



**TOWN OF ESSEX
BOARD OF HEALTH
DEPARTMENT
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Food, Fundraising & You

**Food Safety Tips and Information
for a Safe and Successful Event**

Non - Potentially Hazardous food

Volunteers Ready to Work

Before volunteers start food preparation, follow these tips for safe food handling.

Volunteer food handlers should not be sick while working, especially if the volunteer has a communicable condition like a cold, Tuberculosis or fever. **A sick volunteer can pass germs to others.**

Infected wounds, cuts and boils must be cleaned and covered with a bandage. Wear gloves if the cut is on the hand.

Food handlers should be dressed for safety and sanitation. Do not wear open-toed shoes, jewelry, nail polish, artificial fingernails or other adornments (objects) hanging on the body or clothes that could fall into the food.

Food handlers working in the food preparation area must wear hair restraints.

No eating, drinking or smoking while working in the food preparation area. See the next page for handwashing tips. Anyone who handles food must wash their hands prior to starting to work and as often as possible. Make this a habit and make it a priority for everyone.

Handwashing How-To

Handwashing is a must before handling any food product.

Food Safety Begins with CLEAN HANDS

How to Wash Hands

Wash hands and forearms with soap and warm water for at least 20 seconds, rinse thoroughly and dry with disposable towels or a mechanical hot air dryer.

Wash Hands After:

- Coughing or sneezing, or using a tissue or handkerchief
- Leaving the garbage area
- Engaging in any work
- After eating, drinking or smoking
- Nose touching
- Handling raw food like meat or poultry and prior to handling or preparing ready to eat food
- After using the restroom
- New tasks other than handling food
- Disposing of mop water
- Scraping or cleaning food or soil from equipment

Gloves

Gloves protect food from cross-contamination. Every volunteer should wear gloves when preparing or handling food.

Hands must be washed before gloves are put on and hands must be washed after gloves are taken off.

Change gloves as often as necessary to protect food from cross-contamination.

CROSS-CONTAMINATION occurs when raw animal foods come into contact with ready-to-eat and fresh foods like fruits and vegetables. This can occur on cutting boards, by hand contact, on knives, plates and any other utensil contact between the foods.

Plastic, single-use gloves are worn for one task only, such as working with ready-to eat food or raw animal food, and no other purpose.

Discard the gloves when damaged or soiled. Change gloves when interruptions occur during work or operation.

Gloves can be bought in bulk at most restaurant suppliers.

POTENTIALLY HAZARDOUS food is any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea or other ingredients, including synthetic ingredients, and which is in a form capable of supporting the growth of infectious or toxigenic microorganisms.

YOU SHOULD NOT BE USING ANY POTENTIALLY HAZARDOUS FOOD

Food from Home

Food from Home

Note:

The following information about food prepared at home and brought to the event contains very important food safety information. Preparing food for large numbers of people can be a challenge for even the most experienced and well-trained professionals. Review this information with all volunteers to make your event successful and safe.

All food should be prepared at the event location kitchen only.

Do not make hot dishes at home and bring them to the event location. Preparing and transporting food made at home and brought to the event location can be dangerous. The chances of bacteria multiplying in the food increases with each step in the food preparation chain. **This can lead to foodborne illness.**

It is safer to prepare and serve all food at the event location.

Acceptable foods to prepare at home are homemade baked goods that are not potentially dangerous and should be individually wrapped or bagged .

Examples of acceptable items:

- fruit pies
- candy
- cakes and cookies
- bread

Unacceptable Foods to Prepare at Home

The following are examples of foods that are potentially dangerous and should not be prepared at home and brought to the event:

- custards
- real cream pies
- jar or can bread
- pumpkin pie
- cheesecakes

These items, if served, should be prepared at the event location kitchen. In addition, do not serve home-canned foods such as vegetables, chow-chow, horseradish, pickles and pickled eggs. Canned goods should be store-bought.

Many people have food allergies that limit what they can eat. Common food allergies include peanuts, dairy products and flour.

When fruit pies, cakes and other non-potentially hazardous foods are made at home and brought to the event, also attach a **3" x 5" index card of the ingredients.**

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Be prepared to show the card if anyone has questions about the ingredients.

Clean Kitchens

Before starting any food preparation, it is a good idea to clean the kitchen. The kitchen may have been sprayed for bugs between special events or may not have been used for several weeks or months before your event.

Wash, rinse and sanitize all food contact surfaces.

Wash: Wash dishes, utensils, cookware, cutting boards, appliances and cooking surfaces with hot, soapy water to remove visible soil.

Rinse: Thoroughly rinse off soap and film.

Sanitize: Regular chlorine bleach diluted in water is an easy-to-use germ killer. Do not rinse again.

For Surfaces That Come in Contact with Food

Nonporous surfaces – tile, metal and hard plastics:

Use 1 tablespoon liquid bleach per gallon of water. Leave wet for 2 minutes.

Porous surfaces – wood, rubber and soft plastics:

Use 3 tablespoons liquid bleach per gallon of water. Leave wet for 2 minutes. Rinse with fresh water and air-dry.

Refrigeration

Proper refrigeration and storage of food is an essential step in the food preparation process.

Leftovers - MUST BE DISCARDED AT THE END OF THE EVENT.

Meat Storage

Meat should be placed in a refrigerator or freezer immediately after delivery.

Meat should be stored in a refrigerated unit with an ideal temperature range of 32°F to 40° F.

Food Preparation

Food Preparation

To help prevent cross-contamination, wash hands and use single-use gloves during food preparation.

Cross-Contamination

Cutting boards, utensils and serving platters are all food contact surfaces.

To prevent cross-contamination, do not use the same cutting boards, utensils or serving platters for raw and cooked foods.

Food Safety Tips for Food Preparation:

The minimum holding temperature of hot food is 140° F. Cold food should be held at 41° F or below.

Use a thermometer to test the internal temperature of the food to be sure that the food is at least 140° F or below 41° F.

Minimize the handling of ice. Use scoops, not hands, to serve ice.

A food container that is placed in a cold holding unit such as a **salad bar** should be placed so that the ice surrounds the container up to the rim. Do not let ice go over the rim and do not place container on top of the ice. A container sitting on top of the ice will not keep all of the food in the container at the proper holding temperature of 41° F or below.

Do not submerge soda cans in ice. Hands that reach into the ice can contaminate the ice. The soda can become contaminated when opened with the tab of the can.