



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.)



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

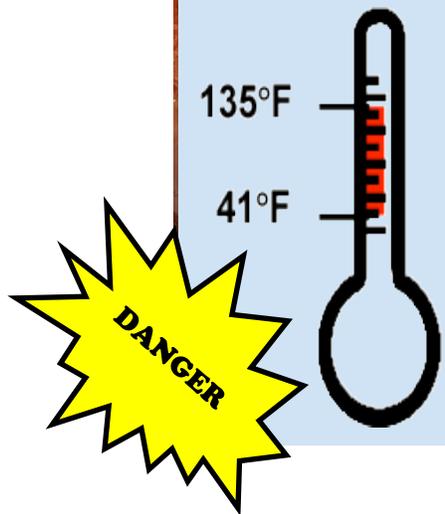


Improper Hot/Cold Holding Temperature



Contaminated Equipment and Utensils /

Cross Contamination



Poor Employee Health and Hygiene

Inadequate Cooking Temperatures



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.

Cold and Hot Water (100°F or above)



Handwashing Sign



Hand Soap



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.



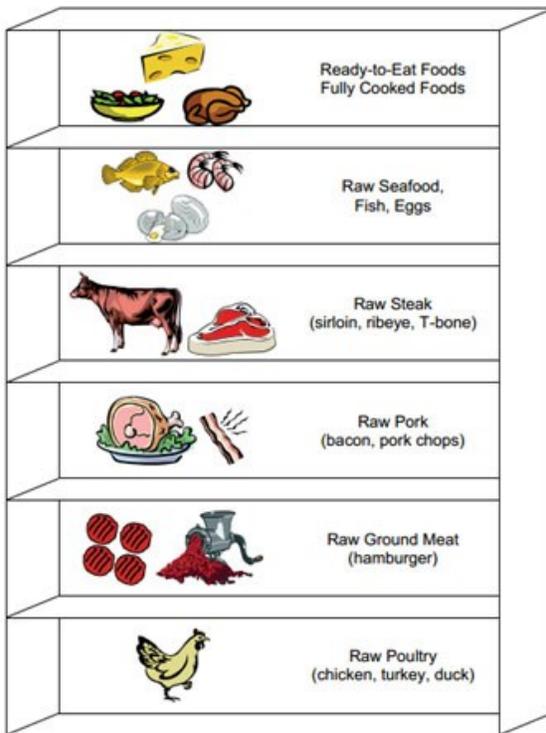
Preventing Cross-Contamination

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.

SAFE REFRIGERATOR STORAGE

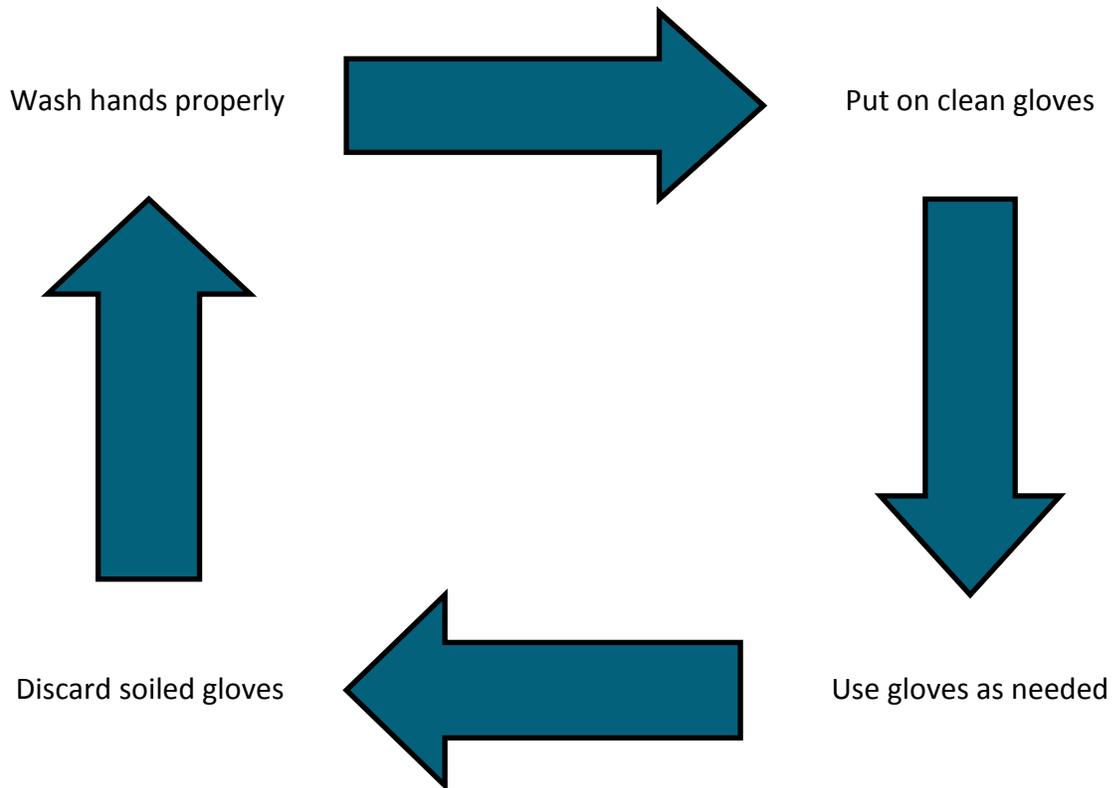


Use separate cutting boards/utensils for raw meat and for produce and ready-to-eat food.



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!**



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.

Product	Temperature/Time
Beef Roasts	130°F (121 min)
Solid Seafood Pieces	145°F (15 sec)
Other TCS Foods	145°F (15 sec)
Eggs – Immediate Service*	145°F (15 sec)
Eggs – Holding*	155°F (15 sec)
Pork	145°F (15 sec)
Comminuted Meats/Fish	155°F (15 sec)
Stuffed Meats/Fish/Pasta/Poultry	165°F (15 sec)
Poultry	165°F (15 sec)

*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.

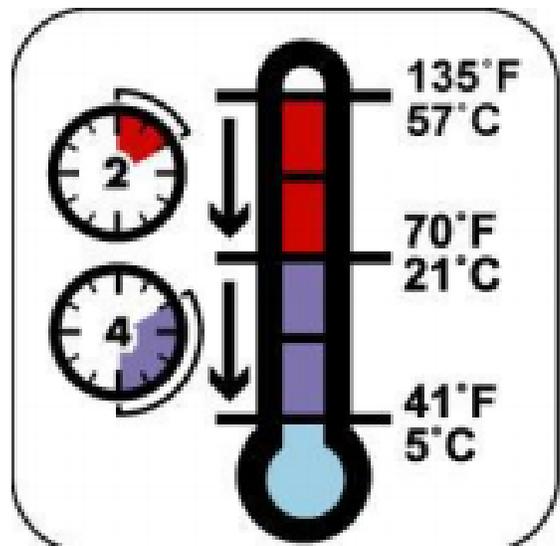


Add ice or cold water to a fully cooked product.

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

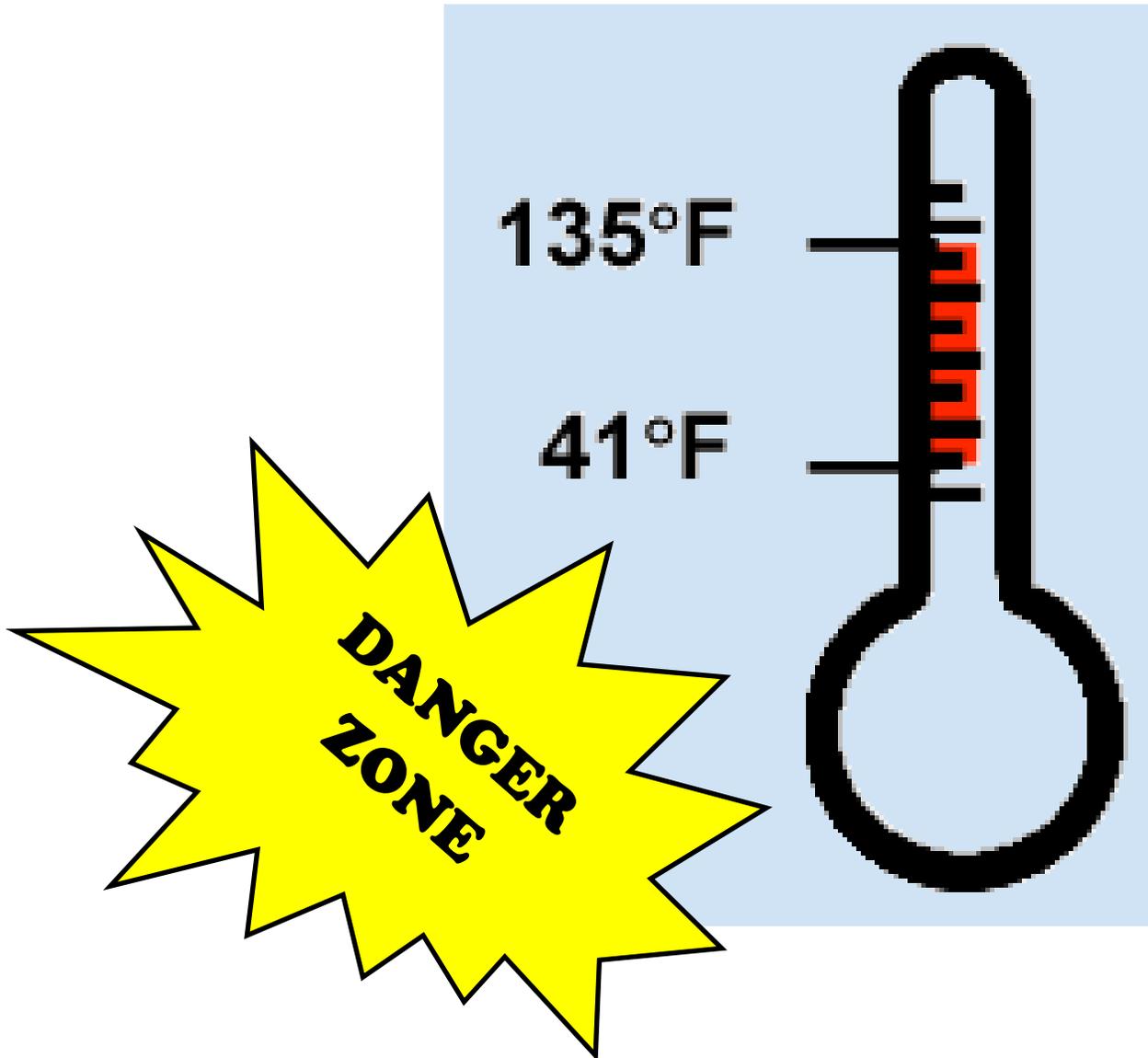
Stir regularly.

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 manufacturer 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:

Immunocompromised, preschool age children , or older adults; and

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

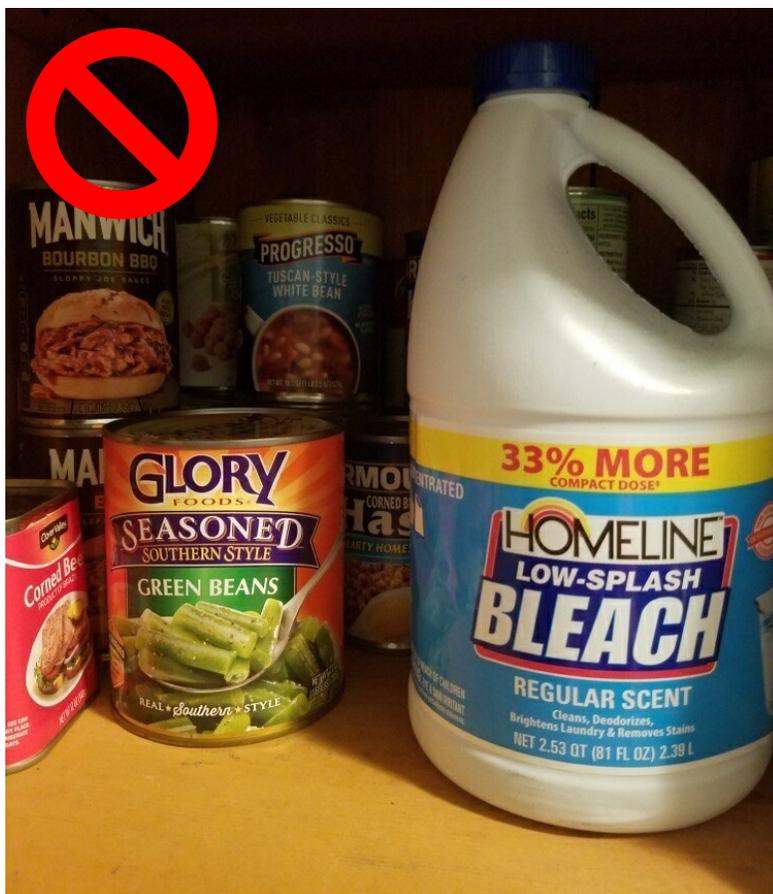
Chemical contamination of food can cause serious illness. Ensure that all chemicals are stored in a designated storage area, below and separate from food and food-contact surfaces, and in correctly labeled containers.

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!

Use a professional exterminator



Use approved traps



Use a screen door



Tightly seal openings



Keep equipment and the interior and exterior of the facility clean



Use fly fans



HACCP and Variance

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:

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

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.

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.

Power Outages



Fire



Flood or Sewer Backup



Water Shortage



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

