POLICY

It is the policy of Ageia Health Services that all employees are trained in and follow all policies regarding food safety and kitchen sanitation.

PROCEDURES

SANITATION RULES

- Dietary Services Supervisors are responsible to train and monitor staff in correct food handling and sanitation skills to insure food safety and quality.
- Obtain a copy of the Food Safety and Sanitation Rules from your local state or county office that regulates food service.
- Observe food safety rules at all times.
- Maintain kitchen sanitation and staff training in accordance with local codes.

FOOD SAFETY AND SANITATION PRACTICES

- Foodservice Safety and Sanitation is the process of keeping food free from harmful bacteria and diseases.
- Food borne illnesses require three elements to multiply, they are:
  - Favorable temperature—between 40 and 140 degrees Fahrenheit;
  - Proper environment—low-acid, moist, protein-rich foods are favored;
  - Time.

HAND WASHING

- Hand washing is the first line of defense in preventing food-borne illnesses and must be done before beginning work, between tasks, after smoking, eating, drinking, using the toilet, handling garbage or dirty dishes, touching your hair or face or using the telephone.
- The Hand Washing placards must be posted at all hand washing sinks in the Dining Services area and followed at all times. Always use the hand sink and not the food prep or dish sink.
Proper Hand Washing Technique:

- Wet your hands with warm water.
- Use soap to build up a good lather.
- Wash both hands thoroughly, up to the elbows.
- Use a nail brush to scrub nails.
- Rinse, and wash hands again.
- Dry with an air dryer or disposable towel.

PROPERLY PREPARING AND HANDLING FOOD

There are 5 major steps to preparing safe food, they are:

1. **Start with fresh wholesome food** –
   a. Buy only from known and approved sources.
   b. Order only as much as you need.
   c. NEVER accept or use canned goods that are damaged, bulging or rusted.
   d. Store food promptly in the proper storage area.
   e. Follow the “First In, First Out” rule for using food.

2. **Prepare food carefully** –
   a. Thaw foods in the refrigerator or under cold running water. Only use the microwave if you plan to cook the food right away.
   b. Wash all raw foods using the food prep sink.

3. **Avoid cross-contamination** –
   a. Don’t mix food with your hands.
   b. Use clean utensils for each food.
   c. Use cutting boards made of acrylic, plastic or other nonporous materials.
   d. Use separate cutting boards for prepared and raw foods.
   e. Wash and sanitize cutting boards, knives and utensils after each use.

4. **Cook foods to kill germs** –
   a. Heat food completely and quickly.
   b. Use a thermometer to insure foods reach an internal temperature of:
      i. 160 degrees for red meats;
      ii. 145 degrees for fish and shellfish;
      iii. 165 degrees for reheated foods;
      iv. 180 degrees for whole poultry.
   c. Soups and gravies, etc., should be heated to a rolling boil for several minutes.
5. **Keep germs away from prepared foods** –
   a. Hold foods covered and at safe temperatures above or below the 40-140 degree zone and only for short periods.
   b. Immediately refrigerate food that will not be used.
   c. Refrigerate foods in shallow containers to facilitate quick cooling.
   d. Do not touch prepared foods with your hands.
   e. Do not let prepared foods touch raw foods.