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**Safe Food Handling Policies and Procedures**

**Welcome….**

The Interfaith Community Shelter would like to thank you for your time and commitment given to those in need in our community. As our kitchen is now a certified commercial kitchen, we are bound by the laws established by the New Mexico Environment Department. These laws are established to ensure health and safety of those being served. For our commercial kitchen to remain in compliance, all kitchen staff must know and follow the following instructions and guidelines.

**Kitchen Personnel Guidelines**

1. Hand washing and glove procedures must be followed at all times.
2. Cleaning and sanitizing procedures must be followed at all times.
3. Safe food handling/preparation guidelines must by followed at all times.
4. All personnel shall be free from communicable disease

Food handlers shall not suffer from diseases including but not limited to hepatitis A, salmonella, E.coli, acute gastrointestinal illnesses, have nasal discharge, productive coughs, or open wounds.

1. No eating or drinking in food preparation or service areas.
2. Clothing and aprons shall be clean
3. Remove jewelry prior to handling food
4. Hair must be managed by the use of caps or pulled back with the use of rubber bands or hair ties.
5. Smile and greet guests with respect and friendliness

**Kitchen and Dining Room**

**Cleaning/Sanitizing Instructions**

Prior to serving/preparing

1. Fill red sanitizing bucket with water/sanitizer solution (bleach)

Fill bucket with one gallon water

Measure approx. ½-3/4 tablespoon bleach per one quart of water

With dry hand, use quat test strip, strip should read 200 p.p.m.

1. Fill spray bottle with water/bleach solution

Fill bottle with 32 oz. water

Measure ½ - 3/4 teaspoon bleach

With dry hands, use chlorine test strip, strip should read 100-200 p.p.m.

1. Clean kitchen counters, rolling cart, and dining room tables with sanitizing solution
2. Sanitize kitchen counters and rolling cart with red bucket of sanitizing solution

Let sanitizer work for 2-3 minutes, air dry

1. If needed, fill three part sink with hot water

Wash sink, use small amount of Blue Dawn

Rinse sink, water only

Sanitizing sink, one tablespoon per quart of water

1. If needed, following dishwasher instructions, turn on dishwasher

**Kitchen and Dining Room**

**Cleaning/Sanitizing Instructions**

**After serving/preparing**

1. Wash all dirty dishes, make sure dishes sit in sanitizer for 1 minute
2. Wash all counter with dishwasher cleaner
3. Drain sinks
4. Turn off dishwasher and pull drain plug (see instructions)
5. If needed, empty trashes
6. Sweep and mop floor

**Dishwasher Instructions**

Opening

* Begin with empty dishwasher
* Make sure screens and overflow pipe are in place
* Close door
* Fill basket into dishwasher
* Close door, press and hold start button (if not filling, hold ‘fill’ button
* Wash about 60 seconds; drains automatically
* Refill= rinse and sanitizer for 30 seconds total
* Open and remove dishes

**Food Storage**

**Dry Goods**

Store dry food in pantry area or in crates along the walls. Food must always be stored at least 6” above floor.

Rotate food - bring older food to front and new food to back. Dispose of expired food.

**Refrigerator/Walk-In Cooler**

All prepared foods must be covered and labeled with contents and date.

Rotate food - bring older food to front and newer food to back. Dispose of expired food.

Raw meat must be stored on bottom shelf.

Follow shelf labels when storing food in walk-in cooler.

**Freezer**

All prepared foods must be covered and labeled with contents and date.

Rotate food - bring older food to front and newer food to back. Dispose of expired food.

**If in doubt, throw it out!**

**Food Preparation Guidelines**

**Cross contamination**

Food can be contaminated directly or indirectly from other food.

* Utensils and cutting boards must be cleaned and sanitized between uses.
* Wash hands frequently and thoroughly
* Equipment must be cleaned and sanitized after every use

**Food temperature**

Keep food out of the “danger zone”: Cold food must stay cold (at or below 41 degrees) and hot food must stay hot (at or above 140 degrees). Reheat foods to 165 degrees or hotter. Temperature of food must be taken prior to serving. Keep all cold foods refrigerated until ready to serve.

**Raw fruits and vegetables**

All raw produce must be washed (do not use soap or detergent) prior to cutting or serving. This also includes washing fruit such as melon prior to cutting.

**Proper food thawing**

Food must be properly thawed in refrigerator, under cold running water, microwave oven when part of continuous cooking process, or frozen placed directly in oven as part of the continuous conventional cooking process.

**Proper food cooling**

Cool food in shallow containers. Limit depth of food to 2 inches or less. Place very hot foods on rack at room temperature for approx. 20 minutes before refrigeration. If food is warm, leave container cover slightly cracked until food has cooled in refrigerator.

**Hand Washing**

Wet hands with warm water, soap and scrub for 20 seconds, rinse under clean, running water, and dry completely with paper towel.

**Wash Hands…**

At beginning of shift

After leaving and re-entering kitchen

After touching hair, face, or any body part other than clean hands/arms

After handling raw foods (uncooked meat/poultry, eggs, produce, etc.)

Between glove changes

**Gloves**

**Anyone touching food must wear gloves**

Change Gloves…

After leaving and re-entering kitchen

Between touching raw food and ready to eat food

After touching hair, face, or any body part other than clean hands/arms

After touching contaminants (dirty dishes, emptying trash, etc.)