## HANDOUT 1: Food Safety Checklist for Employees

**File completed checklist forms in Part 4: Continuing Education.**

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

(Note: it is recommended to use this form as a refresher for all employees

at the start of the school year.)

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| Name of Employee | Position |

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| PROCEDURE | \*DATE EXPLAINED |
| Employee Health Policy | |
| Employee Health -- If you have a sore throat with fever, diarrhea, vomiting, or nausea, tell person in charge as these are all possible symptoms of foodborne illness. You must tell the person in charge if you have been diagnosed with a foodborne illness caused by – *E. coli* O157:H7, *Shigella*, *Salmonella* Typhi, norovirus, Hepatitis A, or non-typhoidal *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. This includes a period of being symptom free for at least 3 days if diagnosed with norovirus. 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 annually *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 person in charge 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 of the instructions contained in the *Employee Health Policy*. |  |
| Clean clothes worn at work -- Work aprons are *not* to be worn to work; they must be put on after arriving to work. Work aprons must always be removed when going to the bathroom and when taking out garbage. |  |
| Hair restraint – cover all hair -- A hair restraint, such as a hair net, cap, or wrap around visor, must be worn in a way to keep hair from getting into food. 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 on the hands and forearms can be worn 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. |  |
| Smoking policy -- Smoking in food storage, food preparation, and dishwashing areas is not allowed. Smoking is only allowed in an area designated by the person in charge. 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. Proper hand washing means washing for at least 20 seconds with hand soap and warm water at the hand washing sink and drying with a clean paper towel. |  |
| Eating, drinking, and gum chewing only in designated areas – Only beverages contained in a lidded cup with a straw can be consumed while working. While in use, the drink cup must be stored in a location designated by the person in charge and nowhere else. Eating is also not allowed except in areas designated by the person in charge. Gum chewing is not allowed at any time anywhere in the operation. |  |
| 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 person in charge. |  |
| Locker room and storage of personal items – Personal belongings can only be stored in an area designated by the person in charge |  |
| Hand washing and Glove Use | |
| Handwashing procedures – when, where, and how to wash hands -- Hands must be washed for at least 20 seconds using handsoap and water at a handwashing sink and then be dried with a clean paper towel. Hands must be washed:   * after using the bathroom; * after coughing, sneezing, smoking, eating, or drinking; * before putting on gloves; * when switching between raw and ready-to-eat food ; * after handling garbage or trash; * after handling dirty equipment or utensils; and * before and during food preparation. * any time you leave the food preparation area and return (such as going on the dock, going to the cash register, etc.) |  |
| Use of disposable gloves – when to change -- Hands must be properly washed before putting on non-latex, single-use gloves. Always change gloves when they tear; before beginning a new task; every four hours when doing the same task; and after handling raw meat, fish, or poultry. |  |
| Use of hand antiseptics – If hand antiseptics are used, wash hands before use. Use only hand antiseptics which are approved for use around food. |  |
| Cleaning and Sanitizing | |
| Laundry and linen use – Linens are to be stored in a clean dry area at least six inches off the floor. Linens can only be washed in a washing machine and then dried in a dryer. The only exception is wiping cloths can be washed in three-compartment sink and line-dried away from food. |  |
| Wet wiping cloths - All wet wiping cloths must be stored in sanitizer solution when they are NOT in use.  Cloths used under a cutting board are being used to prevent a cutting board from slipping instead of for wiping; however, they are considered in use while they are placed under the cutting board. Using a cloth underneath the board would be in compliance with the Food Code if the board and surface under the board are washed rinsed and sanitized at least every 4 hours or every time cutting tasks are changed to sufficiently prevent cross-contamination or cross-contact AND the cloth is stored in sanitizing solution when not in use. Rubber mats which can be washed, rinsed and sanitized to place under cutting boards to prevent slippage may also be used to stabalize the cutting board. |  |
| 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 in the three-compartment sink, wiping cloth buckets, and spray bottles. Each time new sanitizing solution is made the strength of the solution must be checked. |  |
| SDS location and proper use of hazardous chemicals -- Safety Data Sheets (SDS) are in each school cafeteria. The storage location varies across sites; the person in charge 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 Part 2: *Safe Food Handling Procedures*. 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 or in a damaged container, is past dated, or for which the label is missing must be rejected. Moldy produce and baked goods must also be rejected. Rejected foods are stored in an area designated by the person in charge. |  |
| 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 clean and 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 and do not put hot food inside the freezer.  Keep refrigerator and freezer doors closed as much as possible.  Store raw foods below cooked or ready-to-eat foods. |  |
| Preparation | |
| Location of standardized recipes and procedures and how to use them – Always follow standardized recipes approved for this facility. Ask the person in charge for clarification if recipes are not clearly understood. |  |
| Handling ready-to eat-foods – Avoid bare hand contact and properly use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equiopment to handle ready-to-eat foods. |  |
| Use of separate sanitized cutting boards, knives and utensils for raw meats, fish and poultry – Clean and sanitize items between uses. |  |
| How to measure and record food temperatures, storage, cooking, and holding – Foods must be at proper temperatures. All foods being hot-held must be at 135oF or hotter and cold foods at 41oF or colder. Cooking temperatures are noted on the standardized recipe or standardized procedure, which must be used to prepare food. |  |
| How to handle leftovers, monitor and record temperatures, discard and/or store, reheating procedures - – All leftovers must be used within 72 hours and pre-prepared foods within four weeks. Food temperatures must be recorded on the daily production record. |  |

\*  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.

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| Employee Signature | Date | Person in Charge Signature | Date |