

## TOOLS, TIPS & INFORMATION FOR THE KITCHEN~

### Personal Hygiene

*Good personal hygiene is a basic requirement for implementing a food safety program. All child nutrition employees must follow the Standard Operating Procedures for personal hygiene that are written for their nutrition program. The purpose of having a Standard Operating Procedure for Personal Hygiene is to prevent contamination of food by child nutrition employees. Poor personal hygiene is a risk factor that must be controlled in all types of foodservice operations.*

- Many food safety and contamination concerns such as personal hygiene are matters of common sense.
- Practicing good hygiene means good health habits including bathing, washing hair, wearing clean clothing, and frequent hand washing.
- Poor personal habits are serious hazards in foodservice kitchens.
- Staff in clean attractive clothes or uniforms is a signal that the sponsor offers a quality program.

#### **TASTING FOOD, THE CORRECT WAY:**

- Place a small amount of food into a separate container.
- Step away from exposed food and food contact surfaces.
- Use a clean teaspoon to taste the food.
- Remove the used teaspoon and container to the dish room.
- Never reuse a spoon that has already been used for tasting.
- Wash hands immediately.

#### **GOOD PERSONAL HYGIENE**

- Report to work clean, in good health, and dressed in clean attire.
- Change apron when it becomes soiled.
- Do not wear apron outside the kitchen and serving area. Take apron off before using the restroom.
- Wash hands properly, frequently, and at the appropriate times.
- Keep fingernails trimmed, filed, and maintained.
- Keep fingernails short and without artificial nails or nail polish.
- Do not wear any jewelry except for a plain ring such as a wedding band.
- Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
- Report any illness to manager.
- Cover any lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
- Eat, drink, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
- Wear hairnet, hat, or cap while in the kitchen. Long hair that touches the collar should be tied back and away from the face.
- Follow the correct way to taste food.

## HANDWASHING

Handwashing is the single most important practice in any child nutrition program. Child nutrition employees can improve the safety of the food they serve by washing their hands frequently, correctly, and at the appropriate times. Handwashing minimizes the risk of passing along bacteria or viruses that can cause foodborne illnesses. Follow state or local health department requirements.

**It is important to know how and when to wash hands and exposed areas of the arms.**

### How

- Wet hands and forearms with warm running water at least 100 °F and apply soap.
- Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10–15 seconds. Rinse thoroughly under warm running water for 5–10 seconds.
- Dry hands and forearms thoroughly with single-use paper towels. Or, dry hands using a warm air hand dryer.
- Turn off water using paper towels.
- Use paper towel to open door when exiting the restroom.
- Never wash hands in the food preparation sink.

### When

- Beginning to work, either at the beginning of shift or after breaks
- Before-
  - When moving from one food preparation area to another
  - Putting on or changing disposable gloves
- After-
  - Using the toilet, and again after exiting the restroom
  - Sneezing, coughing, or using a handkerchief or tissue
  - Touching hair, face, or body
  - Handling raw meats, poultry, or fish
  - Eating, drinking, or chewing gum
  - Clean up activity such as sweeping, mopping, or wiping counters touching dirty dishes, equipment, or utensils
  - Handling trash
  - Handling money
  - Any time that hands may have become contaminated

## DISPOSABLE GLOVES

Use Disposable Gloves Properly

- Gloves can cause contamination just like hands, treat them like second skin.
- Whenever hands should be washed, use a new pair of disposable gloves.
- When changing from old gloves to new gloves or putting gloves on for the first time, hands must be washed.
- Wash hands before and after use of disposable gloves.
- Wear gloves when preparing and serving ready-to-eat-foods such as fresh fruits and vegetables, sandwiches, and salads.
- Change gloves frequently and between tasks.
- Never handle money and food while wearing the same gloves.
- Change gloves after sneezing, wiping nose, touching hair, or other contact with germs.
- Never re-use or wash gloves.
- Dispose of soiled gloves after use.
- Change gloves and wash hands between handling raw meat and ready-to-eat foods.

**Remember to follow state or local health department requirements.**

### 8 Steps of Handwashing with Soap and Water

