

## **Resource: Staff Fundamentals for Serving Food**

### **Clean Hands**

Dirty hands or gloves spread germs/bacteria. Hands and fingernails should be washed thoroughly using the correct procedure that includes soap and warm water before work, after using the toilet and any time they are soiled, after handling raw foods, between work tasks and any time the employee leaves and re-enters the kitchen. Artificial fingernails and nail polish are to be avoided. If artificial fingernails cannot be removed and/or fingernail polish, the hands must be gloved during all times of food preparation and changed according to proper procedures. Any cut is covered with a bandage and finger cot and gloves are used at all times during preparation and service and changed in accordance to correct procedure.

### **Gloves Used Correctly**

Gloves are used only one time, are the right size, and are changed anytime they become soiled and between tasks. Gloves are treated like a food contact surface. Gloves are used anytime ready to eat foods must be touched by a hand and are changed if they come in contact with an unclean surface, door or piece of equipment. A bare hand is never used to touch ready to eat foods. Hands are washed before new gloves are put on.

### **Clean Service**

Handling utensils the wrong way may spread disease. Paper service is clean and should be handled carefully to keep it sanitary and is used only one time and discarded. After use, other utensils should be scraped, washed (hot, soapy water), rinsed, and sanitized (with correct sanitizer solution) then carefully stored. Tableware is never handled by the area that makes contact with the food. The food contact part of any utensil or tableware is never touched with a bare hand.

### **Clean Food**

Food may be infected by coughs, sneezes, handling dirty equipment, vermin, animals and wastes. It should be protected during storage, preparation, display and service. A cough should be covered and away from food. Any sneeze should be covered and directed away from food. Hands are always washed after coughing or sneezing. Food is always covered for transportation from the kitchen to any dining area not located directly from the kitchen such as down hallways to resident rooms or distant dining rooms.

### **Right Temperatures**

Cold (under 41°F measured by a thermometer that is +/- 3 degrees) stops bacteria from growing, heat (over 140°F, or per state specific regulations, measured by a thermometer that is accurate to +/- 3 degrees) halts most bacteria. Cold foods should be kept chilled, hot

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foods should be kept hot. Prepared foods should never be left standing at room temperature for any unnecessary time.

### **Healthy Workers**

Dining Services workers must be healthy. Colds and other diseases may be passed to others. Bacteria from infected cuts, pimples or boils may cause food poisoning. Report any illness to the Dining Services Manager. If you have any fever, nausea or vomiting, do not work in or around food and report any illness immediately to your supervisor.