

DEPARTMENT: Dietary Department

POLICY: KIT 90

SUBJECT: Infection Control ---Food handling

PURPOSE: To protect employees, patients and customers from food borne illnesses and food spoilage.

RESPONSIBILITY:

- Director of Food Services
- Dietary Department

POLICY:

1. **Food Supplies**

- a. The food service director or designee purchases foods from sources that comply with all laws relating to food and food labeling, see inventory policy page 21, for recommended vendors.
- b. The use of home canned foods is prohibited.
- c. All fluid milk and fluid milk products must be grade A Pasteurized.
- d. Only clean, whole eggs with shell intact, pasteurized liquid frozen or dry egg products shall purchase /used (Commercially prepared hard boiled or peeled eggs may be use
- e. Foods received in a damaged package, in den ted /swollen cans, or showing spoilage, filth or other contamination will not be utilized in food preparation.
 - i. The employee receiving the shipment shall inspect the goods upon delivery.
 - ii. Dented or swollen cans, damaged packages and spoiled items shall be refused at that time.
 - iii. If damaged or spoiled items are accepted, the employee noticing the potentially contaminated item shall;
 1. Non Perishable items: Set the item away from other food and bring to the attention of the Food Service Director. The Food Service Director will make arrangements to have the product credited and will perform or guide proper disposal of the item.
 2. Perishable items: Dispose of the item, taking care not to contaminate the work area or other food items. Notify Food Service Director; if not on site that day leave a voice mail or an email of what process has occurred.

2. **Food Storage**

- a. Foods, Raw or prepared, when removed from original container or package shall be stored in a covered container, clearly labeled and dated.
- b. Food is stored a minimum of six inches above the floor, away from walls and no closer than eighteen inches from the sprinkler head in the ceiling
- c. All non-food items and or cleaning supplies are clearly labeled and stored away from food products.
- d. Foods and containers of foods shall not be stored under exposed or unprotected sewer lines or water lines except sprinkler systems.

- e. Fruits, vegetables and dairy products, meat, and poultry are stored at a temperature of 40 degrees F. Or below. Fish, Ice cream and frozen foods are stored at temperatures of 0 degrees F. or less.
 - i. The temperature of all food storage areas will be monitored and recorded daily by food service employees. Temperature charts shall be located in appropriate work areas for documentation. See general dietary infection control policy section I.E.
 - ii. Foods shall be rapidly cooled and or heated to the appropriate temperatures, avoiding prolonged periods within the 45-140range. The cooling period is in reference to the Food Safety management system.
 - 1. Rapid cool methods to be used include:
 - a. Shallow pans
 - b. Agitation, stirring, occasionally during cooling process.
 - 2. Frozen foods are thawed in the refrigerator, under cold water or in the microwave oven.

3. Food Preparation:

- a. Food should be prepared with the least possible manual contact, with suitable utensils and on surfaces that have been cleaned, rinsed and sanitized prior to use, including sinks if used in food preparation.
 - i. Raw, unprocessed fruits and vegetables are to be thoroughly washed prior to being cooked or served.
 - ii. Food temperatures are to be taken and recorded by the cook prior to service of the food items.
 - iii. Milk, eggs, meat, poultry, fish and shellfish will be heated to a minimum temperature of 140 F.
 - iv. Poultry, stuffing, stuffed meals and stuffing's containing meat shall be heated to a minimum temperature of 165 F.
 - v. Pork and pork containing foods shall reach a temperature of 150 F.
 - vi. Reheating of foods shall take place rapidly to temperature of 165 F. or greater within two hours.

4. Food Display and Service:

- a. Perishable foods shall be kept at less than 45 F. or greater than 40F.
 - i. Fluid milk for drinking purposes is provided to the consumer in an unopened, commercially filled packaged no greater than one pint or drawn from a refrigerated bulk dispenser.
 - ii. Cream and non-dairy creamers are provided in individual containers or protected pour type pitchers for patient / resident service.
 - iii. Condiments, seasonings, and dressings are protected from contamination in one of the following ways and under coding mechanism as necessary
 - 1. Individual packages
 - 2. Pour type dispensers.
 - 3. Original containers.
 - iv. Ice is protected with self-dispensing ice machine.
 - v. Cafeteria and kitchen serving utensils are protected by one of the following practices between uses during service.
 - 1. Stored in the food with handle extended out

2. Stored clean / dry
3. Stored in running water
- vi. Food on display is protected from consumers contamination with
 1. Easily cleanable counters
 2. Sneeze guards
- vii. Food Transportation
 1. During transportation food and food utensils are kept covered
 2. Tray carts are to be covered
 3. Plastic wrap over snacks and supplements, and foods on carts.
 4. Food temperatures are to be maintained during food transportation.
- viii. Proper storage and disposal of garbage
 1. Garbage and refuse containers are leak proof, non-absorbent, and available near all work areas.
 2. Containers in food preparation and utensil washing area are to be kept covered when not in active use.
 3. Outside dumpsters that perishable items are dumped in shall be kept covered at all times
 4. Soiled containers shall be emptied and thoroughly cleaned inside and out by housekeeping / maintenance staff once month or as needed.

REVIEW PROCESS:

- To be reviewed every two years by Director of Food Services and Dietician.