**Food Safety Checklist for Warehouse Employees**

**File completed form in Part 4: Continuing Education & Professional Development.**

Required for all Employees including substitutes within 2 days of starting work.

(Note: it is recommended this form be used as a refresher for all employees

at the start of the school year.)

|  |  |
| --- | --- |
|  |  |
| Name of Employee | Position |

|  |  |
| --- | --- |
| **PROCEDURE** | **\*DATE EXPLAINED** |
| **Employee Health Policy (if applicable)**  *Note: Restricting or excluding employees from work pertain to an individual working with unpackaged food, food equipment or utensils, or food-contact surfaces. This situation could be a factor when warehouse drivers are allowed into kitchen facilities where food preparation is occurring. Assess the risk and determine if a driver should be allowed to enter food preparation areas to deliver foods.* | |
| **Employee Health** -- If you have a sore throat with fever, diarrhea, vomiting, or nausea, tell your manager as these are all possible symptoms of foodborne illness. You must tell your manager if you have been diagnosed with a foodborne illness caused by – *E. coli* O157:H7, *Shigella*, *Salmonella* Typhi, norovirus, Hepatitis A, or nontyphoidal *Salmonella*. If you have one of the four symptoms of foodborne illness, you will *only* be allowed to work when you no longer exhibit the symptoms. If you have been diagnosed with one of the Big Six pathogens, you must provide medical documentation before you can return to work. Read and sign the annual *Employee Health Policy Agreement*. |  |
| **HACCP Plan** | |
| **Location of the HACCP plan and using the information** – Each school has a Hazard Analysis Critical Control Point (HACCP) plan to ensure food safety. Review the contents of the plan and show where the plan is located. |  |
| **Employee’s role in carrying out the HACCP plan requirements** – employees share HACCP/food safety responsibilities with the manager. Food safety is monitored regularly on varied frequencies – daily, weekly, monthly, annually. Refer to the plan for more details. |  |
| **Personal Hygiene** | |
| **Illness policy**—Follow all the instructions contained in the *Employee Health Policy* as pertained to working around exposed foods. |  |
| **Hair restraint – cover all hair** -- A hair restraint, such as a hair net, cap, or wrap around visor, must be worn in a way keeping hair from getting into food when entering food preparation areas for deliveries. Long hair must be pulled back and restrained. Wigs and hairspray are not substitutes for a hair restraint. |  |
| **Bathe daily and no perfume allowed** – Employees must be clean and not wear perfume or other highly scented topical cosmetics. |  |
| **Jewelry – limited to plain wedding band** -- No jewelry can be worn on the hands and arms while working. This includes rings, bracelets, watches, and medical alert bracelets. The only exception is a plain wedding band, with no gemstones, can be worn. A medical alert bracelet can be worn as an ankle bracelet or on a chain as a necklace *if* the chain is long enough to tuck into one’s shirt. |  |
| **Fingernails – short, unpolished, clean with no artificial nails** -- Long fingernails, artificial fingernails, and polished fingernails are not allowed. Employees must keep their nails clean, trimmed, and filed. |  |
| **Open sores, cuts, abrasions, or burns must be completely covered when handling food** -- If you have an infected cut/lesion/boil on your hands or forearms, bandage it and wear non-latex single-use gloves over it if handling exposed foods. |  |
| **Smoking policy** -- Smoking in food storage areas is not allowed. Smoking is only allowed in an area designated by the site manager. Most schools do not allow smoking anywhere on school property. |  |
| **Sneezing/coughing and associated appropriate behaviors** -- Any time you sneeze, cough, touch your hair or body, you must properly wash your hands if handling exposed foods. |  |
| **Eating, drinking, and gum chewing only in designated areas** – Only beverages contained in a lidded cup with a straw can be consumed while working in food storage or preparation areas. While in use, the drink cup must be stored in a location designated by the warehouse manager and nowhere else. Eating and gum chewing is also not allowed except in areas designated by the warehouse manager. |  |
| **Break and meal policy** – where and when breaks and meals occur – Eating is not allowed while working except during breaks in an area designated by the warehouse manager. |  |
| **Locker room and storage of personal items** – Personal belongings can only be stored in an area designated by the warehouse manager. |  |
| **Handwashing procedures** – when, where, and how to wash hands -- **Hands must be washed for at least 20 seconds using handsoap and warm water at a handwashing sink and then be dried with a clean paper towel. Hands must be washed when handling exposed foods.** |  |
| **Use of hand antiseptics** – If hand antiseptics are used, wash hands before use. Use only hand antiseptics which are approved for use around food. |  |
| **Use of disposable gloves – when to change** -- Hands must be properly washed before putting on non-latex, single-use gloves. Gloves must be worn if handling ready to eat foods. |  |
| **Cleaning and Sanitizing** | |
| **Cleaning and sanitizing** – Follow the Master Cleaning Schedule for assigned tasks. |  |
| **Use of test strips to determine sanitizer strength** – The proper chemical test strips must be used to check the strength of sanitizing solutions prepared for use on food contact surfaces or thermometer probes used to check internal temperatures of foods. Check the strength of the solution each time new sanitizing solution is made. |  |
| **SDS location and proper use of hazardous chemicals** -- Safety Data Sheets (SDS) are in each central warehouse. The storage location varies across sites; manager should inform employees about the location in each facility. A SDS is required for all hazardous chemicals, including bleach, floor cleaners, air fresheners, and the items in the first aid kit. When handling any hazardous chemicals, you must use the product as stated on the label, wear proper protective gear, and properly store them. |  |
| **Receiving and Storage** | |
| Criteria for receiving foods – If assigned the task of checking shipments of food when it arrives, inspect foods within ten minutes of its arrival. Detailed criteria are outlined in HACCP Section 2-5 Safe Food Handling. Time-temperature controlled for safety (TCS) foods arriving cold must be 41oF or colder, frozen foods must be 0oF or colder and hot foods at least 135oF. Food not at proper temperatures, in a damaged container, is past dated, or for which the label is missing must be rejected. Produce and baked goods which are moldy must also be rejected. Rejected foods are stored in a salvage area designated by the warehouse manager until proper arrangements for disposal, return, or crediting can be made with the vendor. |  |
| Storage conditions – cleanliness, foods on floor, and temperature of refrigerators and freezers  Never remove labels from food packages or chemical containers.  Rotate products so the oldest food is in front and newest in back; discard past-dated food.  Keep refrigerators at 39oF or colder, freezers at 0oF or colder, and hot-holding cabinets at least 135oF.  Store food, single-use articles, and clean items at least six inches off the floor in cleanand dry storage areas.  Store cleaning supplies and other chemicals separate from all food, equipment, dishes, utensils, linens, and single-use items.  Do not remove cleaning supplies and chemicals from their original containers unless mixing for use.  Do not overload freezers.  Keep refrigerator and freezer doors closed as much as possible.  Store raw foods below cooked or ready-to-eat foods. |  |

\*  If not part of job responsibility, note as not applicable (N/A).

I understand these policies and procedures and I agree to follow these policies and procedures because of their importance to keeping food safe for our children. I understand following these policies and procedures are a condition of employment in this school and school district.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Employee Signature | Date | Warehouse Manager Signature | Date |