



**FOODBANK**  
FOR THE HEARTLAND

# **Food Safety for Agency Partners**



## **Food Safety for Agency Partners**

**Once you have completed the 16 question assessment, please return the pages with questions 1-16 as well as the final page with your printed and signed name to Food Bank for the Heartland. This will satisfy your food safety requirement.**



# Food Safety for Agency Partners

Food Bank for the Heartland requires Food Safety Training for all agency partners. Proper Food Safety can help prevent food borne illness.

This PowerPoint will walk you through some Food Safety Tips and you can complete an assessment after the presentation.



# Food Safety for Agency Partners

## Personal Hygiene

- Wash your hands frequently
  - Especially after eating, drinking, smoking, touching your face, nose, ears, hair, handling waste, using the restroom, coughing or sneezing, etc.
  - Use hot water, liquid soap, and disposable paper towels. You should scrub your hands and arms for at least 10-15 seconds
- Jewelry, watches, nail polish, false fingernails should not be worn when handling food
- Wash hands after handling raw foods (uncooked meat, poultry, eggs, produce, etc.) and before handling cooked foods
- Wear gloves if required
- Wear aprons if required



# Food Safety for Agency Partners

## Receipt of Food

- Check all food that you receive
- Canned food must be labeled and not have:
  - Swollen ends
  - Leaks
  - Seal problems
  - Lids that are popped
  - Major dents
  - Rust
  - ***When in doubt, throw it out!***



# Food Safety for Agency Partners

## Receipt of Food

- A "**sell-by**" date tells the store how long to display the product for sale. You should buy the product before the date expires.
- A "**Best if used by (or before)**" date is a recommendation to help you get the best quality or flavor. It is not meant as a purchase or safety date.
- A "**Use-by**" date is the last date recommended for the use of the product at peak quality. The product's manufacturer determines this date.
- Do not distribute baby food and formula after it has expired.
- Please reference the Food Keeper Guide for any questions about dates (available on our website).



# Food Safety for Agency Partners

## Storage

- Rotate food to ensure that the oldest food is used first. First In, First Out (FIFO).
- Check the shelf life of food.
- Store food and supplies properly:
  - Store at least 6 inches off the floor.
  - Store at least 4 inches away from the wall.
- Store food at the proper temperature.
- Store food separate from sanitation, maintenance, and consumer chemicals.



# Food Safety for Agency Partners

## Cross-Contamination

- Prevent cross-contamination when storing and handling food.
- When cross-contamination occurs, report it.
- Cross-contamination with allergens is serious: Allergens include wheat, soy, milk, egg, peanuts, tree nuts, fish, and shellfish.

Types of common contaminants include:

- Physical: Wood, metal, glass, paint chips, hair, etc.
- Chemical: Cleaning chemicals, maintenance chemicals, pesticides, etc.
- Biological: Microorganisms, insects, rodents, birds, etc.





# Food Safety for Agency Partners

## Controlling Time and Temperature

- Each Refrigerator and Freezer should contain a thermometer.
- Document temperature readings for your refrigerators and freezers daily.
- Food Bank for the Heartland has temperature logs available.
  - Store and transport refrigerated foods at 41°F, or less.
  - Store and transport frozen foods at 0°F, or less.





# Food Safety for Agency Partners

## Controlling Time and Temperature

- Check the temperature of food and storage areas with verified thermometers.
- Thaw frozen foods at 41°F, and never at room temperature. Food may also be thawed by using a microwave oven, or under running cold water.
- Keep hot food at 135°F (57°C) or higher.
- Keep cold food at 41°F (5°C) or lower.
- Keep frozen food frozen.
- Separate raw and cooked foods in refrigerators. Raw meat should be stored below other foods.



# Food Safety for Agency Partners

## Cleaning and Sanitizing

- To properly clean you should:
  - Clean the surface, rinse the surface, sanitize the surface, and allow to air-dry
  - Surfaces should be cleaned and sanitized each time you use them
- For non-porous surfaces:
  - You can make a simple sanitizer by combining 1 tablespoon of household bleach with 1 gallon of water
- For porous surfaces
  - 3 tablespoons of bleach with 1 gallon of water



# Food Safety for Agency Partners

## Pest Control

- Preventative Maintenance is the key to keeping your area pest free.
- The food storage area should be kept clean and free of debris.
- Ensure that all stored products are sealed properly.
- Inspect the food storage area every 30 days for signs of pest infestation. We recommend that you document findings.
- Work with a licensed Pest Control company to eliminate any pests.
  - Inspect stored products to ensure that no damage or infestation has occurred once evidence of pest infestation has been determined. Discard any damaged products.



# Food Safety for Agency Partners

## Final Thoughts: Make sure.....

- You practice good personal hygiene
- Food is prepared and handled in a safe manner
- The food you receive is safe and stored properly
- You are being proactive to prevent cross contamination
- You have thermometers in refrigerators and freezers and you check and log temperatures daily
- All food handling equipment and all surfaces are clean and sanitized after each use
- Preventative pest control is being practiced



# Food Safety for Agency Partners

Assessment: Please answer true or false

1. It is ok to store shampoo above food if the shampoo is stored \_\_\_\_
2. You should wash your hands after you take out the trash \_\_\_\_
3. Cross-contamination occurs when a pathogen is transferred from one surface to another \_\_\_\_
4. The correct steps to clean and sanitize are: rinse and sanitize \_\_\_\_
5. You do not need to wash your hands after taking a smoke break \_\_\_\_
6. Food should be stored 4 inches off the floor \_\_\_\_
7. The oldest food should be given out first \_\_\_\_
8. Surfaces should be cleaned and sanitized once a day \_\_\_\_



# Food Safety for Agency Partners

Assessment: Please answer true or false

9. Hot foods should be kept at a minimum temperature of 120 degrees F \_\_\_\_\_
10. Refrigerators should be kept at 41 degrees F or below \_\_\_\_\_
11. The food storage area should be kept free of debris to prevent pest infestation \_\_\_\_\_
12. Baby food can be distributed after the expiration date \_\_\_\_\_
13. Cans that are leaking should be thrown out \_\_\_\_\_
14. 2 degrees F is an acceptable temperature for a freezer \_\_\_\_\_
15. Food can be stored on the floor if it is in the case \_\_\_\_\_
16. It is ok to wash your hands with cold water \_\_\_\_\_



# Food Safety for Agency Partners

Food Safety Training reviewed with:

\_\_\_\_\_

Agency Partner Representative Name- Print      Date

\_\_\_\_\_

Agency Partner Representative Name-Signature

\_\_\_\_\_

Food Bank for the Heartland Staff- Print      Date

\_\_\_\_\_

Food Bank for the Heartland Staff- Signature