Food Bank of Central New York

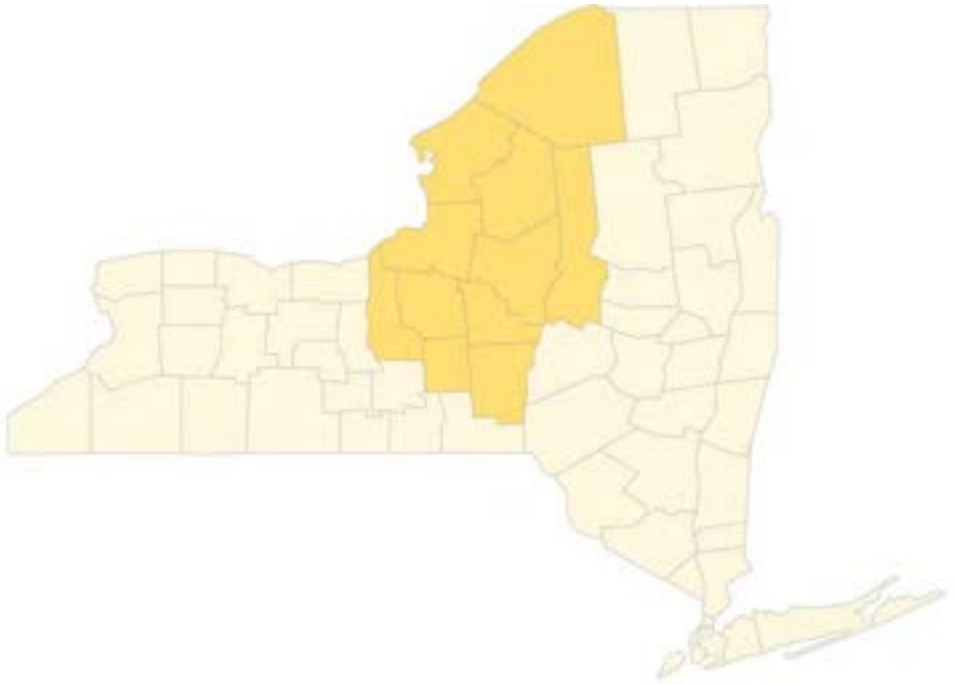
Basic Food Safety for Prepared Meal Sites

The Food Bank of Central New York acknowledges with respect the Onondaga Nation, firekeepers of the Haudenosaunee, the Indigenous peoples on whose ancestral lands our facility now stands.

Food Bank's Service Area

11 counties in central and northern New York

- Cayuga
- Chenango
- Cortland
- Herkimer
- Jefferson
- Lewis
- Madison
- Oneida
- Onondaga
- Oswego
- St. Lawrence



Food Bank of Central New York

Please note: this training is only for partner agency programs operating within Food Bank of Central New York's service area.

Do not continue with this training if your agency is not located in one the following counties: Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence.

Certificates of completion are only issued to staff and volunteers of Food Bank of Central New York and our Partner Agencies.

Food Bank of Central New York

- Leading the effort to eliminate hunger in our region, by partnership with others in our community, through education, advocacy and the distribution of nutritious food.
- Partner and distribute food to over 400 food programs in our service area.

Ensuring Food Safety

- To ensure the safety and integrity of the food distributed within Food Bank's service area:
  - Food Bank staff and partner agencies are trained in food safety
  - Food Bank facilities are regularly monitored and audited for food safety
  - Food Bank staff provide technical assistance to partners

Topics Covered in Basic Food Safety for Food Pantries

- Required Food Safety training for partner agencies
- How food becomes unsafe
- Effects of food borne illness
- How Emergency Food Programs can keep food safe

Disclaimer

- This basic food safety training is compiled using information from:
  - ServSafe National Restaurant Association
  - Partnership for Food Safety Education
  - Foodsafety.gov

***Please be sure to check with your agency's local Health Department and other regulatory bodies to ensure your agency meets their food safety standards.

Required Food Safety Training for Partner Agencies

- All program coordinators, staff and regular volunteers must complete food safety training

  - Food Pantry workers are required to complete 1 hour of training annually

  - Prepared Meal Sites and Shelter workers are required to complete 2 hours of training annually

- At least one staff member or volunteer who has completed food safety training needs to be on site during food preparation and distribution.
- *Program coordinators need to keep all certificates of training on-site*

Required Food Safety Training for Partner Agencies

Partner agencies can choose from the following:

- Successfully complete online Food Safety training provided by Food Bank of Central New York.

- Attend Food Safety training provided by Food Bank of Central New York.

- Complete ServSafe Manager or Food Handler course
  - Must provide a copy of certificate to Food Bank

Food Safety

- When was the last time you saw someone handle or prepare food that made you uncomfortable?
  - It is important for food program workers to know the basics of food safety to ensure all guests safely receive the food they need.

How does food become unsafe?

- **Biological Hazards**
  - bacteria, viruses, parasites, fungi

- **Chemical Hazards**
  - cleaners, sanitizers

- **Physical Hazards**
  - staples, metal shavings, hair, jewelry, Band-Aids
  - bones, fruit pits, rock in bag of rice

Foodborne Illness

Also known as: **Food Poisoning**

- when the food we eat is contaminated with bacteria, viruses, etc. that can make us sick.

Symptoms:

- Abdominal pain, Nausea
- Fever, Headache
- Diarrhea, Vomiting

1 in 6 Americans experience food poisoning each year.

Who is most at risk from unsafe food?

- Seniors
- Chronically Ill
- Children
- Pregnant Women

At risk for **serious long-term effects** from a foodborne illness due to compromised immune system

- Kidney failure, brain and nerve damage
- **3,000 deaths per year**

Keeping Food Safe

- **How can Emergency Food Programs (EFPs) keep food safe?**
  - Practice good personal hygiene
  - Control time and temperature of food
  - Prevent cross contamination
  - Proper cleaning and sanitizing

Personal Hygiene

Hand Washing

- Hand washing is the ***most*** effective way to keep from contaminating food.
- 64% of foodborne illness outbreaks in restaurants are caused by poor personal hygiene.
- Proper hand washing takes about 20 seconds.

Proper Handwashing Procedure

1. Wet hands with running water as hot as you can comfortably stand (at least 100˚F/38˚C).

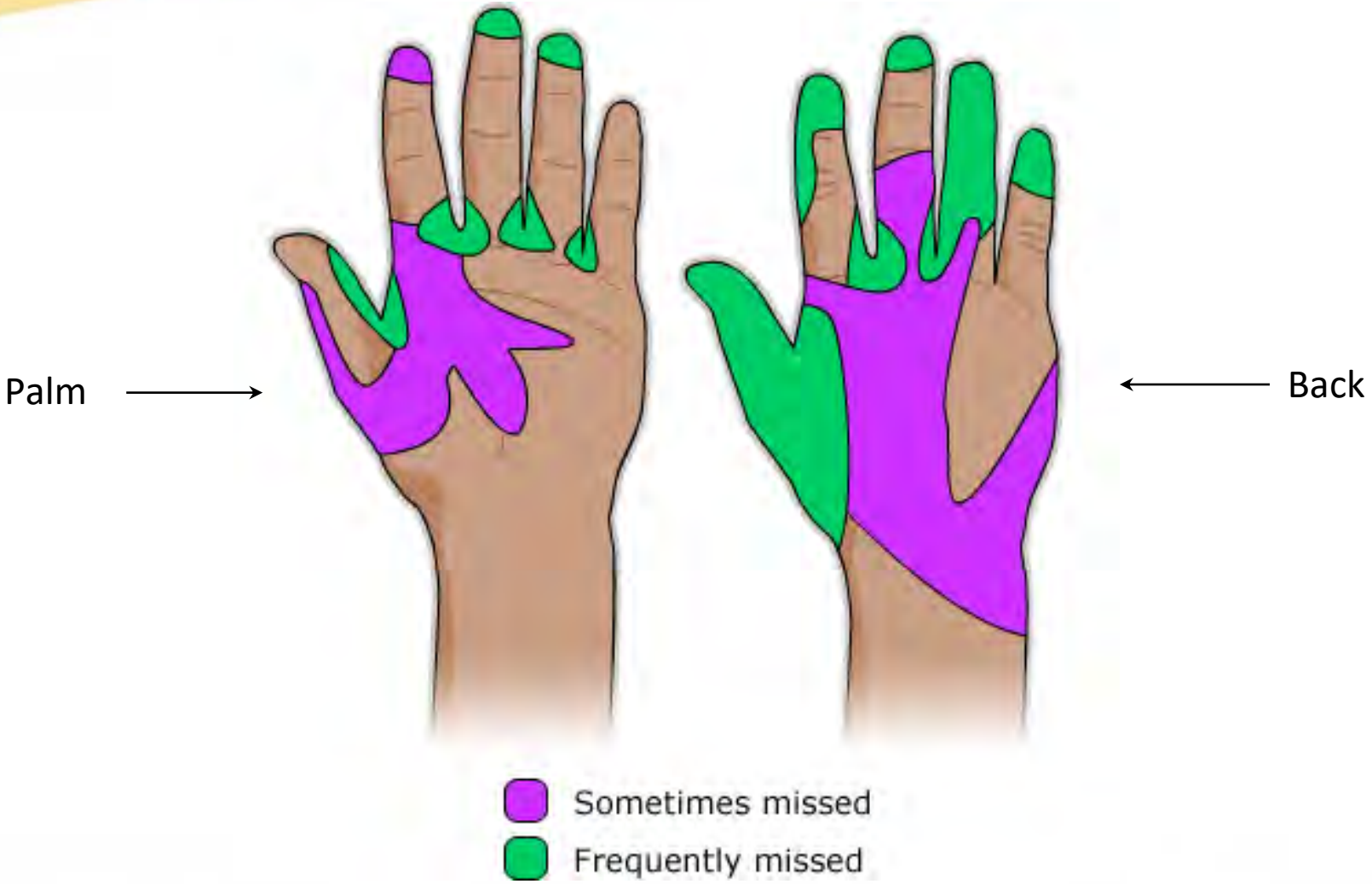
2. Apply soap. Use enough to build up a good lather.

3. Vigorously scrub hands and arms for 10-15 seconds. Clean under fingernails and between fingers.

4. Rinse thoroughly under running water.

5. Dry hands and arms with a single-use paper towel or warm-air hand dryer. Use paper to turn off faucet.

Hand Washing Trouble Spots



Hand Sanitizers

- Not to be used in place of hand washing.
- ***When in doubt, wash!***
- Used to reduce the number of pathogens on skin.
- Wait for the antiseptic to dry before touching food or equipment.
- Follow the manufacturer's directions for using a hand antiseptic.

When to Wash Your Hands

- **Wash your hands before you start work and after doing any of these things:**
  - Using the restroom
  - Touching your hair, face, or body
  - Sneezing, coughing, using a tissue
  - Taking out the trash
  - Smoking
  - Eating or drinking
  - Chewing gum or tobacco
  - *Before putting on gloves*
  - Touching anything else that may contaminate your hands
    - Dirty equipment, work surfaces, and towels

Personal Hygiene

Dirty hair, skin, and clothing may carry pathogens that can cause foodborne illness. All workers should:

- Bathe or shower daily
- Wear clean clothes
- Wash hands frequently
- Keep personal belongings away from food

Other Important Practices

- **Never** eat, drink, smoke, chew gum or tobacco in food handling and storage areas.
  - Saliva can contaminate hands and/or equipment
  - This includes the guest intake areas and any food preparation or storage areas.

- Only do these things in designated areas away from food.

What to do if you are sick

- If you are sick, you could spread pathogens to food.
- Tell your coordinator/manager when you're sick.
- Don't volunteer/work if you have the following:
  - Vomiting
  - Diarrhea
  - Jaundice (yellowing of skin and eyes)
  - Sore throat with a fever

Receiving & Evaluating Food

Safe Transport of Food

- Have a clean vehicle, free of pest
- Keep chemicals from food
  - Oil, antifreeze, wiper fluid
- Lock vehicle
- **Don’t store raw food over ready-to-eat food**
  - **Keep raw meat, seafood, poultry, and eggs away from foods that won’t be cooked**
- Keep food cold with coolers or thermal blankets. Check temperature upon arrival
- Limit drive time

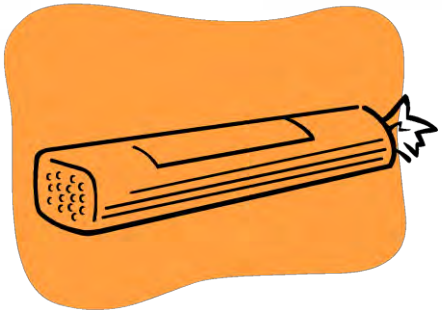
Receiving Food

- Check food upon arrival
- Check for abnormal odors or pests
- Use a thermometer to check the temperature of all refrigerated and frozen food
  - **Refrigerated Foods: 40ºF or below**
  - **Frozen Foods: Frozen solid**
- Move cold food directly into the refrigerator or freezer first
- Perishable foods should **never** be left at room temperature for more than **2 hours** (1 hour when outside temperature is above 90ºF)

Receiving Food

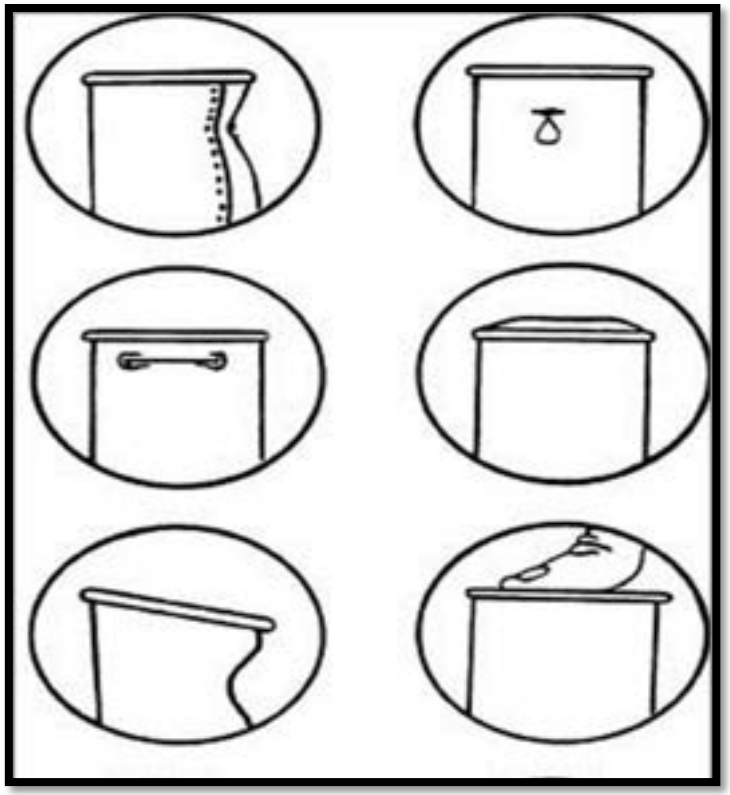
- **Reject food that:**
  - is not the correct temperature
    - Refrigerated Foods: 40ºF or below
    - Frozen Foods: Frozen solid
  - has a damaged inner package
  - has signs of pest
  - is home canned
    - No home canned items can be distributed at Food Bank partner agencies

Evaluating Food and Packages



Evaluating Canned Food Containers

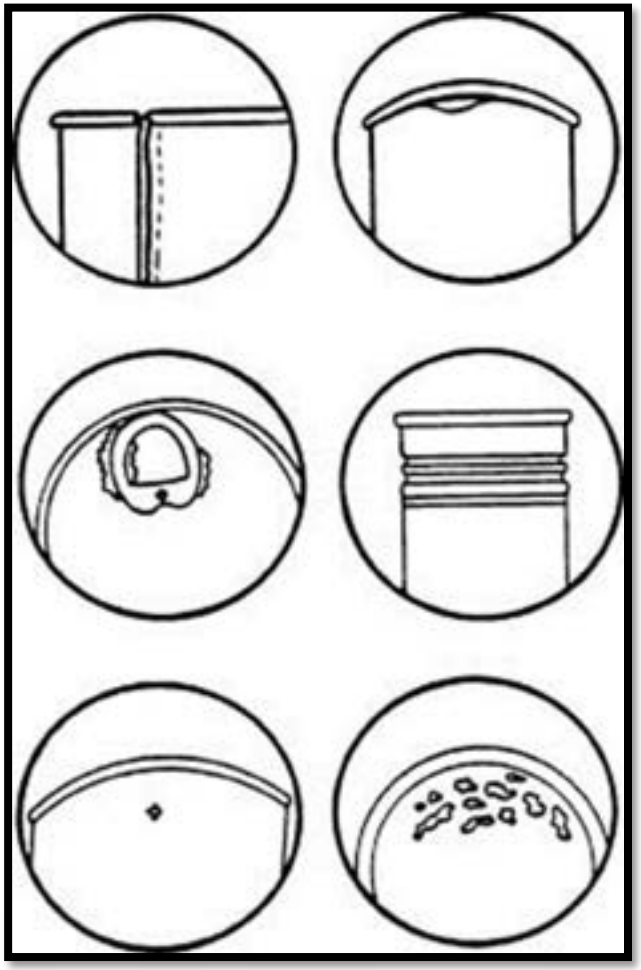
- Smooth dents or dents not on the can seam are **safe**.



Discard cans with:

- Severe dents on side seam
- Leaks
- Sharp dents parallel to rim
- Bulges or puffed ends
- Cans that cannot be stacked
- Ends that “give”

Evaluating Canned Food Containers



Discard cans with:

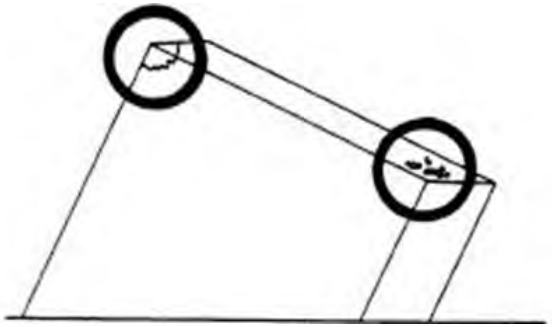
- Side seam incomplete or improperly welded
- Malformed rims
- Dirt under pull tab
- Missing label
- Pits or pinholes
- Rust that won't rub off

When in **DOUBT**, throw it **OUT**!

Evaluating Boxed Packages

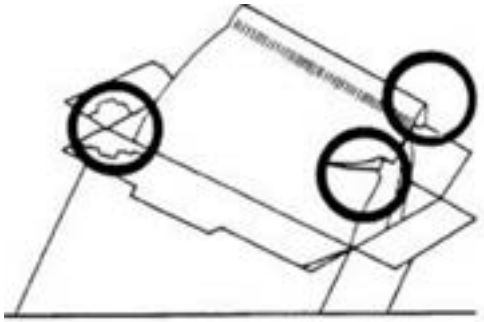
Boxes without an inner bag

- Do not use if opened
- Look for contaminants on box
- Look for insects, insect skins, webs, chaff, or moving pieces
- Look for moisture damage



Boxes with an inner bag

- Look for contaminants on box
- Look at inner bag– discard if opened



Evaluating Meat and Poultry

- All meat, poultry, and eggs must be processed/packaged in an USDA approved (beef, pork, chicken) or NYS Dept. of Ag. & Markets approved (venison) facility
- **No home processed or packaged meats**
- All meat must be frozen by the sell-by date
- USDA Meat, Poultry and Egg Product Inspection Directory

Evaluating Meat and Poultry

Color changes and freezer burn

- Color changes are normal for fresh or frozen meat
- Freezer burn areas are dried out and tasteless but not unsafe

Signs of spoilage

- Fading or darkening of meat in addition to;
  - Bad odor
  - Sticky
  - Slimy

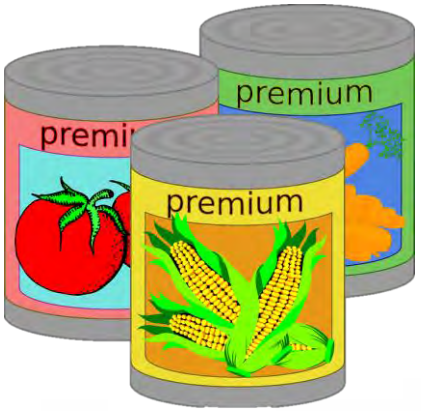
When in **DOUBT**, throw it **OUT**!

Evaluating Produce

- Discard produce if it has any of the following:
  - Mold
  - Decay or rot
  - Bad odors
  - Signs of insects
  - Skin not intact
  - Severe bruises (bruises provide a way for pathogens to get inside produce)

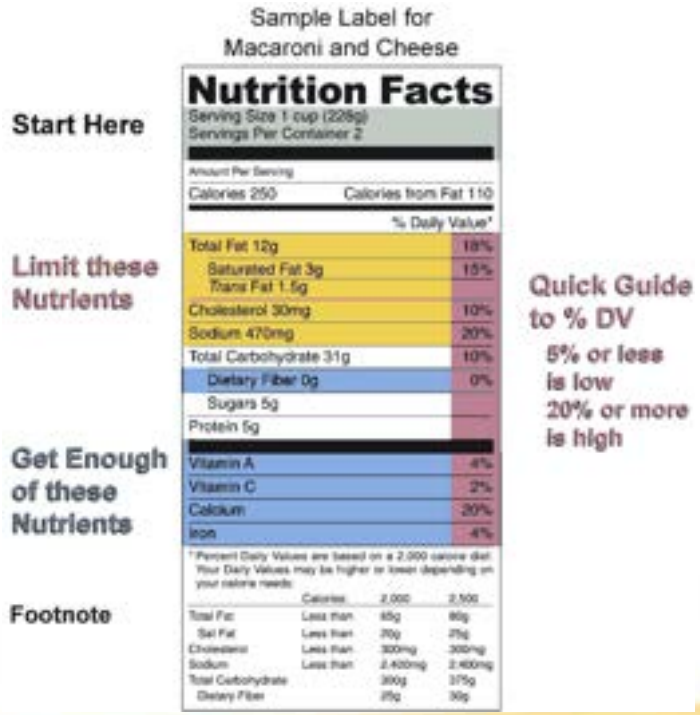
Evaluating Food Recap

- When in doubt, throw it out!
- Smooth can dents and dents that are not on seam – **OK**
- If the food has been exposed, it needs to be discarded
- Freezer burn areas are dried out and tasteless but not unsafe
- Remember - **all foods need food label**



Nutrition Facts & Food Allergens

- Food labels contain valuable information for consumers to make informed decisions about the foods they eat. Labels contain ingredients, nutrition information and allergen warnings.

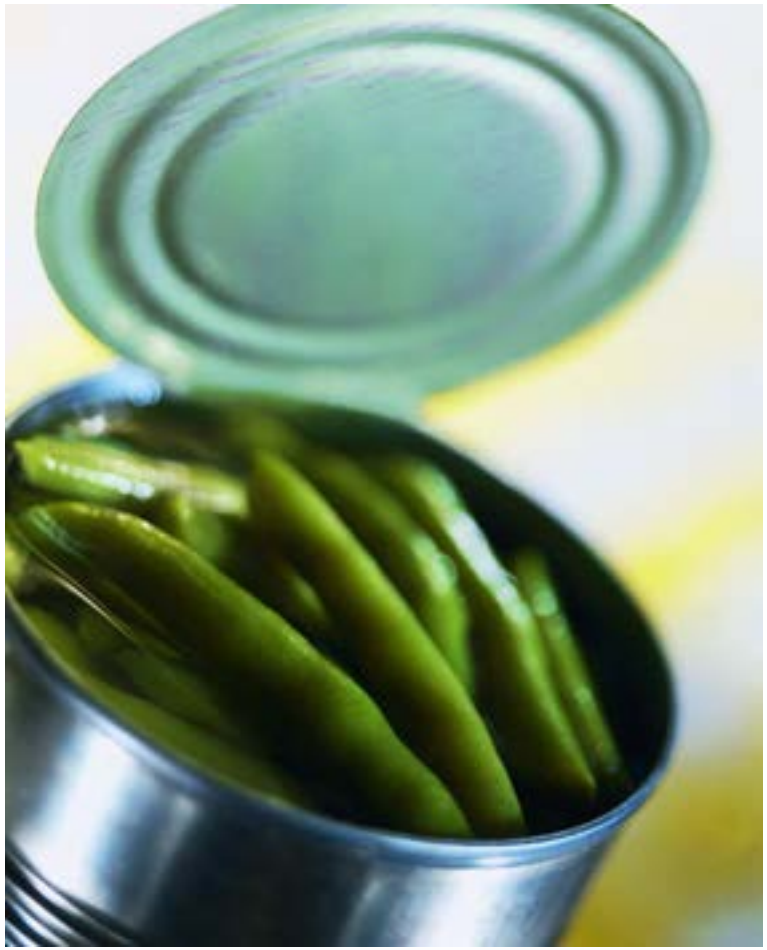


Food Allergens

The most common food allergies:

- Milk and dairy products
- Wheat
- Eggs and egg products
- Soy and soy protein
- Fish
- Shellfish
- Peanuts
- Tree nuts
- Sesame

Expiration Dates



Food Waste

- 25 – 40% of food grown, processed and transported in the United States will never be consumed.
  - **130 billion pounds** of food every year
  - And yet…
- **Over 40 million people are food insecure in the United States.**

Can we use food after the "sell-by" or "best-by" dates?

Yes!

- Dates are printed voluntarily on packages by manufacturers and are not regulated by the Federal Government.
- These dates are the manufacturer's recommendations for peak *quality* of their products. **<u>These are not safety dates.</u>**

Many products are safe beyond date on package with *proper storage and sound, unopened container*.

Product Dates

Definitions:

“Sell-by” - The last day a product can be offered for sale. You should buy the product before this date to ensure best *quality*.

“Use-by” – The last date recommended for the use of product while at peak *quality*.

“Best if used by”- The date recommended for best flavor or *quality* of product.

Product Dates

- **Exception:** Infant Formula, Foods, and Cereal – discard after expiration date.

- Nutrition quality may not hold up past the date on package. <u>Discard these products after date.</u>

Extended Shelf Life Examples

*These examples apply only to unopened products that have been stored properly.

1. Dry Cereal	❑ 8 months
2. Eggs, in shell	❑ 1 week
3. Milk, liquid	❑ 2 weeks
4. Spices	❑ 1 year
5. Yogurt	❑ 2 years
6. Frozen vegetables	❑ 2-4 years
7. Dry Pasta	❑ 5 weeks

Extended Shelf Life Examples

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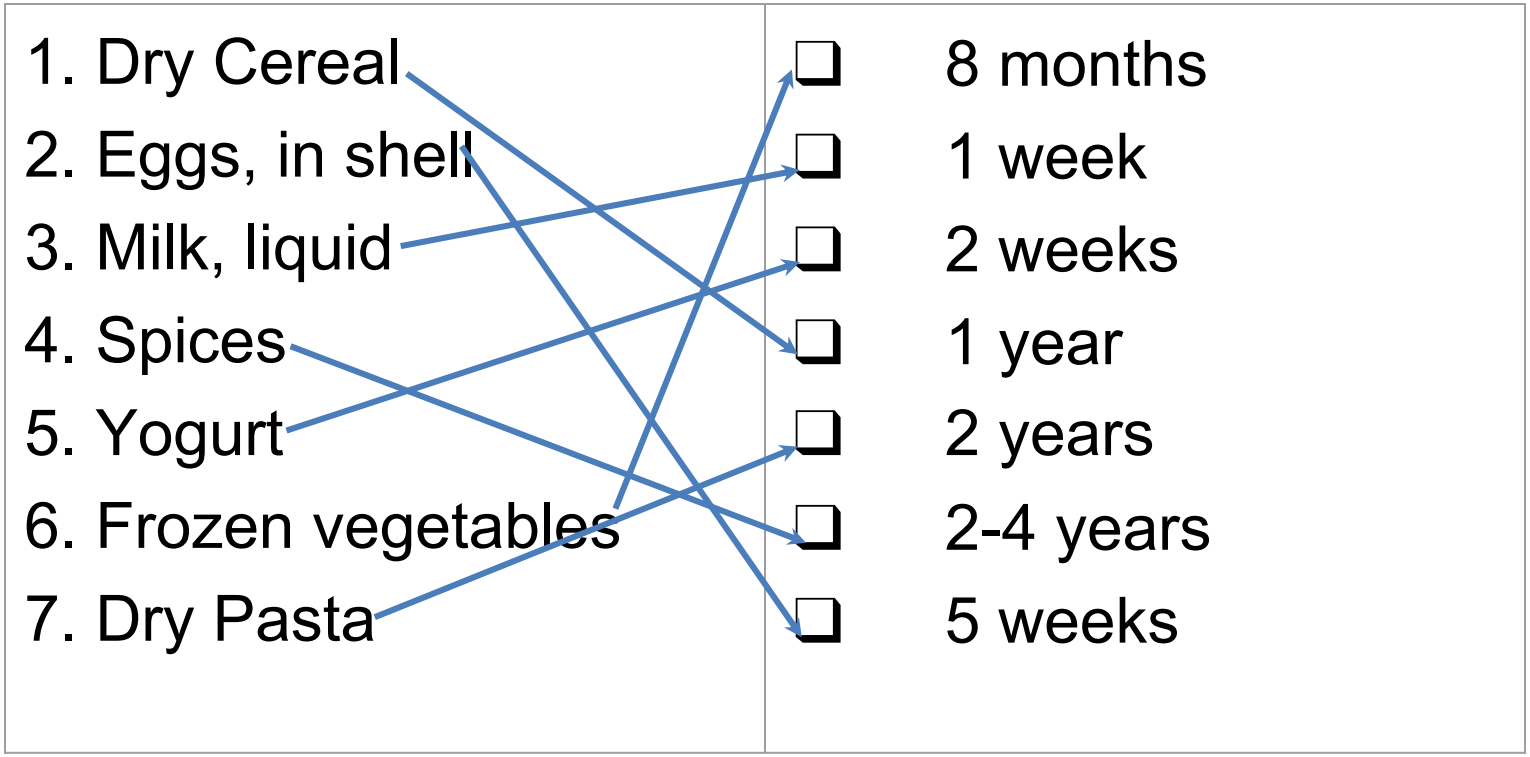


Disclaimer

- Although foods are safe beyond the date on the package with proper storage and an unopened container, some regulatory bodies do not allow programs to distribute foods past the expiration date.

***Please check with your agency's regulatory bodies to see if there are any restrictions.

FoodKeeper App

https://www.foodsafety.gov/keep/foodkeeperapp/index.html

Code Dates

- Many canned foods use code dates.
- The product may be stamped with numbers so manufacturers know when and where a product was produced.
- This is helpful in the event of a food recall and the food needs to be removed from the store shelf.

Cod

Crea 16 oz

rang u

01JUL15.

21116292000743B ← Manufacturer

Best By APR192008

Ex: MaraNatha Organic Raw

051651092173 with best buy date

Food Recalls

- **Who issues food recalls?**
  - Manufacturers with the help from a federal agency (FDA, USDA)
- **When?**
  - Almost all recalls are voluntary
  - Manufacturers issue recall of foods that may cause health risk
- **How to find out about food recalls?**
  - Recall notices can be found in local news, grocery stores, or online

Sign Up for Food Recall Emails

www.recalls.gov

Food Bank Recalls

- Food Bank of Central New York reviews recalls issued by FDA, USDA, and Feeding America
- Our Procurement and Warehouse teams review Food Bank inventory for recalled foods.
- If we know a recalled product was sent to our agencies, we will notify the agencies of the recall by e-mail and/or phone.
  - Program coordinators should keep Food Bank up to date with a phone number and email address.

Storing and Repacking

Temperature Danger Zone

Danger Zone = 41ºF to 140ºF

- **TCS food must be kept out of this range**
  - TCS = Time & temperature control for safety
  - These are foods more likely to become unsafe in the danger zone

Common TCS Pantry Foods

(**TCS**=Time and temperature control for safety)

- Milk and dairy products
- Meat
- Fish
- Poultry
- Eggs

Refrigerated Food Storage

- Set refrigerator to proper temperature, between 33ºF and 40°F.
- Keep an extra thermometer inside coolers and freezers.
- **Record** the temperature of the refrigerator and freezer first thing **each day the pantry or food program is open**.
- Food Bank has temperature log sheets for you to print and use.

Refrigerated Food Storage

- Order matters!
- **Don’t store raw food over ready-to-eat food**
  - Keep raw meat, seafood, poultry, and eggs below foods that won’t be cooked

Refrigerated Food Storage

- Use “First In, First Out” rotation
  - First items placed in inventory are the first distributed
- Air circulation is needed to maintain equipment.
- When equipment is stuffed too full, maintaining proper temperatures is difficult.

Freezing

- Freezer temperature should be 0°F
- You can freeze any food except food in cans or eggs in shell.
  - The quality of some foods may not hold up after thawing.
- Freezing maintains a product in its present state

Freezing

- Freezing prevents the growth of bacteria or microorganisms
  - Freezing food will not kill bacteria if it is already present
- **Freezer burn does not make food unsafe**
  - Air coming in contact with the food will cause dry spots and impact quality

Dry Food Storage

- All food must be away from the wall and ceiling and at least 6 inches off the floor.

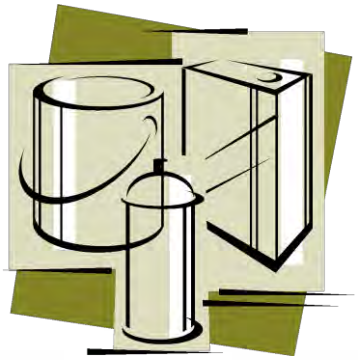
- Metal shelving is preferable.
  - It is the most cleanable surface
  - Wooden shelves are porous and absorb spills, leading to bacteria growth

Maintain temperature between 50ºF and 70ºF

Dry Food Storage

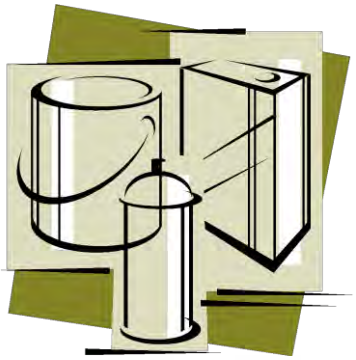
- Use “First In, First Out” rotation
  - First items placed in inventory are the first distributed
  - Date cases of food as they come into the pantry

- Store food with food and non-food with non-food.
  - Cleaning supplies or personal hygiene products need to be stored away from food



Dry Food Storage

- Avoid overcrowding to promote air circulation
- No more than a 3 month supply of food on hand
  - Too much food is hard to keep track of and ensure food safety



Repacking Food

- Repacking = separating a large package of food into smaller packages to distribute
  - Requires a clean room dedicated to bulk repacking & designed to meet the highest standards of sanitation
  - Requires a license from NYS Dept. of Ag. & Markets

- **Food Pantries are not licensed to repack food**

Repacking Food

- The only food items that food pantries *can* repack:
  - Unprocessed, raw produce items
    (i.e. onions, apples, potatoes)
  - Donated artisan bread

Repack Safely

Food Pantries can safely repack unprocessed, raw produce and donated artisan bread.

1. Clean and sanitize the work surface
2. Wash hands and wear disposable gloves
3. Use only food grade plastic bags
   - (unused grocery store bags are fine)
4. Label and date plastic bag
5. Explain to guests to wash produce prior to eating

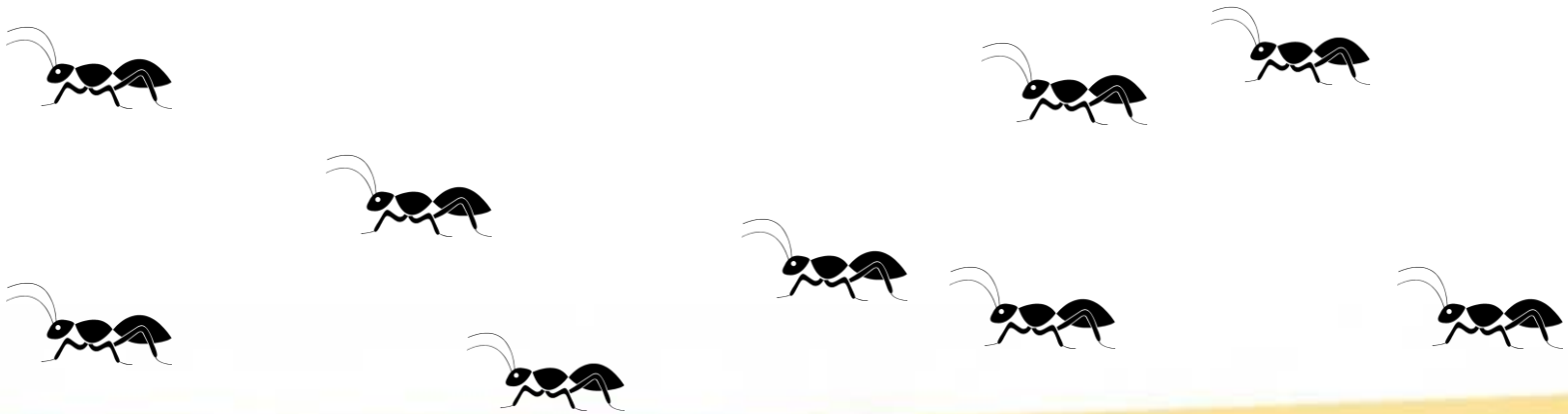
Pest Control

Pest Control

- Pests carry pathogens which can make people sick.
- **Signs you have pests:**
  - Chewed boxes or holes in food packages
  - Droppings
  - Live or dead insects in food storage areas
  - Nests

Pest Control

- **What to do if you discover signs of pests:**
  - Call the exterminator
  - Throw out any food that has signs of pests
  - Find out how the pests got in and make changes to prevent further signs



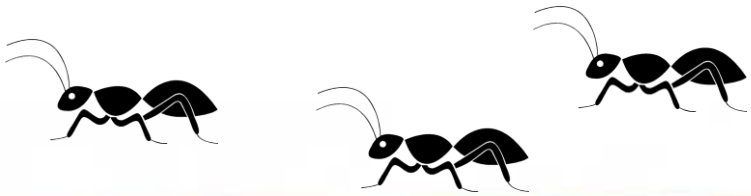
Pest Control

Don’t let them in!

- Keep outside doors & windows screened or closed
- Seal cracks and gaps around doors, windows, and pipes

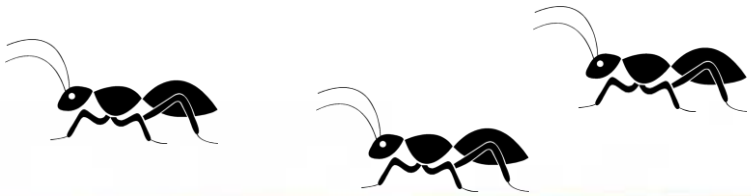
Don’t feed them!

- Clean up food spills right away
- Take out trash daily
- Store grains in plastic or steel containers



Pest Control

- Work with a licensed pest control operator
- No spray chemicals or open bait stations around food
- Closed bait stations, closed pest strips, and closed glue boards are **OK**



Topics Covered in Basic Food Safety for Meal Sites

- Required Food Safety training for partner agencies
- How food becomes unsafe
- Effects of food borne illness
- How Emergency Food Programs can keep food safe

Meal Preparation

Clean

Wash hands and surfaces often!

Clean

- Make sure workstations, cutting boards, and utensils are clean and sanitized before you begin.
  - Especially if the kitchen is shared by other programs

- CLEAN with hot water and soap to remove dirt and debris

Clean

- All surfaces must be cleaned and rinsed
  - Walls, shelves, garbage containers

- **Food contact surfaces need to cleaned and sanitized**
  - After you're done using them
  - Before working with a different type of food
  - Any time you're interrupted during a task and the surfaces could have been contaminated
  - After four hours of continuous use

Clean

- SANITIZE food contact surfaces and utensils
  - Use a solution of **1 tablespoon of liquid bleach and 1 gallon of water**

- Store towels for cleaning food spills in a sanitizing solution when you are not using them

- Allow all surfaces and utensils to AIR DRY
  - Place items upside down to drain
  - Dish towels can harbor bacteria

Clean

- Tableware and utensils are often cleaned and sanitized in a dishwashing machine.
  - Dish machine rinse cycle must reach 180°F

- Larger items such as pots and pans are often cleaned by hand in a three-compartment sink.

Clean


Steps for Cleaning and Sanitizing
1 Rinse, scrape, or soak
110°F (43°C)
2 Wash
3 Rinse
4 Sanitize
5 Air-dry

Clean

- Utensils and equipment must be stored after use
- Store utensils and equipment at least 6 inches off the floor.
- Store utensils with handles up.
- Napkins and other plastic utensils must be covered and sealed.

Clean

- Always store chemicals and cleaning supplies in a designated storage area

- Chemicals and cleaning supplies should be stored away from food

Clean

- Trash can contaminate food and equipment if it is not handled safely

- Trash can also create odors and attract pests.
  - Remove trash from prep area as quickly as possible
  - Do not clean trash containers near prep or food-storage areas
  - Clean the inside and outside of the trash containers

Clean

- Remember to keep restrooms clean and stocked
- Must have a restroom on site with hot running water
- Restrooms must have:
  - Toilet paper
  - Trash can
  - Self-closing door (preferred)
  - Liquid soap
  - Paper towel or air dryer

Separate

Don’t cross-contaminate!

Separate

Harmful bacteria from raw meat, poultry, seafood and eggs can spread to other foods if they are not separated properly.

SEPARATE

Separate

- Place raw meat, seafood, poultry, and eggs in containers or sealed plastic bags below ready-to-eat foods.

Separate

- Use **separate** cutting boards:
  - One for fresh produce
  - Another one for raw meat, poultry and seafood

- Use **separate** plates and utensils:
  - For cooked foods
  - For raw foods

Separate

- Use separate utensils for serving foods to avoid allergen cross-contact.

- **What's wrong with this picture?**

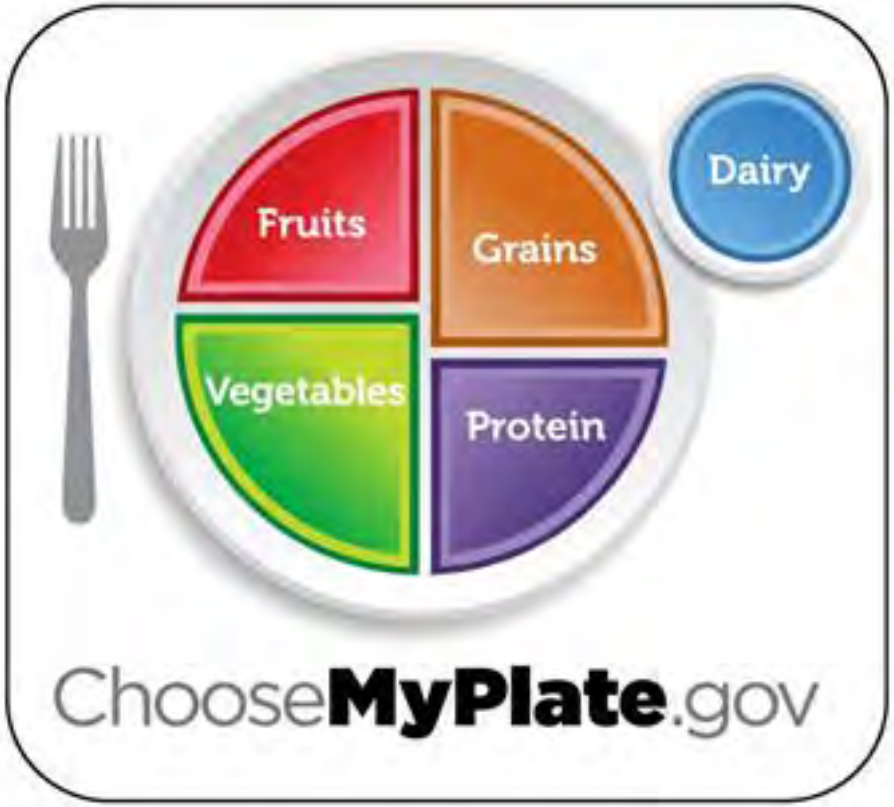
- *Answer: Only one set of utensils to serve peanuts and salad.*

Separate

- Never touch food or the surface a person eats from with your bare hands.

SEPARATE

Meal Planning

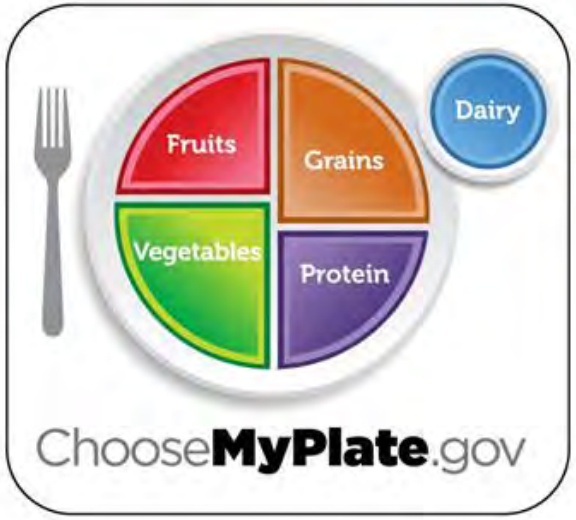


MyPlate Dietary Guidelines

A balanced meal consists of:

- **Two servings of fruit and/or vegetable**
  - One vegetable and one fruit
  - Two vegetables
  - Two Fruits (100% juice is a fruit serving)

- **One serving from two of the other food groups**
  - Dairy, proteins, or grains



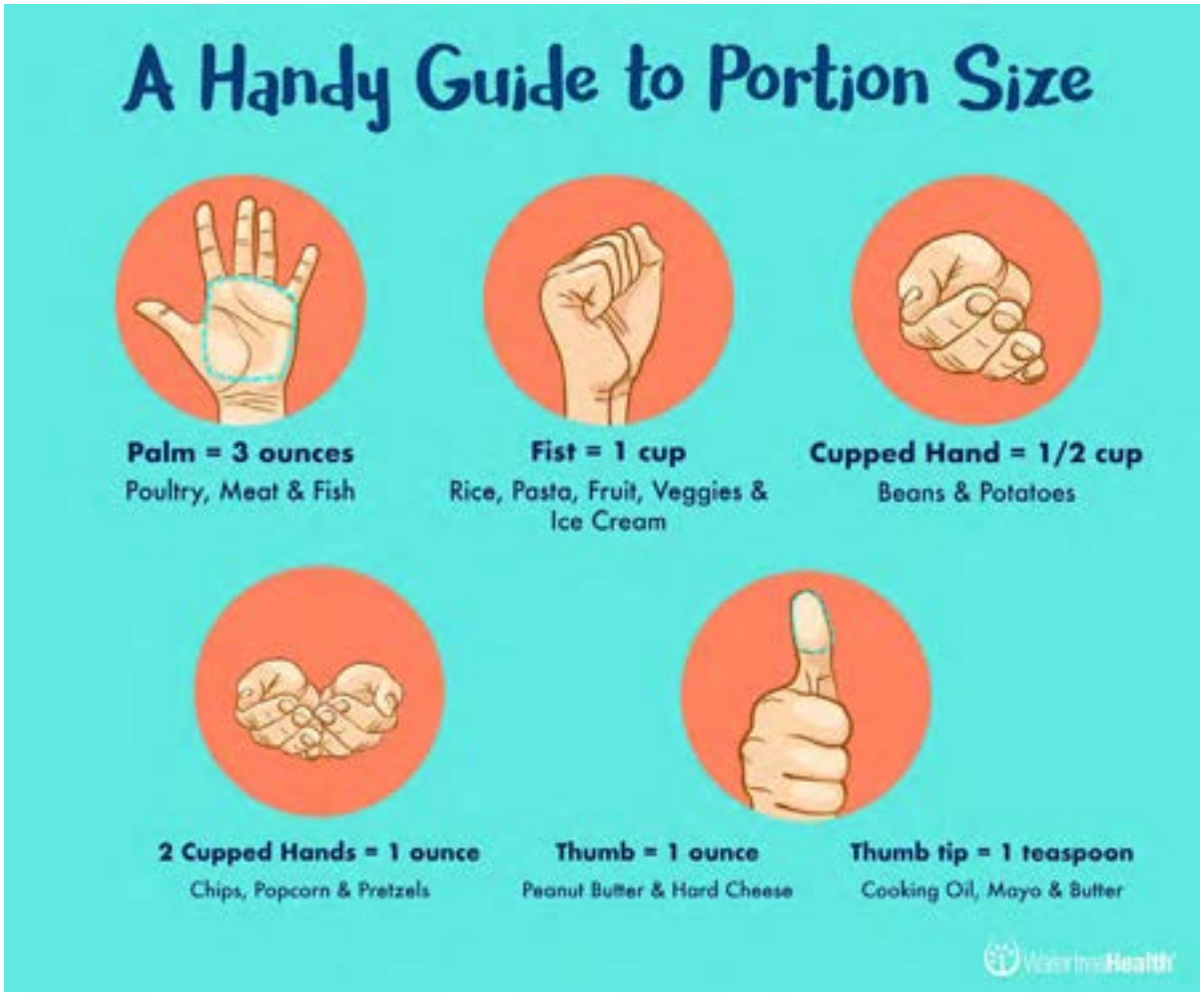
****HPNAP supported meal sites must follow the MyPlate Dietary Guidelines for all meals.*

What counts as a serving?

- Vegetables & Fruits: 1/2 cup
- Milk and dairy: 1 cup milk, 6-8 ounces yogurt, 1 ounce cheese
- Proteins: 1/2 cup cooked beans, 2 ounce lean meat
- Grains: 1 ounce, 1/2 cup, 1 slice of bread

****Food Bank does not require meal sites to measure servings but some regulatory bodies may require this.*

Portion Sizes by Sight



Cook

Cook to the safe internal temperature!

COOK

Cook

Safe ways to thaw foods

- Refrigerator
- Cold, running water
- Microwave
- Cook from frozen

<u>Never</u> thaw foods on the counter or at room temperature.

COOK

Cook

- Foods need to reach a high enough internal temperature to kill bacteria that can cause foodborne illness.
- **<u>Color is not a reliable indicator of safety</u>**
  - According to USDA research, 1 in 4 hamburgers turns brown before reaching a safe internal temperature.

- The best way to ensure safety is to use a food thermometer.

Cook

- Make sure the thermometer is ready to be used.
  - It must be washed, rinsed, and sanitized.
  - It must be calibrated.

- Calibrate thermometers once per month or whenever dropped.

Cook

Calibrating a Bimetallic Stem Thermometer

1. Fill a large container with crushed ice.

1. Add tap water until the container is full. Stir the mixture well.

1. Put the thermometer stem or probe into the ice water.Wait 30 seconds or until the indicator stops moving.

1. Adjust the thermometer so it reads 32° F.

Cook

- Food thermometers should be placed in the thickest part of food, making sure not to touch bone, fat or gristle

COOK

Cook

Category	Food	Temperature (°F)	Rest Time
Ground Meat	Beef, Pork, Veal, Lamb	160	None
	Turkey, Chicken	165	None
Fresh Beef, Veal, Lamb	Steaks, Roasts, Chops	145	3 minutes
Poultry	Chicken & Turkey, whole	165	None
	Poultry breasts, roasts	165	None
	Poultry thighs, legs, wings	165	None
	Duck & Goose	165	None
	Stuffing (cooked alone or in bird)	165	None
Pork and Ham	Fresh Pork	145	3 minutes
	Fresh Ham	145	3 minutes
	Precooked Ham (to reheat)	140	3 minutes
Eggs & Egg Dishes	Eggs	Cook until yolk and white are firm	None
	Egg Dishes	160	None
Leftovers & Casseroles	Leftovers	165	None
	Casseroles	165	None
Seafood	Fin Fish	145	None

Post temperatures in kitchen for all workers to see.

Always check temperature prior to serving.

Cook

Holding food safely

- Keep hot food at **140°F** or higher (after reaching proper internal temperature)
- Keep cold food cold at **41°F**
- Keep frozen food frozen

Cook

- Reheat food to an internal temperature of **165° F for 15 seconds**.
  - The food must reach this temperature within **2 hours**.
  - Hot Boxes and Steam Tables are not meant to reheat food
  - Use stove, oven, or microwave
- Once reheated, hot food must be held at 140°

Chill

Refrigerate promptly!

Chill

- Cool food in two stages
  - Stage 1: **140ºF - 70ºF in 2 hours or less**
  - Stage 2: **70ºF - 41ºF in 4 hours of less**

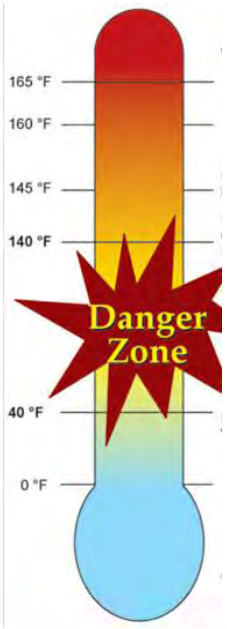
- Cool foods quickly
  - decrease portion size
  - use shallow pans
  - ice bath or ice paddle

- Monitor cooling times

Chill

NEVER put a hot pot into the refrigerator or freezer!

- Increases temperature of other foods.
- Makes the equipment over work.
- Takes 6 days for a hot pot of beef stew to cool to safe temperature when put directly into refrigerator.



Chill

- Wrap or cover food before storing it.
- Store food only in containers intended for food.
- Store ready-to-eat food above raw seafood, meat, and poultry.
- Store food and non food items away from walls and at least 6 inches off the floor.

Chill

- All ready-to eat food that is prepped in-house must have a label that includes:
  - Name of food
  - Date food was prepared

- Store food in first in, first out (FIFO) order. This means storing older food items in front of newer food items.

Leftovers

- Foods must be cooked, held, and cooled correctly.
- Always label and date leftover food and check the date before using.
- Throw out leftover food held at 41°F or lower after 7 days.

Thank you for reviewing Basic Food Safety for Prepared Meal Sites!

To receive a certificate of completion you must successfully complete the corresponding quiz.

Additional food safety information and resources can be found here.