



Farmington Valley Health District

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Trainer Guide

This training document will enhance food safety training programs and serve as a training tool to teach food safety concepts. The Farmington Valley Health District's Trainer Guide should be used by the Certified Food Protection Manager or Person in Charge in conjunction with the employee training record. Together they will instill a familiarity with essential food safety fundamentals.

Definitions

Certified Food Protection Manager (CFPM) is person in charge who demonstrates knowledge by being a FOOD protection manager that is certified by a FOOD protection manager certification program that is evaluated and listed by a Conference for Food Protection-recognized accrediting agency.

Person In Charge (PIC) means the individual present at a FOOD ESTABLISHMENT who is responsible for the operation at the time of inspection.

Ready-To-Eat (RTE) Foods are foods intended to be consumed as they are. These foods do not require additional washing, cooking, or additional preparation by the food service worker.

Time/Temperature Control for Safety (TCS) means a FOOD that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.

Cross Contamination is the transfer of harmful microorganisms from one food item to another food item, often by a way of unclean hands and equipment, ill food workers, raw foods, and chemical abuse.

Food Protection

Receiving Safe Food

- Food in the food service establishment must be purchased from an approved source.
- Check all food products being delivered for temperature abuse and signs of mishandling.
- Visually inspect produce for spoilage (mold, blemishes, cuts, mushiness, discoloration, wilting, or dull appearance).
- Dry and canned food products must be carefully checked for damage (holes, tears, punctures, swollen ends, leaks, rust, and dents).
- Never allow any home canned products in the food service establishment

Keeping Foods Safe in Storage

- If taken out of their packages, food products should be stored in clean, covered food containers with clearly marked labels.
- Dates should be included. Foods prepared and held in a food establishment for more than 24 hours on site at facilities are to be clearly dated. The day the food is prepared or opened shall be counted as day 1 to a maximum of 7 days.
- Check all refrigeration temperatures prior to storage.
- Always store raw meat, poultry, and fish below Ready-To-Eat foods.
- Ensure there is ample space between different food products to eliminate the risk of cross contamination.
- Use the First In, First Out (FIFO) method.
- Never store food products near chemicals or pesticides.

Protecting Foods from Cross Contamination

- Use clean and sanitized work areas, cutting boards, knives, and utensils for each new task.

- Wash your hands immediately before engaging in food preparation and after engaging in activities that contaminate the hands.
- Wash fruits and vegetables in a designated food preparation sink that has been properly washed, rinsed, and sanitized. If a food preparation sink is unavailable, use the sanitizer bay of the three bay sink.
- Assign specific color-coded cutting boards for each type of food product.
- Store all sanitizing wiping cloths in an approved sanitizer solution between uses.

Protecting Foods from Bare Hand Contact

- Eliminate bare hand contact with Ready-To-Eat food by using utensils such as tongs, spoons, scoops, deli papers, and single-use disposable gloves.

Single-Use Disposable Gloves

- If gloves are used, they should be changed before starting a new task, and hands must be washed before putting on a new pair.
- Gloves must be changed often and removed PRIOR to leaving your immediate work area.

*****SINGLE-USE GLOVES ARE NOT AN ALTERNATIVE TO HANDWASHING*****

Personal Health and Cleanliness

Ill Food Workers

- All food service workers must report any illness of diarrhea or vomiting to the manager of the restaurant or establishment prior to working.
- Managers must exclude food service workers from working if they have the following symptoms: nausea, vomiting, diarrhea, stomach cramps, sore throat, and fever.
- **Food handlers can be permitted to return to work provided that they have been symptom-free for 48 hours. In some instances, however, they may also be required to submit a stool sample and will not be allowed to return to work until they have been cleared by the FVHD (perhaps 48 hours or longer.)**
- **Management or Person In Charge must contact the FVHD with knowledge of an ill employee.**
- Cuts, burns, boils, sores, skin infections, or wounds should be covered with a bandage when the food service worker is working with or around food or food contact surfaces.
- Disposable gloves or finger cots must be worn over bandages on hands.
- Medications must be stored with personal belongings away from areas where food is prepared, served, and stored.

Handwashing Requirements and Procedures

Handwashing Stations and Supplies:

- All handwashing stations must be conveniently located and accessible for use.
- All handwashing stations must provide hot and cold water, hand soap, single use paper towels and/or dryers, and a waste can for used paper towels.
- Employees must properly wash their hands **only** in the handwashing sink.

Food service workers must wash their hands using a designated hand wash sink:

- Before starting work
- After touching bare human body parts
- After using the bathroom
- After coughing or sneezing into their hands or arms
- After eating, drinking, smoking, or using a cell phone
- After handling soiled equipment or utensils
- Between changing gloves
- After handling money
- Immediately before food preparation
- When switching between working with raw foods and Ready-To-Eat foods
- As often as necessary to prevent contamination

Proper hand washing consists of:

- Scrubbing hands with a handwashing soap which is dispensed in a sanitary manner.
- Lathering for at least 20 seconds.
- Rinsing hands in warm water and drying with single-use disposable towels or an air drying method.
- **Hands and fingernails should be washed and cleaned thoroughly before handling food, between each task, and before using food preparation equipment (see list above).**
- **Hand sanitizers should never be used in place of proper handwashing.**

Good Hygienic Practices

- Employees must store their personal items away from food preparation, storage, and work areas.
- Only clean linens and clothing must be worn.
- Workers must keep their fingernails trimmed and filed. Artificial fingernails and nail polish are not allowed if food workers are preparing and dispensing foods.
- Eating is not allowed in the kitchen.

- Effective hair restraints (chef hats, baseball caps, bandanas) must be worn when necessary.
- Smoking is prohibited in all food service facilities.
- Dirty mop water must be discarded in an approved mop sink, floor drain, or toilet. DO NOT discard mop water into a dishwashing machine, food preparation sink, three bay sink, onto the ground, or in a storm drain.
- **Hand cuts or sores should be covered with a clean bandage with a glove or finger cot.**

Food Temperature Control

Probe Thermometers

- All food service establishments must have at least one accurate probe thermometer.
- Metal stemmed probe thermometers and thermocouples are acceptable types of food temperature gauges.
Thin probes may be required for certain types of foods.
- Use probe thermometers to monitor and ensure that potentially hazardous foods are cooked, cooled, reheated, and held at proper temperatures.
- Probe thermometers must be stored in a clean, sanitary, and convenient location.
- Sanitize all probe thermometers before and after each use with approved, single use sterile alcohol wipes.
- Calibrate all thermometers regularly by using an ice / water bath slurry. Temperature should be $32^{\circ}\text{F} \pm 2^{\circ}\text{F}$.

Food Temperature Danger Zone

The temperature range in which foodborne microorganisms can grow is known as the **DANGER ZONE**.

Disease causing microorganisms rapidly grow and multiply at temperatures between **41°F and 135°F**.

Whenever food is held in this danger zone, it may be considered hazardous to eat.

Minimum Cooking Temperatures

- Shell Eggs, Fish, Meat (Including Pork): 145°F
- Ground or Meat and Fish Products: 158°F instantaneously
- Stuffed Fish, Stuffed Meat, Stuffed Pasta, Stuffed Poultry, all with PHF Ingredients: 165°F
- Whole Roasts, Corned Beef, Pork Roasts: 145°F for 3 minutes
- Poultry, Stuffing, Ground Meats, Game Meats: 165°F

***** PORK AND POULTRY SHALL NOT BE UNDERCOOKED*****

Consumer Advisory

Some types of Potentially Hazardous Foods may be undercooked or served raw provided that the Consumer Advisory is provided on the menu. The **CONSUMER ADVISORY** must state on the menu: **“Thoroughly cooking meats, poultry, seafood, shellfish, or eggs reduces the risk of foodborne illness.”** The Consumer advisory requirement is met when both a **disclosure** (clear identification of the food item) and **reminder** (Consumer Advisory statement) are provided. Facilities such as nursing homes, schools, convalescent homes, daycares, and hospitals may not undercook foods. All foods must be thoroughly cooked.

Pasteurized Eggs and Egg Products

Pasteurized eggs are eggs that have been pasteurized in order to reduce the possibility of food-borne illness in dishes that are not cooked or lightly cooked. They may be sold as liquid egg products or pasteurized in the shell.

- Pasteurized eggs or egg products may be used instead of raw shell eggs in the preparation of foods that are not thoroughly cooked.
- Pooling eggs in advance of service is prohibited unless they are pasteurized.
- Eggs may be used if only from an approved USDA farm or from a farm registered with the CT Department of Agriculture Voluntary Small Shell Egg Processing Plant Inspection Program.

Hot and Cold Holding for Potentially Hazardous Foods

- Hold all potentially hazardous foods at **41°F OR BELOW** or **135°F OR ABOVE**. PHFs have the potential to support the rapid growth of bacteria when held at temperatures between **41°F** and **135°F**.
- Use pre-chilled ingredients to maintain a better cold holding temperature after the product has been prepared (e.g. cold tuna and cold mayonnaise for tuna salad).

Cooling Procedures for Hot Foods

- When cooling large pieces or batches of hot foods, begin by cutting large items into smaller pieces or dividing large batches into several shallow stainless steel pans. Store containers **uncovered** in a protected location in the refrigerator or walk-in cooler.

- Thick foods, such as chili and stew, should be cooled in pans with a product depth no more than two inches. Thinner liquids, such as stocks and soups, may be cooled in an ice-water bath prior to refrigeration.
- Ice-water baths should be brought to the food level in the container.
- Rapid cooling paddles may be used with ice-water baths to aid in cooling.
- Monitor and record the cooling times for each type of food.
- Cooling temperature requirement for hot foods:

From 135°F to 70°F within 2 hours

Then

From 70°F to 41°F within 4 additional hours

Thawing Frozen Potentially Hazardous Foods

- In the refrigerator at 41°F or below.
- Under cool running water at 70° F
- In a microwave (continue to cook after this procedure)
- As part of the cooking process if the food item is three pounds or less.

*****NEVER THAW FROZEN FOODS AT ROOM TEMPERATURE*****

Reheating Foods that are Time/Temperature Control for Safety

- Reheat all previously cooked food to an internal temperature of at least **165°F** within 2 hours.
- Use ranges, ovens, steamers, and microwaves to reheat food – never use hot holding equipment if it is not designed to reach and maintain the necessary temperatures.
- Reheat food in small batches to shorten reheating time.
- Reheat food only once.
- Record the reheating times for each type of food.

Microwave Cooking (not recommended due to cold spots)

Foods that are Time/Temperature Control for Safety should be:

- **Rotated or stirred** throughout or midway during the cooking process to compensate for uneven distribution of heat.
- **Covered** to retain surface moisture
- **Heated** to a temperature of at least 165°F in all parts of the food
- **Allowed to stand** covered for 2 minutes after cooking

Cleaning and Sanitization Procedures

Cleaning Agents

- Check with suppliers to find out which compounds are suitable for your cleaning needs. Follow manufacturer's instructions carefully.
- Employees should never combine compounds or attempt to make up their own cleaning agents.

Sanitizing Agents

- **Chlorine (unscented bleach)** is the most common type of sanitizer used to sanitize equipment and utensils. Chlorine kills a wide range of microorganisms. The sanitizing solution must make contact with the surface for at least 1 minute. The required concentration for chlorine sanitizer solution is 50 – 100 ppm at a temperature between 75°F and 115°F.
- **Quaternary Ammonium (quat)** is a sanitizer that remains active for a short period of time after it has dried. Quat sanitizer does not kill certain types of microorganisms. The sanitizing solution must make contact with the surface for at least 1 minute. Most manufacturers recommend a minimum concentration starting at 150 ppm to an upper strength of 400 ppm. Follow manufacturer's directions for the sanitizing concentration.
- **High Temperature Warewashing Machines** rely on hot water to clean and sanitize. Water temperature is critical and may vary with the model. The final sanitizing rinse temperature must be at least 180°F.
- **Manual Warewashing** using a three compartment sink may be used for larger kitchen items to be cleaned and sanitized.

Three compartment sink procedures:

- Before washing items, clean and sanitize each sink and all warewashing work surfaces.

- Pre-scrape debris from equipment.
- Immerse and wash equipment in the first bay sink with warm, soapy water.
- Immerse and rinse equipment in the second bay sink with clean, warm water.
- Immerse and sanitize equipment for 1 minute in chlorine or quaternary sanitizing solution in the third bay sink. Follow manufacturer's directions for the sanitizing concentration.
- Air dry equipment before use or storage. **Do not dry with a towel or wiping cloth.**
- Chemical test strips must be used to check all sanitizer concentrations throughout the day.
- Keep an adequate supply of chlorine and quaternary type sanitizers on site.
- It's important to make sure all chemical spray bottles, sanitizer buckets, and chemical containers are labeled and stored in a safe manner.
- Use paper towels with spray bottle sanitizer and wiping cloths with bucket sanitizer. When not in use, store wiping cloths in sanitizing solution.

Cleaning Procedures for Food and Non-Food Contact Surfaces

- Food contact surfaces and equipment that are used continuously must be cleaned and sanitized every 4 hours.
- Non-food contact surfaces must be cleaned frequently, keeping them in a clean and sanitary condition.

Food Allergies

A **food allergy** is the body's negative reaction to a particular food or foods. Allergic reactions may occur immediately after the food is eaten or several hours later. The reaction may include some or all of the following symptoms:

- Tingling or itching in and around the mouth, face, or scalp
- Swelling of the lips, face, tongue, or other parts of the body
- Tightening in the throat
- Wheezing, nasal congestion, shortness of breath, or trouble breathing
- Hives, itching or eczema
- Dizziness or lightheadedness
- Fainting or loss of consciousness
- Abdominal pain, diarrhea, nausea, or vomiting
- Death

Common Food Allergens

- Employees should be aware of the most common food allergens, which include milk and dairy products, egg and egg products, fish, shellfish, wheat, soy and soy products, peanuts, and other nuts.
- **Food allergies may affect all individuals including children who are more susceptible.**
- **Food service facilities are encouraged to inform their customers about menu items that may contain more common allergens. It is recommended that these menu items are clearly identified on the menu.**

Disclaimer

The information presented in this training document has been collected from the National Restaurant Association Educational Foundation. The accuracy of the information presented is not guaranteed, nor is any responsibility assumed or implied, by the Farmington Valley Health District for any damage or loss resulting from inaccuracies or omissions.

NAME OF EMPLOYEE



Employee Training Sheet

Training Topics	Date Completed	CFPM /Trainer Initials	Employee Initials
Food Protection			
a. Receiving Safe Food			
b. Keeping Foods Safe in Storage			
c. Protecting Foods from Cross Contamination			
d. Protecting Foods from Bare Hand Contact			
e. Single-Use Disposable Gloves			
Personal Health and Cleanliness			
a. Ill Food Workers			
b. Handwashing Requirements and Procedures			
c. Good Hygienic Practices			
Food Temperature Control			
a. Probe Thermometers			
b. Food Temperature Danger Zone			
c. Minimum Cooking Temperatures			
d. Consumer Advisory			
e. Pasteurized Eggs and Egg Products			
f. Hot and Cold Holding			
g. Cooling Procedures for Hot Foods			
h. Thawing Frozen PHFs			
i. Reheating PHFs			
j. Microwave Cooking			

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Cleaning and Sanitization Requirements and Procedures			
a. Cleaning Agents			
b. Sanitizing Agents			
c. Cleaning Procedures for Surfaces			
Food Allergies			
d. Food Allergy Symptoms			
e. Common Food Allergens			

Employee Training Sheet Information

Name of Establishment: _____

Address of Establishment: _____

Certified Food Protection Manager / Trainer: _____

Duties: _____

Signature and Title: _____ Date: _____

Signed by Certified Food Protection Manager/ Trainer

Signature and Title: _____ Date: _____

Signed by Employee