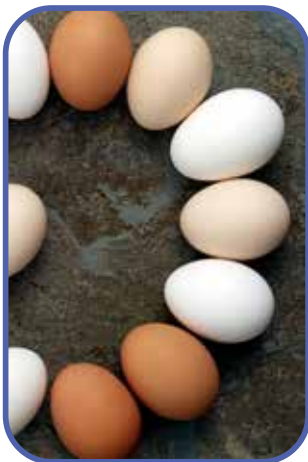
The food items listed below are the most common types of food that people are allergic to. You need to be aware of these types of food and the dishes on your menu that contain them.



- Milk and dairy products.



- Wheat.



- Eggs and egg products.



- Soy and soy products.



- Fish and shellfish.



- Peanuts and tree nuts, such as pecans and walnuts.

How to keep customers with food allergies safe?

Both servers and kitchen staff must do their parts to keep customers with food allergies safe. Here's how.

When serving customers with food allergies.

You must be ready to answer customers' questions about a dish when asked.



- Tell the customers how each dish is made.



- Tell the customers about any "secret" ingredients that may contain allergens.



- Suggest simple menu items that do not have the food allergen.

When prepping food for customers with food allergies.

Make sure the allergen is not transferred from food containing the allergen to customers' food.



- Make sure the allergen does not touch anything for these customers, including food, beverages, utensils, equipment, and gloves.



- Wash, rinse, and sanitize cookware, utensils, and equipment before prepping their food.



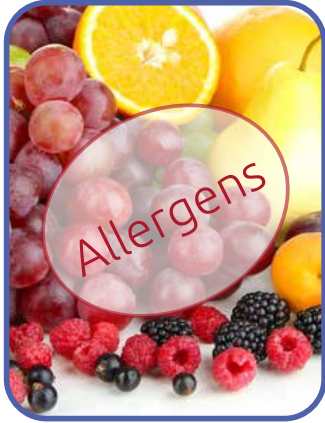
- Wash your hands and change gloves before prepping their food.



- Use equipment assigned for prepping their food.

What to do if contamination happens.

There are certain steps you should take if food accidentally gets contaminated with a food allergen.



- **Do not** serve the food to the customer.
- Set it aside so it cannot be used.



- Tell your manager, who will tell you what to do.

What to do if a customer has an allergic reaction?

You might see a customer having an allergic reaction to food. Here is what to do:



- Tell your manager.
- Call the emergency number in your area.

Apply your knowledge.

Food allergens.

1 Circle the food items that can cause allergic reactions.



2 Hadji is prepping roast beef and gravy for a customer who is allergic to milk. He doesn't know whether the gravy in the pot is made with milk or water. Write a X next to what he should do.

- A** Stop and ask his manager.
- B** Reheat the gravy to 100°C.
- C** Use the gravy.
- D** Serve the potatoes with less gravy.

For answers, please turn to page 48



CLEANING AND SANITIZING

CONCEPTS YOU WILL LEARN?

- How and when to clean and sanitize
- How to handle cleaning tools and supplies
- Handling garbage
- Spotting pests

How and when to clean and sanitize

Cleaning removes food and other dirt from a surface. Sanitizing reduces pathogens on a surface to safe levels. The most important reason to clean and sanitize is to prevent the spread of pathogens to food. It also helps control pests like insects and rodents.

Surfaces to clean and sanitize.

You should know what to simply clean and what to clean and sanitize.



All surfaces must be cleaned and rinsed.

Examples include:

- walls.
- storage shelves.
- garbage containers.



Any surface that touches food must be cleaned and sanitized.

Examples include:

- knives.
- stockpots.
- cutting boards.



- If you notice worn or cracked equipment, set it aside and report it to your manager.
- This equipment is not easy to clean or sanitize. It also may hold pathogens.

How to clean and sanitize.

The procedure below shows you how to clean and sanitize. Always use cleaners and sanitizers according to manufacturers' directions.



1. Clean the surface.



2. Rinse the surface.



3. Sanitize the surface.



4. Allow the surface to air-dry.

When to clean and sanitize.

All food-contact surfaces need to be cleaned and sanitized at these times.



- After you're done using them.



- Any time you're interrupted during a task and the surfaces could have been contaminated.



- Before you start working with a different type of food.



- After four hours if the items have been in constant use.

Apply your knowledge. Cleaning and sanitizing.

1 Circle the item that needs to be both cleaned and sanitized.



2 Put the steps for cleaning and sanitizing in the right order by placing the number of each step in the space provided.

- A** Sanitize the surface.
- B** Clean the surface.
- C** Allow the surface to air-dry.
- D** Rinse the surface.

3 Write a X next to each situation that requires the foodhandler to clean and sanitize the item being used.

- A** Sahet has used the same knife to dice onions for an hour.
- B** Serdar finishes trimming a roast and wants to use the same cutting board to fillet fish.
- C** Shirin pauses to talk to her manager and then returns to chopping lettuce.
- D** Lachyn has been slicing cheese on the same slicer from 8:00 a.m. to 12:00 p.m.

For answers, please turn to page 48

How to handle cleaning tools and supplies

Cleaning tools and supplies must be take care of correctly. Here's how.

How to make sure sanitizes are effective?

You must make sure the sanitizer you use is effective. Ask your manager how to do these steps.



- Make sure the water is the right temperature.



- Make sure you have used the right amount of sanitizer.
- Use a test kit to check the sanitized strength.



- Make sure you leave the items being sanitized in the sanitizer for the right amount of time..

Storing chemicals and cleaning supplies.

Chemicals and cleaning supplies must be stored in the right place to prevent food contamination.



- Always store chemicals and cleaning supplies in the designated storage area.
- Ask your manager where these items should be stored.



- **Never** store chemicals and cleaning supplies near food.

Apply your knowledge.

Chemicals.

1 Write an X next to that prevent a sanitizer from working well.

- A** Making the sanitizer temperature too high.
- B** Putting extra sanitizer in the solution.
- C** Letting items make contact with the sanitizer solution.
- D** Testing the sanitizer strength with a test kit.

For answers, please turn to page 48



- Always dump mop water and other dirty liquids into a designated floor drain.
- **Never** dump dirty liquids into a toilet or urinal.

Handling garbage

Garbage can contaminate food and equipment if it's not handled safely. It can also create odors and attract pests. Here's how you should handle it.



- Remove garbage from prep areas as quickly as possible.



- Do not clean garbage containers near prep or food-storage areas.
- Clean the inside and outside of garbage containers often.



- Close the lids on outdoor containers.

Apply your knowledge.

That's just garbage.

Draw an X through each situation that is unsafe.



For answers, please turn to page 48

Spotting pests

Pests, such as rodents and insects, can get into an operation in many ways. Once inside, they will stay if they find food and shelter. Pests carry pathogens that can make people sick. That's why it's important to keep your operation clean and be able to spot signs of pests. Tell your manager if you see pests or spot their signs.

Rodents (rats and mice).

Here are some signs that there are rodents in the operation.



- Gnaw marks.
- Dirt tracks along walls.



- Droppings.



- Nests (Rats and mice use soft materials, such as scraps of paper, cloth, hair, feathers, and grass to build their nests).

Cockroaches.

Here are some signs that there are cockroaches in the operation.



- Capsule-shaped egg cases.
- Strong oily odor.
- Droppings that look like grains of black pepper.

Apply your knowledge.

Who am I?

Write a **C** next to the statement if it applies to cockroaches. Write an **R** next to the statement if it applies to rodents.

- ___ **1** I nest in scraps of paper, cloth, and hair.
- ___ **2** I produce a strong, oily odor.
- ___ **3** I like to gnaw on things.
- ___ **4** My droppings look like grains of pepper.
- ___ **5** I produce capsule-shaped egg cases.

For answers, please turn to page 48



JOB-SPECIFIC GUIDLINES

CONCEPTS YOU WILL LEARN?

- How to prep food safety
- The right way to calibrate a thermometer
- How to be sure the food you receive is safe
- The safe ways to thaw, cook, cool, and reheat food
- How to keep food safe through dishwashing

How to prep food safely

When you prep food, you often handle both raw and ready-to-eat food items. Pathogens can be transferred from one food to another if you are not careful. Here's what you should do.



- Make sure workstations, cutting boards, and utensils are clean and sanitized.



- **Do not** allow ready-to-eat food to touch surfaces that have come in contact with raw meat, seafood, or poultry.



- Prep raw meat, seafood, and poultry at a different time than ready-to-eat food on the same table.
- Clean and sanitize work surfaces and utensils between each product.

Apply your knowledge.

Prepping food safely.

Write an X next to each situation that is unsafe.

- 1 Merdan debones raw chicken on a white cutting board. He uses the same knife and cutting board to dice onions.
- 2 Duniya trims a raw roast on a red cutting board. She washes her hands and puts on new gloves. Then she uses a new knife to slice tomatoes on a green cutting board.
- 3 Maksat preps salads from 8:00 a.m. to 9:00 a.m. He cleans and sanitizes the prep table and the knife and cutting board. Jennet filets raw fish on the same prep table at 9:30 a.m.

For answers, please turn to page 48

The right way to calibrate thermometer

Thermometers must be calibrated (adjusted) regularly to make sure the readings are correct. Digital thermometers should be calibrated following directions from the manufacturer. Follow the steps below to calibrate a bimetallic stemmed thermometer. Talk to your manager about how to do this.



1

1 Fill a large container with crushed ice. Add tap water until the container is full.

- Stir the mixture well.



2

2 Put the thermometer stem or probe into the ice water.

- Make sure the sensing area is under water.
- Do not let the probe touch the container.
- Wait 30 seconds, or until the indicator stops moving.



3

3 Adjust the thermometer so it reads 0°C .

- Hold the calibration nut with a wrench or other tool.
- Rotate the thermometer head until it reads 0°C.

Apply your knowledge.

Ice-point calibratoin.

Write a X next to the correct answer..

1 How long should you wait before reading the thermometer after placing it in the ice water?

- A** 5 seconds.
- B** 7 seconds.
- C** 10 seconds.
- D** 30 seconds.

2 What temperature should the thermometer be adjusted to after placing it in the ice water?

- A** -18°C.
- B** -12°C.
- C** - 6°C.
- D** 0°C.

3 What should you do after filling the container with crushed ice?

- A** Stir it.
- B** Add tap water.
- C** Let the ice melt.
- D** Stick the thermometer in the ice.

4 How should you adjust the thermometer?

- A** Hold the calibration nut with a wrench or other tool.
- B** Hold the head of the thermometer with a wrench or other tool.
- C** Hold the thermometer stem against the side of the container.
- D** Hold the thermometer stem against the bottom of the container.

For answers, please turn to page 48

How to be sure the food you receive is safe

Checking food when you receive it will help make sure it is safe. Check the temperature and the quality of the food. Also check the packaging. Follow the guidelines below for most food. Your operation may receive food that requires specific checks. Ask your manager about these.



Temperature.

Receive cold food at 5°C or lower.

Always follow the temperature listed by the manufacturer.



Quality.

Reject food if it:

- Has an abnormal color.
- Smells wrong or unpleasant.
- Reject meat, seafood, or poultry if it is slimy sticky, or dry.



Frozen food should be received frozen. Reject if you see these on the product or packaging:

- Fluids.
- Water stains.
- Ice crystals.



Packaging.

Packaging should be clean and in good condition. Reject food if:

- Boxes are broken.
- Cans are swollen or dented.



Receive hot food at 60°C or higher.



Reject food if:

- Packaging is damp, water stained, or leaking.
- There are signs of pests.
- The use-by date has passed.

Apply your knowledge.

Accept or reject?

Write an **A** next to the food items you should accept.

Write an **R** next to the food items you should reject.

- ___ Chicken received at an internal temperature of 10C.°
- ___ Can of red kidney beans with a small dent on one side of the can.
- ___ Fresh salmon with dry flesh.
- ___ Bag of flour that is dry but has a water mark on it.
- ___ Frozen meat with ice crystals on the packaging.

- ___ Sushi-grade tuna frozen solid.
- ___ Vacuum-packed bacon with the seal broken but no other obvious damage.
- ___ Milk that is one day past its use-by date.
- ___ Hot roast beef received at 52°C.
- ___ Damp cases of pasta.

For answers, please turn to page 48

The safe ways to thaw, cook, cool, and reheat TCS food

Time-temperature abuse can happen easily during these steps if you are not careful. You can prevent this by making good food-prep choices. Here's how.

Thawing TCS food.

Never thaw TCS food at room temperature. There are only four acceptable ways to thaw TCS food.



- In a cooler at 5°C or lower.



- Submerged under running water at 21°C or lower.



- In a microwave oven if the food is cooked immediately.



- As a part of the cooking process.

Prepping TCS food.

TCS food can become unsafe if it is allowed to sit too long in the temperature danger zone.



- **Never** prep TCS food in large batches.
- Small batches keep ingredients from sitting out for long periods of time.

Cooking TCS food.

Cooking food will reduce pathogens in it to safe levels. The food must reach the right internal temperature and stay there for a specific amount of time.



Poultry.
74°C for 15 seconds.



Ground meat.
74°C for 15 seconds.



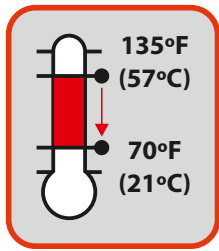
Fish.
68°C for 15 seconds.



Beef (steaks or chops).
63°C for 15 seconds.

Cooling TCS food.

TCS food must be cooled following the steps below.



2 HOURS

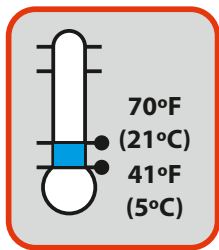
Cooling Process

- First cool from 60°C to 21°C within 2 hours



Cooling methods.

- There are many ways to cool food quickly and safely.
- Ask your manager what method to use.



4 HOURS

- Then cool it to 5°C or lower in the next 4 hours



Cooling don'ts:

- **Never** cool food at room temperature.
- **Never** cool large amounts of hot food in a cooler.

Reheating TCS food.

If you are reheating TCS food for hot-holding, you must heat it to the right temperature.



- Heat it to an internal temperature of 74°C for 15 seconds.
- The food must reach this temperature within two hours.



- **Never** use hot-holding equipment to reheat food unless it has been made to do this.
- Ask your manager how food should be reheated.

Apply your knowledge.

Thawing, cooking, holding, cooling, and reheating.

1. Draw an X through the wrong way to thaw a frozen turkey.**2. Draw an X through the wrong way to prep food.****3. Draw an X through the food that has been cooked to the wrong temperature.****4. Write a X next to the stew that was cooled the right way.**

- A** Pot of stew that was cooled from 60°C to 21°C in two hours and to 5°C in the next four hours.
- B** Pot of stew that was cooled from 60°C to 21°C in four hours and to 5°C in the next two hours.

5. Write a X next to the soup that was reheated the right way.

- A** Soup reheated to 63°C for 15 seconds within two hours.
- B** Soup reheated to 74°C for 15 seconds within two hours.

For answers, please turn to page 48

How to keep food safe through dishwashing

Tableware and utensils are often cleaned and sanitized in a dishwashing machine. Larger items such as pots and pans are often cleaned by hand in a three-compartment sink. Whichever method you use, you must follow specific practices so items are cleaned and sanitized.

Setting up a three-compartment sink.

Start by cleaning and sanitizing each sink and all work surfaces. Next, set up each sink following these steps.



Sink 1.

- Fill with water at least 43°C.
- Add detergent. Ask your manager how to do this.



Sink 2.

- Fill with water. Leave the sink empty if you spray rinse items.



Sink 3.

- Fill with water.
- Add sanitizer. Ask your manager how to do this.
- Check the strength of the sanitizer.

Using a three-compartment sink.

Follow these steps to clean and sanitize items in a three-compartment sink.



1. Rinse, scrape, or soak the items before washing them.



2. Clean the items in the first sink.

- Use a brush, cloth, or nylon scrub pad to loosen dirt.
- Change the water when the suds are gone or the water is dirty.



3. Rinse the items in the second sink.

- Dip them in the water or spray-rinse them.
- Remove any food or detergent.
- Change the water when it becomes dirty or full of suds.



4. Sanitize the items in the third sink.

- Soak them in a sanitizer solution as directed.
- **Never** rinse items after sanitizing them. This could contaminate the surface. The only exception is when you are washing items in a dishwasher capable of doing it safely.



5. Air-dry the items.

- Place them upside down so they will drain.
- Do **not** wipe them dry.

Cleaning and maintaining dishwashers.

Clean and maintain dishwashers frequently throughout the day.



- Clear spray nozzles and food traps of food and other objects.
- Fill tanks with clean water as needed.



- Make sure detergent and sanitizer dispensers are filled.



- Use a delimer to remove mineral deposits when needed.

Washing items in a dishwasher.

Use dishwashers according to manufacturer's and company directions. Also follow the guidelines below..



- Scrape, rinse, or soak items before washing.
- Presoak items with dried-on food.



- **Never** overload the dish racks.
- Use the right rack for the items you are washing.
- Load racks so the water spray will reach all surfaces.



- As each rack comes out of the machine, check for dirty items.
- Rewash dirty items.



- **Never** use a towel to dry items.
- Air-dry all items.

83 °C

- Frequently check water temperature and pressure.
- Change the water when necessary.
- Tell your manager if either one is not right.

Apply your knowledge.**Washing dishes.**

1. Write a X next to the first thing you should do when setting up a three-compartment sink.

- A** Fill the sinks with water.
- B** Mix the sanitizing solution.
- C** Mix the detergent solution.
- D** Clean and sanitize the sinks.

2. Put the steps for cleaning and sanitizing items in a three-compartment sink in order.

- A** Air-dry the items.
- B** Rinse the items.
- C** Sanitize the items.
- D** Rinse, scrape, or soak the items.
- E** Clean the items.

Using the dishwasher.

Draw an X through each dishwashing practice that is incorrect.



For answers, please turn to page 48

Apply your knowledge.

Answers.

2 What do you think?

- 1 A. Leaving the chicken breasts on a table to thaw will let the food stay too long at temperatures good for pathogens growth.
- 2 B. Sneezing on a salad could transfer pathogens from your mouth to the food.
- 3 C. Just rinsing the cutting board will not get rid of any pathogens the chicken might have left on it.
- 4 D. A plate with baked-on food on it should be cleaned and sanitized again.

7 Check your handwashing savvy.

- 1 A, B, D.
- 2 C.

8 Handwashing sink.

- 1 B. Never use a prep-sink to wash your hands. Use only handwashing sinks.
- 2 B, C, E, F.

10 Keeping it safe.

- 1 B, C. Maisa should have changed gloves when they got dirty. She also should have changed them after handling the raw hamburger and before handling the lettuce. In both cases, she would need to wash her hands before putting on the new gloves.
- 2 B, C, D You should never put gloves back on. Instead, change to a new pair. Also, avoid wearing nail polish, and keep all cuts- no matter how small- bandaged and covered with a glove or a finger cot.

11 What you wear?

- 1 × Never wear dirty chef coat or uniforms.
- 2 × Never wear nail polish.
- 3 This is a safe practice.
- 4 × Do not wear any jewelry, except a plain metal band. Servers may be able to wear jewelry if allowed by company policy.
- 5 × Remove and store aprons when you leave prep areas.
- 6 This is a safe practice.
- 7 × Always wear a clean hat or hair restraint when working in areas for cleaning utensils and equipment.
- 8 × Never wear dirty chef coat or uniforms.

13 Keeping it safe.

- 1 × Never chew gum in service areas.
- 2 × Touching your hair, face, or body while serving food could cause contamination.
- 3 This is a safe practice.
- 4 This is a safe practice, because the employees are smoking outside the operation.

13 Reporting illnesses.

- 1, 2, 3, 5.

16 What to control.

- 2, 4 (if already baked), 5, 6, 7.

17 Taking its temperature.

- 1 C, 2 D.

18 Holding and storing safely.

- 1 D, 2 D, 3 D.

19 Using stored food safely.

- 1 B, 2 A.

24 Spot the cross-contamination.

- 1 This is a safe practice.
- 2 × Don't touch the food-contact surface of a glass. Hold it by the middle, bottom, or stem.
- 3 This is a safe practice.
- 4 This is a safe practice.
- 5 × Scoop ice only with an ice scoop or tongs.
- 6 × Use separate utensils for raw food and ready-to-eat food.



25 Preventing cross-contamination.

- 1 × Store equipment that touches food, such as cutting boards, at least 15 centimeters off the floor.
- 2 × Store cups upside down on a clean and sanitized surface.
- 3 × Store equipment that touches food, such as ice buckets, at least 15 centimeters off the floor.
- 4 × Store utensils with handles up.

26 Correcting cross-contamination.

B.

29 Food allergens.

- 1 A, B, D.
- 2 A.

32 Cleaning and sanitizing.

- 1 B.
- 2 3, 1, 4, 2.
- 3 B, D.

33 Chemicals.

- 1 A,B Sanitizers need the right water temperature and the right amount of sanitizer to work well. You also must leave the items being sanitized in the sanitizer for the right amount of time.

34 That's just garbage.

- 1 This is a safe practice.
- 2 × Remove garbage from prep areas as quickly as possible. Don't let it stack up..

35 Who am i?

- 1 R, 2 C, 3 R, 4 C, 5 C.

37 Prepping food safely.

- 1 × Merdan should have cleaned and sanitized the knife and the cutting board after prepping raw chicken and before prepping ready-to-eat food.
- 2 This is a safe practice.
- 3 This is a safe practice.

38 Ice-point calibration.

- 1 D.
- 2 D.
- 3 B.
- 4 A.

39 Accept or reject?

- 1 R. The chicken's temperature must be 5°C or lower.
- 2 R. Cans that are swollen or dented must be rejected.
- 3 R. Fish with slimy, sticky, or dry skin must be rejected.
- 4 R. Items with damaged packaging must be rejected.
- 5 R. Frozen food with signs of ice crystals must be rejected.
- 6 A. This items is acceptable.
- 7 R. Items with damaged packaging must be rejected.
- 8 R. Items past their use-by dates must be rejected.
- 9 R. The beef's temperature must be 60°C or higher.
- 10 R. Dry items with damp packaging must be rejected.

42 Thawing,cooking, holding, cooling, and reheating.

- 1 A. Never thaw food by leaving it on a counter.
- 2 A. Prep TCS food, such as these sandwiches, in small batches.
- 3 B. Ground meat must be cooked to 68°C for 15 seconds.
- 4 A.
- 5 B.

47 Washing dishes.

- 1 A. Never thaw food by leaving it on a counter.
- 2 A. Prep TCS food, such as these sandwiches, in small batches.
- 3 B. Ground meat must be cooked to 68°C for 15 seconds.
- 4 A.
- 5 B.

47 Using the dishwasher.

- 1 × Never overload dish racks.
- 2 × Air-dry all items.
- 3 This is a safe practice.
- 4 × Scrap, rinse,or soak items before washing.

NOTES:



alp catering
it all begins with a smile



+ (993 12) 21 12 86
info@alpis.biz
UIET Business Center (7th floor)
A. Niyazov 174, Ashgabat, Turkmenistan
www.alpis.biz