

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Food Sanitation and Cleanliness

Chapter:

Effective Date:
7/1/1992

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Policy Number:

Executive Director

SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

INTRODUCTION:

1. As a staff member you must be constantly concerned about food sanitation and cleanliness. Sanitation refers to conditions that are safe with respect to health. Cleanliness refers to conditions that are free from dirt and debris. Some basic sanitation and cleanliness standards need to be followed in food storage, preparation and serving. Some general rules are given below:
 1. Kitchens shall be clean, sanitary and have equipment necessary for the proper preparation, storage, and serving of meals. Equipment shall be maintained in working order.
 2. Persons working in the kitchen or food serving area:
 - Shall be free from communicable disease that is transmitted by food or utensils. Food service staff who have contagious conditions should notify their supervisor so they can be relieved of food service duties.
 - Shall wear hair restraints and clean outer garments which do not hinder movement and are not hazardous near equipment.
 - Shall not smoke in the food preparation or the utensil washing areas.
 - Shall not eat in the food preparation or the utensil washing areas.
 - Shall keep fingernails, hands and exposed parts of arms clean by washing with soap and hot water before work, during work and as necessary, and after smoking, eating, drinking or using the toilet.

- Shall handle plates, bowls, saucers, by their edges, handle glasses by the bottom and handle silverware and cups by the handle.
 - Shall use separate or disposable towels during food preparation.
3. Foods, while being stored, prepared, served and transported shall be protected from contamination and kept at the proper temperature. Cold food shall be kept at or below 45 degrees (7 degrees C) and hot food shall be served at or above 140 degrees F (60 degrees C). Frozen food shall be kept at or below 0 degrees F (-18 degrees C). Hot and cold food storage facilities shall be equipped with working thermometers.
 1. Food contact surfaces, including glassware, china, and pottery utensils shall be easily cleanable, smooth and free from breaks and cracks.
 2. Utensils and food contact surfaces or equipment used in the preparation or storage of potentially hazardous foods, those containing milk or milk products, eggs, meat, fish or poultry shall be thoroughly cleaned, rinsed and sanitized prior to use.
 3. Eating and drinking utensils shall be thoroughly cleaned, rinsed and sanitized after each use.
 4. Food and food contact surfaces, including equipment shall be washed, rinsed and sanitized daily to ensure that the surfaces and equipment are free from dirt, dust and food particles.
 4. One of the greatest points of danger in food contamination falls in the period of thawing or cooling after cooking, when harmful organisms can multiply more easily. Frozen items shall be thawed in refrigerated areas, sealed in plastic under cold running water, or in a microwave.
 5. Non-food items shall be stored in an area separate from the food.
 6. The proper disposal of garbage is also a part of good sanitation.
 1. Garbage shall be stored in containers that are made of durable material.
 2. Containers shall not leak or absorb liquids.
 3. Garbage containers over 18" high shall be covered with a tight-fitting lid.
 4. After the garbage containers have been emptied, they shall be thoroughly cleaned, inside and out. This cleaning shall be done in a place where food, equipment and preparation surfaces will not be contaminated.

DISCUSSION: