Food Handler’s Manual
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**Food Safety Self-Inspection**

Food safety self-inspections are a great tool for managers and employees to make sure their facility is following good practices. Self-inspections also help facilities prepare for regular inspections.

To conduct a self-inspection, you will need:

1. A self-inspection form, clipboard, and pen
2. A calibrated metal-stem thermometer
3. Test strips for sanitizers
4. A flashlight (for better viewing of dark corners, in and under equipment, etc.)
Calibrating Thermometers

Daily thermometer calibration is recommended. Thermometers should also be recalibrated if they are dropped or exposed to very high or very low temperatures.

Check metal-stem thermometers for accuracy.

1. Place thermometer stem in a glass filled with ice and a little water
2. Wait 15-20 seconds; if the thermometer does not read 32°F, it must be recalibrated.

Temperature Logs

Use temperature charts or logs to record and verify proper temperature.

1. Check and record temperatures every two hours
2. Monitor food temperatures (including receiving temperatures) and food equipment thermometer readings.
3. Be sure to record corrective actions taken.
Time/Temperature Controlled for Safety Foods (TCS)

- All raw meats
- Dairy Products
- Cut Melons
- Sprouts
- Cooked Vegetables
- Most Cooked Foods

**Time/Temperature Control for Safety Food (TCS food)** means a food that requires time or temperature control for safety to limit pathogenic microorganism growth or toxin formation. TCS Food must be kept at 41°F or below or 135°F or higher.
5 Risk Factors for Foodborne Illness

What causes foodborne illnesses?

- Food from Unapproved Sources
- Improper Hot/Cold Holding Temperature
- Contaminated Equipment and Utensils / Cross Contamination
- Inadequate Cooking Temperatures
- Poor Employee Health and Hygiene
Certified Food Protection Manager

350training.com, Inc.
Learn2Serve Food Protection Manager Certification Program

AboveTraining/StateFoodSafety.com
Certified Food Protection Manager (CFPM) Exam

National Registry of Food Safety Professionals
Food Protection Manager Certification Program

National Restaurant Association
ServSafe Food Protection Manager Certification Program

Prometric Inc.
Food Protection Manager Certification Program

The Always Food Safe Company, LLC
Food Protection Manager Certification
Employee Illness

Employees Must report the following symptoms to a manager or supervisor. Also report if you (or someone in your household) receives a BIG SIX diagnosis, or if you’ve had a past illness with any of the BIG SIX!

Big 6 Illnesses:

Salmonella Typhi (Typhoid Fever)
Salmonella (Non-Typhoidal)
Shigella spp. (Dysentery)
E. Coli (Shinga-toxin Producing)
Hepatitis A Virus
Norovirus

Symptoms:

Vomiting
Diarrhea
Jaundice
Discharge from eyes, nose or mouth
Lesions containing pus
(cannot be covered)
Sore throat with fever
Employee Hygiene

Eat food and smoke in designated areas only

Wear hair restraints and clean outer

Remove aprons before entering the restroom or leaving the food prep area

Store drinks in clean, closed containers that will not contaminate hands separate from food, prep surfaces, utensils, etc.

Remove all jewelry from hands and wrists; only a single ring is permitted

Keep fingernails trimmed and clean
Hand Sinks

Hand sinks must be used for handwashing ONLY and must ALWAYS have hot running water, cold running water, hand soap, and paper towels.

Do not block handwashing sinks or use these sinks for any other purpose (Example: dumping liquids, rinsing containers filling sanitizer buckets, filling water pitchers, etc.).
Proper Handwashing

Rub hands vigorously with soap and warm water for 15 seconds

Rinse well for 5 seconds

Dry hands thoroughly using a paper towel

Turn off faucet handles using the paper towel
Bare-Hand Contact

DO NOT touch ready-to-eat foods with bare hands. Avoid bare-hand contact by using single-use gloves, utensils, deli tissue, etc.

Ready-to-eat food are foods that do not require further cooking or heating before being served. These food are most at risk for transmitting fecal-oral diseases (example: E.coli, Hepatitis A and Norovirus) that are spread from contaminated hands.
Approved Sources

All food in food service establishments must be obtained from an approved source. Always verify the supplier’s documentation to ensure that the supplier is an approved wholesale distributor.

Shellfish: Verify that shellfish have complete, attached tags showing that they came from approved harvest sites. Retain shellfish tags for a minimum of 90 days. Discard shellfish if their shells do not close.

Raw eggs: Do not use raw eggs in any ready-to-eat (RTE) food items (example: Caesar salad dressing, hollandaise, meringue) unless the eggs are pasteurized or a consumer advisory is present on the menu.
Preventing Cross-Contamination
Cross-contamination is when bacteria or viruses are spread from a contaminated source (Example: raw chicken, meats, fish, eggs; soiled utensils, and equipment, etc.) to another food source.

Store raw meats, poultry, fish, and eggs below ready-to-eat (RTE) food in the refrigerator, by proper cook temperatures.

Use a drip pan under raw meat, poultry, fish, and egg products.

Use separate cutting boards/utensils for raw meat and for produce and ready-to-eat food.
Handwashing and Glove Use

Proper handwashing is the single most effective way to stop the spread of disease. Always thoroughly wash hands. **Gloves are NOT a substitute for good handwashing practices!**

1. Wash hands properly
2. Put on clean gloves
3. Use gloves as needed
4. Discard soiled gloves

When using gloves, always wash your hands before putting on a new pair of gloves. Change your gloves and wash your hands whenever the gloves become contaminated, including:

- After handling raw meat, poultry, fish or eggs
- After touching face with glove or sneezing/coughing into the glove
- After touching unclean dishes or trash
- When changing tasks

Gloves must be worn over any bandages, cuts, burns, or sores.
Cleaning and Sanitizing

Cleaning is the removed of dirt, soil and debris.

Sanitizing is the removal of disease-causing microorganisms.

Wash: Use hot water and detergent. Rinse: Use clean water   Sanitize: Use water and approved sanitizer

ALL food service equipment, including utensils, prep tables, sinks, cutting boards, slicers, mixers, and anything else used to prepare food, must be washed, rinsed and then sanitized.

Approved Concentrations of Sanitizers

Chlorine (Bleach) 50-200 ppm

Quaternary Ammonium 200 ppm, unless otherwise specified by the manufacturer

Iodine 12.5-25 ppm
Proper Cooking Temperatures

Minimum cooking time & temperatures of product with convection/conduction heating equipment.

<table>
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<tr>
<th>Product</th>
<th>Temperature/Time</th>
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<tbody>
<tr>
<td>Beef Roasts</td>
<td>130°F (121 min)</td>
</tr>
<tr>
<td>Solid Seafood Pieces</td>
<td>145°F (15 sec)</td>
</tr>
<tr>
<td>Other TCS Foods</td>
<td>145°F (15 sec)</td>
</tr>
<tr>
<td>Eggs – Immediate Service*</td>
<td>145°F (15 sec)</td>
</tr>
<tr>
<td>Eggs – Holding*</td>
<td>155°F (15 sec)</td>
</tr>
<tr>
<td>Pork</td>
<td>145°F (15 sec)</td>
</tr>
<tr>
<td>Comminuted Meats/Fish</td>
<td>155°F (15 sec)</td>
</tr>
<tr>
<td>Stuffed Meats/Fish/Pasta/Poultry</td>
<td>165°F (15 sec)</td>
</tr>
<tr>
<td>Poultry</td>
<td>165°F (15 sec)</td>
</tr>
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*Pasteurized eggs must be served to a highly susceptible population.
Reheating Foods

After cooling, all leftovers and pre-made foods must be reheated to an internal minimum temperature of 165°F within 2 hours. Approved methods for reheating include the stovetop, oven, microwave or other rapid heating equipment, such as a grill. Most hot-hold equipment is not designed to reheat foods.

Stovetop

Microwave (cover food when heating, stir, and wait two minutes before checking temperature and serving)

Other Rapid-Heating Equipment

Oven
Proper Rapid Cooling
Time/Temperature Controlled for Safety (TCS) Foods must be cooled as quickly as possible to prevent the growth of bacteria.

2-Stage Cooling: Food must cool from 135°F to 70°F in 2 hours and from 135°F to 41°F in a total of 6 hours.

Ambient Cooling: Food prepped at ambient temperatures must be cooled to 41°F or below in 4 hours.

Place small containers of food into a refrigerator or freezer with space around each container to allow airflow. Leave food uncovered until it reaches 41°F.

Add ice or cold water to a fully cooked product.

Use ice paddles to cool soups, gravies, and other thin foods. Stir regularly.

Place food in a clean prep sink or larger container filled with ice water. Make sure the ice water and the food are at the same level. Stir regularly. Use bath along with refrigeration.
Hot/Cold Holding: Food Temperature Control

Proper temperature controls and food handling practices prevents the growth of bacteria. The “danger zone” is the temperature range between 41°F and 135°F. Bacteria grow very rapidly within the danger zone.

Proper cooling, reheating, cold holding, hot holding and cooking temperatures should be carefully monitored. TCS Foods must be held outside of the danger zone by Cold Holding at 41°F or below or by Hot Holding at 135°F or above.
Date Marking

Date marking is a way to ensure food safety. Date marking is an identification system for ready-to-eat foods held over 24 hours, so you know how old they are. The system helps to identify either when food was prepared or when it is to be discarded. Foods shall be held 41 °F or below and discarded if not consumed within seven (7) days. Day 1 is the day the food is prepared or opened.

If the food has an expiration date on it, isn’t that the same as a date mark?

No, the expiration date is the date through which the manufacture guarantees the food will meet their quality standards. Date marking for discard ensures the safety of the food. Although, be sure that the date mark used by the establishment does not exceed the manufacturer’s date.

The establishment goes through food so fast, if it is going to be used in less than 7 days do I still need to date mark?

Yes!
Highly Susceptible Populations

Highly susceptible population (HSP) means persons who are more likely than other people in the general population to experience foodborne disease because they are:

1. Immunocompromised, preschool age children, or older adults; and
2. Obtaining food at a facility that provides services such as custodial care, health care, or assisted living, such as a child or adult day care center, kidney dialysis center, hospital or nursing home, or nutritional or socialization services such as a senior center.

The following regulations apply to HSPs:

12VAC5-421-700. Raw Animal Foods. C. 1.—Raw or undercooked whole-muscle, intact beef steak cannot be served to HSPs.

12VAC5-421-950. Pasteurized Foods, Prohibited Reservice, and Prohibited Foods.—Juice criteria, pasteurized eggs shall be substituted for raw eggs, raw animal foods must be cooked to proper cooking temperature, and no raw seed sprouts shall be served.
Storing Chemicals
Chemical contamination of food can cause serious illness. Ensure that all chemicals are stored in a designated storage area, below and separate from food and food-contact surfaces, and in correctly labeled containers.

- Store chemicals in a designated chemical storage area
- Store chemicals below and separate from food and food-contact surfaces
- Do not store chemicals with food
- Store chemicals in correctly labeled containers
Pest Control

Control pests in the food service establishment by using a professional exterminator, approved traps, screens, fly fans, sealing openings; and keeping the facility clean. NEVER apply household pesticides in a food service establishment!
The following procedures require either a HACCP plan and/or a variance as prescribed in the Commonwealth of Virginia Board of Health Food Regulations 12VAC5-421:

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<th>VARIANCE?</th>
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<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Curing Food</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Acidification for preservation</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>ROP w/2 barriers</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>ROP w/1 barrier</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Custom processing of animal foods in food establishment for personal use</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Molluscan shellfish tanks used for life support</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Recipes that use pooled eggs for Highly Susceptible Populations (HSP)</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Freshly squeezed juice @ HSP</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Any other process that the regulatory authority requires (i.e. sprouting beans or seeds)</td>
<td>YES</td>
<td>YES</td>
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Thawing Foods

Frozen foods must be thawed using methods that maintain temperature control. Approved methods for thawing include refrigeration; placing covered, unpackaged food under cold running water; using a microwave and conventional cooking.

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Refrigeration (2-3 days before needed)

Under cold running water (below 70°F), with the food unpackaged but covered

Microwave (if used immediately)

As part of the cooking process
Wiping Cloths

Wiping cloths that are in-use should be stored in a clean sanitizer solution between uses.

In-Use Utensils

Utensils in-use may be stored in the food; on clean, dry and sanitized surfaces; in water that is hotter or colder than the danger zone; or in running cold water. Never store in-use utensils in sanitizer or in room-temperature water.

- Store in the food, with the handle up and out of the food.
- Store on a clean, dry surface that is cleaned and sanitized every 4 hours.
- Store in water 135°F or higher.
- Store in running water (example: dip wells).
Equipment and Maintenance
All food service utensils and equipment must be approved for use in a retail establishment. Look for the following symbols on utensils and equipment.

Maintain regular cleaning schedules for equipment.
Emergencies

In the event of flood, fire, power outage, sewer backup, water shortage, or other emergency, potential health hazards may exist.

If a facility experiences a large fire, sudden water or power shortage, a flood, sewer backup, or any other similar incident, immediately call your local health department.
Local Health Department Contact Information

Frederick/ Winchester Environmental Health
107 North Kent Street, Suite 201
Winchester, Virginia 22601
(540) 722-3480
Fax (540) 722-3479

Clarke County Health Department
100 North Buckmarsh Street, Suite 201
Berryville, Virginia 22611
(540) 955-1033
Fax (540) 955-4094

Warren County Health Department
465 West 15th Street Suite 200
Front Royal, Virginia 22630
(540) 635-3159
FAX (540) 635-9698

Shenandoah County Health Department
494 North Main Street, Suite 100
Woodstock, Virginia 22664
(540) 459-3733
Fax (540) 459-8267

Page County Health Department
75 Court Lane
Luray, Virginia 22835
(540) 743-6528
FAX (540) 743-3811

Virginia Department of Health Regulations and Food Safety Information can be found at: https://www.vdh.virginia.gov/