



PROPER FOOD HANDLING TECHNIQUES AND PRACTICES FOR STAFF

Purpose: To provide school personnel who prepare and serve meals to students who require menu modification in the classroom setting. Proper techniques help to prevent food-borne illness and spread of infectious diseases in the school setting.

School Nurses' Role:

- School nurses should be aware of sanitary codes and standards. (See Administrative Procedures listed under Resources.)
- School nurses may conduct routine general inspections of food handling/preparation environment.

Rules of Personal Hygiene:

- Maintain good general personal health and cleanliness including wearing sanitary protective clothing, hair covering, and footwear that are maintained in a clean, sanitary manner.
- Remove objects (i.e. watches, jewelry) which may fall into or contaminate food products.
- Tobacco use, gum-chewing, and eating food are not permitted in food-handling areas.
- Utilize proper hand washing techniques: soap under warm-running, potable water for a minimum of 20 seconds.
- Wash hands after handling contaminated materials, after covering a cough or sneeze, after touching hair or mouth and after using toilet facilities.
- Wear gloves that are clean and sanitary when handling food;
- Persons with open cuts or wounds should not handle food unless the injury is completely protected by a secure, waterproof covering.
- Carriers of a disease likely to be transmitted through food must be restricted from any food-handling area (e.g., symptoms of diarrhea, vomiting and other gastrointestinal illness and symptoms of unknown origin).
- Lighting is to be adequate with properly sealed, safety type overhead fixtures.

Hygiene in Food Handling Areas:

- Sink facilities with hot water for hand-washing must be provided and must be convenient to food handling areas.
- Food preparation areas must be regularly evaluated for sources of contamination such as vermin, bird harborage areas, drainage problems, odor problems, debris, refuse, and pollution-smoke, dust, other contaminants. Take appropriate steps to contain and control any potential sources of contamination.
- Food preparation areas should have floors, walls, and ceilings constructed of suitable, approved materials which are durable, smooth, impervious and easily cleaned.
- Washrooms, eating area, and change rooms must be separate from-and not directly entered from-food-handling areas.
- Such facilities are to be properly ventilated and maintained.

Handling and Storing of Foods:

- Serve food immediately. Do not allow food to stand at room temperature for prolonged periods of time.
- Always refrigerate perishable food within 2 hours (1 hour when the temperature is above 90°F).
- Discard foods left at room temperature for longer.

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- Maintain proper storage temperature. Check the temperature of refrigerator and freezer with an appliance thermometer. The refrigerator should be at 40°F or below and the freezer at 0°F or below.
- Perishable food such as meat and poultry should be wrapped securely to maintain quality and to prevent meat juices from getting onto other food.
- Protect foods from moisture, dust, dirt, pests, and other contamination, including cross-contamination with other foods.
- Do not store or reheat unused food.

Handling of Equipment and Utensils:

- Stainless steel, glass, or plastic utensils are recommended.
- Utensils should be properly cleaned and sanitized.
- Scrape, wash, rinse, sanitize, and air dry (in sequence as stated).
- Protect and don't touch surfaces that foods will be in contact with.

Be Aware of Foodborne Illnesses

- Foodborne illnesses are conditions caused by food that is contaminated with physical, biological, and/or chemical substances.

Most Common Foodborne Illnesses

- Staphylococcus Aureus Illness
- Clostridium Botulism
- Salmonella
- Hepatitis A

Most Common Symptoms*

- Nausea
- Vomiting
- Abdominal Cramping
- Diarrhea

*Note that the time interval before onset of symptoms is important when diagnosing type of illness (*see Attachment #1*)

Actions to Take if Confirmed/Suspected Foodborne Illness:

- Notify site administrator.
- Notify Department Supervisor at Food Services.
- Notify Nursing and Wellness Program who will direct appropriate action with Public Health and with school site community, as appropriate.

Food Hold or Recall

- If there is a question about whether a food is impacted by a food hold or recall, contact the Food Services Central Office for guidance. Do not serve the food until the question has been resolved.

Recommended Resources:

- "Control of Communicable Diseases" Manual.
- District Administrative Procedures:

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- No. 5500 Food Services Responsibilities & Regulations
 - No. 5240 Sanitation of Cafeteria & School Plant
 - No. 7060 Employee Health Examination
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- Staff Guidelines for Prevention of Disease through Personal Hygiene.
 - "Food Safety Is No Mystery" (Trainer's Manual)
 - Sanitation Study Packet, SDUSD, Food Services Department

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Attachment #1 IS IT FOOD POISONING OR FLU?

Organism	Source	Symptoms Usually Appear Within	Typical duration and Treatment
Salmonella	Raw or undercooked poultry, beef, or pork; raw milk	12 to 48 hours	4 to 7 days; drink liquids, eat bland goods, avoid milk products
Campylobacter jejuni	Raw poultry, raw milk	2 to 7 days	1 to 2 weeks; liquids, antibiotics if symptoms persist.
Staphylococcus Aureus	Cooked food improperly handled; most people carry the bacteria on skin or in nose	1 to 6 hours	12 to 24 hours; liquids, sometimes salt replenishment
Clostridium Perfringens	Improperly handled stews, meat, or fish; food kept warm at temperatures too low to kill bacteria	8 to 15 hours	6 to 24 hours; liquids
Basillus Cereus	Cooked rice, grains, and vegetables left at room temperature	1 to 15 hours	6 to 24 hours; liquids
Shigella	Food or hands contaminated with feces, mostly from children under four	36 to 72 hours	1 to 3 days; liquids, antibiotics if symptoms persist
Escherichia coli	Ground meat, raw milk	5 to 48 hours	3 days to 2 weeks; liquids
Clostridium Botulinum	Improperly canned foods, raw honey*	18 to 48 hours	1 to 7 months; respiratory support, antitoxin injections
Vibrio	Raw shellfish	12 hours	2 to 5 days; liquids
Norwalk virus	Food or hands contaminated with feces	40 hours	48 hours; liquids

- Infants under the age of nine months should never be given raw honey, a source of *C. botulinum*. The bacteria multiply in the infants' digestive tracts, producing toxins.