

**SAFE FOOD HANDLING PROCEDURES-Temporary/Non-Profits**

1. Persons with colds or respiratory illnesses (coughs, sneezing, etc.), infected wounds, boils, jaundice, diarrhea or gastrointestinal illnesses **MUST NOT HANDLE FOOD.**
2. A handwash station must be located in a convenient, accessible location. All persons **MUST** wash their hands with soap under warm, running water. A paper towel must be used for drying - sanitizer is not a substitute. Proper handwashing must be conducted **AFTER** using the restroom, smoking, after sneezing or coughing, taking out the garbage, after handling raw meats and poultry, and when changing gloves. Wash hands **BEFORE** preparing foods or immediately upon entry into the food unit/area. Gloves may be utilized but not in place of handwashing.
3. Cleaning of equipment and premises needs to be scheduled and complete. Cleanliness not only reduces the opportunity for food contamination, but is an important factor in employee pride and thus performance.
4. All foods must be from an approved source (i.e., inspected and licensed facility with appropriate labeling on product container). If in doubt, contact your local health department sanitarian.
5. Determine what **TIME/TEMPERATURE CONTROL FOR SAFETY FOOD (TCS)** foods are being served. Potentially hazardous foods include milk, meats, eggs, poultry, fish, also cooked rice, beans, potatoes, and noodles. These products must be stored at proper temperatures - **cold storage at or below 41°F** or **hot holding temperatures 135°F** or above are required. **There are no exceptions.** A calibrated, accurate thermometer is required during all food preparation and service. Regularly check cooler and food temperatures with a calibrated thermometer.
6. Potentially hazardous foods must be put into a refrigerator/cooler immediately after delivery. Check your delivery temperatures.
7. Do not store raw foods **especially poultry and red meats** above or next to ready to eat foods in coolers. All foods must be covered and dated during storage. Cold storage temperatures should be checked with a calibrated probe stem thermometer to ensure storage temperature is 41°F or below.
8. Keep preparation and handling time of foods to a minimum. Remember the danger temperature zone is between 41°F and 135°F.
9. Cook foods thoroughly and quickly. Refer to the Cooking Temperatures Chart (on back) for proper cooking temperatures. Use your thermometer, don't guess. Ground fish, meat or commercially raised game must be cooked to an internal temperature of 155°F for 15 seconds. Poultry or wild game (as specified under 3-201.17(A)(3) and (4) of the 2013 FDA Food Code), stuffed fish products, stuffed pasta or stuffing containing fish, meat, poultry or ratites (emu, ostrich, rhea) must be cooked to a minimum internal temperature of 165°F for 15 seconds.
10. Hot foods must be kept hot by holding at temperatures at or above 135°F after they are thoroughly cooked. **DO NOT MIX** or add cold food to hot foods. Check food temperatures regularly with your metal stem probe thermometer and record the results.
11. Food preparation surfaces and utensils must be washed with **HOT SOAPY** water, rinsed free of detergent and sanitized using 50 ppm chlorine or 200 ppm quaternary ammonium compound and air dried in 3-compartment sink which may be located at your commissary. Test strips are required for the specific sanitizer being utilized.
12. Wiping cloths **MUST** be kept in sanitizer solution during non-use periods. (Chlorine base = minimum 100 ppm and Quaternary ammonium = 200 ppm).
13. Water and ice must be obtained from an approved source. Proper disposal of wastewater is required.
14. All toxic chemicals, cleaners, insect sprays, etc. must be properly labeled with contents and used and stored in a manner that prevents food and food contact surface contamination and labeled properly. Read the label!!!!

CONTACT THE FLATHEAD CITY/COUNTY HEALTH DEPARTMENT  
FOR MORE INFORMATION @ 751-8130

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_