

Food Handling

Your Self-Training Manual



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Why Read This Book?

Training Required

The goal of this program is to provide you with a basic understanding of food safety.

A “Person in Charge” is Required

Someone at your location must be in charge during all hours of operation. This person in charge (PIC) is responsible for knowing the food sanitation rules and the procedures within your establishment. This person is responsible for providing you with information you need to perform your job.

The PIC is usually a manager or supervisor but can be anyone who can demonstrate the knowledge listed above and is given the authority to oversee other employees.

Keep This Book to Use as a Reference

This book is yours and should be kept at hand in case you have any questions. If something comes up that you cannot answer with this book, ask the “person in charge” or call your local county health department for help.

Phone numbers of the local health department in your county:

Brevard 321-454-7111

Orange 407-858-1487

Osceola 407-343-2000

Seminole 407-665-3000

Food Handler Training

Learning Objectives

The concept of foodborne illness will be introduced. The training will address personal hygiene, contamination, and temperature control to reinforce the food handler's behaviors, which can prevent foodborne illness.

Employee Illness

1. The food handler will know to call the person in charge at the food service facility when ill with diarrhea, vomiting, jaundice, or fever with sore throat.
2. The food handler will know not to work in the food service facility while ill with these symptoms.
3. The food handler will know to not work in food service for 24 hours after symptoms of diarrhea or vomiting have gone.
4. The food handler will know not to handle food with an infected boil, cut, burn, or sore on the hand or wrist. Food may be handled if the injury is covered with a clean bandage and a latex-free glove.

Handwashing

Workers will understand elements of good handwashing.

1. The food handler will be able to identify the correct technique for handwashing:
 - Use running warm water and soap
 - Scrub hands and rinse thoroughly (approximately 20 seconds)
 - Dry hands with single-use towel, or air dryer
2. The food handler will be able to identify situations when food handlers must wash their hands:

- Before starting work
 - After using the toilet and again when entering work area
 - After handling raw food and raw animal products
 - After handling dirty dishes
 - After handling garbage
 - After cleaning or using chemicals
 - After blowing nose, sneezing, coughing, or touching eyes, nose or mouth
 - After smoking, or using tobacco products
 - After eating or drinking
 - Before putting on food service gloves
3. The food handler will know that a double handwash means to lather hands with soap and warm water for approximately 20 seconds, rinse, and repeat a second time. Dry hands with paper towels or air dryer.
4. The food handler will be able to identify situations when food handlers must wash their hands twice (double handwash):
- After using the toilet and again when entering work area (double handwash)
 - After blowing nose, sneezing, coughing, or touching eyes, nose or mouth (double handwash)
 - Before starting work (double handwash)
 - Anytime hands come into contact with body fluids (double handwash)
 - After smoking, or using tobacco products (double handwash)
 - After eating or drinking (double handwash)
5. The food handler will know that food service gloves are capable of spreading germs and are not a substitute for proper handwashing.

6. The food handler will know that smoking, eating, and chewing tobacco is prohibited in food preparation areas, including food and utensil storage areas.

Your Role in Helping Prevent Foodborne Illness

1. The food handler will be able to describe five major mistakes that often cause foodborne illness:
 - Inadequate handwashing
 - Employees working while they are ill
 - Cross contamination
 - Inadequate cooking temperatures
 - Inadequate temperature control (allowing foods to be in the danger zone)
2. The food handler will be able to describe the activities performed by food handlers that prevent foodborne illness from happening. Activities preventing foodborne illness include:
 - Proper handwashing every time hands may have become contaminated
 - Food handlers working only when healthy
 - Storing and handling of foods in a manner to prevent contamination
 - Cooking each animal product to its required internal temperature
 - Maintaining hot and cold temperatures (keeping foods out of the danger zone)

The Role of Management in Helping Prevent Foodborne Illness

1. The food handler will know that the manager sets the tone of what food safety activities occur or don't occur within the facility.
2. The food handler will know that the food service management is responsible for training and ensuring that food handlers practice activities that prevent foodborne illness.

Foodborne Illness

1. The food handler will be able to describe foodborne illness as an illness resulting from eating contaminated food.
2. The food handler will know that food contaminated with organisms (germs) does not always look, smell or taste different from non-contaminated food.
3. The food handler will know that symptoms vary and may include diarrhea, vomiting, fever, cramping and nausea.
4. The food handler will know that depending on the cause, symptoms may develop in a few minutes to several days. Some symptoms may last several days and can result in death.
5. The food handler will know that foodborne illness is caused by organisms (germs), chemicals, or toxins.

Temperature Control

Workers will understand why hot and cold holding temperatures are important factors in preventing illness.

1. The food handler will be able to identify potentially hazardous foods as food that will support bacterial growth when held at temperatures in the danger zone.

2. The food handler will be able to identify the danger zone as any temperature between 41 degrees F and 135 degrees F.
3. The food handler will be able to identify that food being cooled or heated must move through the danger zone as rapidly as possible.
4. The food handler will be able to identify 135 degrees F or hotter as the proper temperature for hot holding potentially hazardous food.
5. The food handler will be able to identify 41 degrees F or colder as the proper temperature for cold holding potentially hazardous food.
6. The food handler will know that you cannot make food safe to eat when food has been in the danger zone for four hours or more.

Contamination and Cross Contamination

Workers will understand why cooking foods to proper temperatures is important for preventing illness

1. The food handler will be able to define and identify physical contamination as foreign objects accidentally introduced into food. Food items may arrive already contaminated with dirt and pebbles.
2. The food handler will be able to define and identify cross contamination as happening when microorganisms are transferred from one food or surface to another food.
3. The food handler will be able to identify methods to prevent cross contamination such as washing, rinsing, and sanitizing utensils, work surfaces and equipment between uses.
4. The food handler will be able to identify storage conditions that will minimize the potential for cross contamination:
 - Store raw meats below and completely separate from ready-to-eat food in refrigeration units

- Store chemicals, cleansers and pesticides completely separate from food, utensils, and single service items
- Properly label all chemicals, cleansers and pesticides

Your Own Health Comes First

Work Only When You Are Well

If you feel sick you should not go to work. The germs you bring to work can spread when you touch food, dishes, counters, utensils, and other people.

- Do not work if you have a fever and sore throat
- Do not work if you have loose bowels (diarrhea)
- Do not work if you are throwing up (vomiting)
- Do not work if you have yellowing of the skin or dark tea colored urine (jaundice)

Wait for at least 24 hours after vomiting or diarrhea have stopped before returning to work.

Tell your manager if you have any of these symptoms. If the manager has questions, he or she can call the County Health Department.

Do not handle food with an infected boil, burn, cut or sore on your hand. Food may be handled if you cover the injury with a clean bandage, and wear a latex-free glove.

Review

Write your answers to the study questions in the space provided.

1. What does it mean to have a person in charge (PIC) in your facility?
2. What should you do at work when you are sick?
3. What are the five symptoms (if you were to have any of them) that you must tell your manager?
4. You must wait 24 hours before returning to work after what symptoms have gone?

Prevent the Spread of Disease

Hand Washing is Very Important

Wash your hands often when working with food and drinks - this gets rid of germs that can make people sick. Wash your hands for approximately 20 seconds with warm running water and soap, and then dry them with clean paper towels, or an air dryer.

Remember to always wash your hands:

- Before you start preparing food
- Before you touch food that will not be cooked
- Before you put on latex-free gloves and after you remove them
- After handling raw meat, fish and poultry
- After you handle trash and take out garbage
- After you handle dirty dishes
- After cleaning or using chemicals

Double handwash is required before starting work, and when your hands come into contact with body fluids. Lather hands with soap and warm water for approximately 20 seconds, rinse, and repeat a second time. Dry hands with paper towel or air dryer.

Double Handwash

It is necessary to wash your hands a second time:

- After you go to the restroom (use the toilet) and wash hands again when you return to the kitchen
- After you eat or drink an open beverage
- After you blow your nose, cough or sneeze, because your hands have touched your nose or mouth
- After smoking or using tobacco products

GermS are Everywhere

GermS such as bacteria and viruses are everywhere. Think of your hands and fingernails as easily "contaminated." Just because they look clean does not mean they are clean. GermS are too tiny to see with your eyes. If you do not wash your hands in the right way and keep your fingernails trimmed short, your hands can put germS in food that will be eaten by your customers. They may get sick from these germS. This is called "foodborne illness" or "food poisoning."

Gloves and Handwashing

Gloves and other barriers do not replace handwashing. Wash hands before putting gloves on and when changing to a new pair.

Change your gloves:

- As soon as they become soiled or torn
- Before beginning a different task
- After handling raw meats, fish, or poultry

Review

Write your answers to the study questions in the space provided.

1. What is it called when someone gets sick from eating food contaminated with germs or toxins?
2. How long must you wash your hands?
3. When must you wash your hands?
4. What is a double handwash?
5. When must you do a double handwash?

Employee Practices

Take Care of How You Look and How You Act

Do not smoke or chew tobacco while you are working or when you are near food or dishwashing areas. Smoke only while you are on a break. After you smoke, wash your hands before you return to work.

Fingernails

Be sure to scrub underneath your fingernails. It is much easier to keep fingernails clean when they are kept short.

Gloves Can Spread Germs

Single-use food service gloves can also spread germs. Always wash and dry your hands before putting on gloves. Wash again when gloves are removed. Change gloves between tasks. When you wear gloves be aware that gloves can spread germs onto food that will not be cooked. Even when you wear gloves, it is best to keep fingernails short.

Beverages

When you are thirsty while working, you may drink from a closed beverage cup with lid and straw or cup with lid and handle. This is allowed only if the food worker is careful to prevent contamination of hands, equipment, any service items, and exposed food.