

## **First Unitarian Church of Des Moines Food Safety Policy**

This policy applies to all staff/volunteers that handle food, including but not limited to: Wednesday night chefs, religious education volunteers and childcare staff.

New volunteers will be required to review this policy with staff or volunteer leaders and sign off on policy annually before they are allowed to handle food. Additionally, safety checklists will be posted in the kitchen.

There are several areas of food safety as outlined below:

### **Wash hands frequently, using hot water and soap:**

- ❖ Before starting work
- ❖ During food preparation as often as necessary to prevent cross contamination when changing tasks and when changing from handling raw foods to cooked foods.
- ❖ And after:
  - coughing, sneezing, using a handkerchief or tissue.
  - Touching bare human body parts.
  - Eating, drinking or smoking.
  - Handling raw meats, poultry and fish.
  - Handling garbage, sweeping or picking up items from the floor.
  - Using cleaners and other chemicals.
  - Using the toilet.
  - Handling soiled equipment and utensils.
  - Switching between raw foods and ready-to-eat foods.

### **Avoid cross-contamination:**

Cross contamination occurs when harmful bacteria are transferred from one food to another by means of a nonfood surface, such as utensils, equipment or human hands. Cross contamination can also occur food to food, such as when thawing meat drips on ready-to-eat vegetables. Prevent cross contamination by observing these recommendations:

- ❖ Use proper hand washing procedures.
- ❖ Use clean and sanitized utensils and cutting boards when preparing food. Clean cutting boards thoroughly with hot soapy water, followed by a hot water rinse.
- ❖ Store cooked food and raw food separately. Do not leave raw meat out on the counter for more than a few minutes.
- ❖ Wash all fresh fruits and vegetables with clear running water. Use a brush as necessary.

- ❖ Wash, rinse and sanitize can openers. Wash and rinse tops of cans before opening.
- ❖ Prepare batches of food no further in advance than necessary. If necessary to prepare in advance of serving, refrigerate immediately.

### Thawing

Thaw foods in refrigerator units, under cool running water, or in a microwave oven (depending on the amount of food). If thawing foods in running water, do not allow thawed portions of raw animal foods to be above 41F for more than four hours.

- ❖ Do not thaw meat or other foods at room temperature.
- ❖ Cook microwave-thawed foods immediately.

### Cooking

- ❖ Cook foods to a safe internal temperature.
- ❖ Do not interrupt cooking times by partially cooking foods.
- ❖ Use tasting spoons -- not the stirring spoon -- to test foods. A clean tasting spoon should be used every time food is tested.

### Holding/Displaying Foods between Preparation and Serving

- ❖ Fresh vegetables and produce must be refrigerated until preparation/cooking or serving.
- ❖ Keep hot foods hot and cold foods cold.
- ❖ Hold cold foods in serving containers on ice or in the refrigerator.
- ❖ Do not put previously held food on top of freshly prepared food. Use up the previously held food first.
- ❖ Do not handle ready-to-eat foods such as lettuce, ham and cheese with bare hands. Use spatulas, tongs, or clean utensils to handle food.
- ❖ In self-service/buffet situations, provide spoons or tongs so human hands do not touch food.
- ❖ Handle plates by their edges, glasses by the bases and cups by their handles.
- ❖ Handle utensils by their handles.
- ❖ Use metal or plastic scoops -- not glasses, bowls, cups or plates -- to scoop ice.

In addition to the above requirements all volunteers are responsible for:

- ❖ Keeping cooking/serving areas clean.
- ❖ When finished, make sure the space is left the way you found it or better. This includes wiping down countertops, the stove top, and the sink area.
- ❖ If you are cooking do not leave oven or stove unattended while it's on.
- ❖ Do not leave leftover food in the fridge unless you have spoken to staff and know how that food will be used in the future.
- ❖ Label all items left in kitchen or pantry as appropriate.

This policy protects you, the church, its members and friends.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Staff Signature \_\_\_\_\_

Date\_\_\_\_\_

Updated 9/13/11

### **First Unitarian Church of Des Moines Food Safety Checklist:**

- ✓ Wash hands before beginning a task and after every interruption that could contaminate hands.
- ✓ Avoid cross-contamination. Cross contamination occurs when harmful bacteria are transferred from one food to another by means of a nonfood surface, such as utensils, equipment or human hands.
- ✓ Wash all fresh fruits and vegetables with clear running water. Use a brush as necessary.
- ✓ Prepare batches of food no further in advance than necessary.
- ✓ Refrigerate until serving time.
- ✓ Thaw foods in refrigerator units, under cool running water or in a microwave oven (depending on the amount of food). If thawing foods in running water, do not allow thawed portions of raw animal foods to be above 41F for more than four hours.
- ✓ Cook foods to a safe internal temperature.
- ✓ Keep hot food hot and cold foods cold.
- ✓ Do not put previously held food on top of freshly prepared food. Use up the previously held food first.
- ✓ Do not handle ready-to-eat foods such as lettuce, or ham and cheese with bare hands. Use spatulas, tongs, or clean plastic gloves to handle food.
- ✓ Keep cooking/serving areas clean.
- ✓ When finished, make sure the space is left the way you found it or better. This includes wiping down countertops, the stove top, and the sink area.
- ✓ Do not leave leftover food in the fridge unless you have spoken to staff and know how that food will be used in the future. Label as appropriate.