

# Spotless Food Safety Information for Volunteers

# Food Safety

## SPOTLESS WELCOMES VOLUNTEERS!

In many food service locations, most particularly schools and colleges, the professional food service staff of Spotless, work alongside volunteers in the production and service of food and beverages. The Food Standards Code places obligations on all food businesses to ensure that actions of food handlers do not result in food becoming unsafe or unsuitable.

This handout is your introduction to food safety. Please read it carefully and put into practice what you learn. If you do not understand something, or if you see a risk to the safety of the food, please notify the Spotless supervisor at the site.

## MICRO-ORGANISMS

Micro-organisms, especially bacteria, along with moulds and some yeast can be harmful to humans.



These micro-organisms known as pathogens can be found everywhere but especially in and on:

- Raw food
- People
- Pests, Insects & Rodents

Pathogens are too small to see, we cannot see, smell or taste these bad bacteria but if they multiply to large numbers they are likely to make someone ill. The young, the sick and the elderly are usually the worst affected.

As a food handler we must try and stop bacteria getting onto the food. If they get on to the food we must not let them grow.

In order to multiply bacteria need:

- Time
- Temperature
- Food
- Moisture

## CROSS CONTAMINATION



Cross contamination is where bacteria transfer from one food type or surface to another.

**Cross contamination must be avoided.**

## CROSS CONTAMINATION (continued)

Preventing cross contamination:

- Keep raw foods separate from ready-to eat foods.
- Don't use the same equipment and utensils for raw foods and for ready-to-eat foods, without thoroughly cleaning them first.
- Thoroughly clean and dry cutting-boards, knives, pans, plates, containers and other utensils after using them.
- Use fresh clean tea-towels or disposable towels to dry utensils and equipment, otherwise allow them to air-dry.
- Use a dishwasher with appropriate detergents to wash and dry utensils and equipment.
- Wash all raw fruits and vegetables with clean water before using them.
- Store chemicals away from food and food preparation equipment

## PERSONAL HYGIENE

To ensure the food we serve is safe the following precautions are to be followed:

### Personal Presentation

**As a Food Handler, your personal hygiene is essential to the safety of the food that you handle, more specifically you must:**

- Have all hair below collar length tied back off the face to prevent it falling into food.
- Wear limited jewellery, restricted to a wedding band (without stones), wristwatch and one pair of small studs or sleepers. Jewellery on hands makes through hand washing difficult and stones, earrings and hair clips can fall into food and contaminate it.
- Wear clean attire including sensible footwear. Make sure your shoes have covered toes, low heels and non-slip soles. (Runners or sandals are not acceptable.) We don't want you to slip and injure yourself. Fabric shoes such as runners bring bacteria into the food preparation area.
- Not chew gum or smoke in a food/ non-smoking area.
- Comply with all other food safety requirements. The Spotless manager will tell you the food safety requirements of the site You will also see Food safety posters in the kitchen.

### Health and Personal Hygiene of Food Handlers

As a handler of food you should always maintain a high standard of personal health & cleanliness.

Everyone working with food in a Spotless food business must notify the manager or supervisor if they suspect that they are suffering or suspected to be suffering from a food borne or certain other illnesses or conditions.

Symptoms that may indicate a food-borne illness include:

- Diarrhoea
- Vomiting
- Sore throat with fever
- Fever
- Jaundice (yellowing of the skin)

Conditions may include an infected cut or discharges from ears, nose or eyes.

## PERSONAL HYGIENE

(continued)

Examples of conditions which should be of concern include:

- Infected skin sores
- Boils
- Acne
- Cuts or abrasions.

On a day-to-day basis, adherence to the following simple rules will achieve & maintain a good standard of personal hygiene:

- Stay at home when sick
- Cover all **wounds or cuts** with a clean, food safe coloured (blue), waterproof dressing and cover this with a food-handling glove!
- Always cover the **nose & mouth** when coughing or sneezing. Moisture droplets released by these actions are likely to be loaded with germs, including the food poisoning organism *Staphylococcus Aureus* - and must be prevented from landing on uncovered food, utensils & benches. Hands must always be washed immediately afterwards, whether nasal tissue has been used or not.
- Keep **hands & fingernails** scrupulously clean & nails neatly trimmed. No nail varnish or false nails.

### Hand Washing

Hands can become contaminated in a number of ways, and the development of good hand washing habits is of great importance.

When washing your hands include the forearms and fingernails. Always use soap & hot water, then rinse & dry thoroughly, using paper hand towel.

Always **wash hands** before touching food and clean utensils, and after any contact with soiled articles or surfaces. In particular, observe this rule on the following occasions:

- Arrival at work, before commencing duty.
- Before resuming after any work break.
- Immediately after using nasal tissue.
- Immediately after handling money.
- Immediately after any visit to the toilet.
- Between handling different foods
- Immediately after handling rubbish or rubbish containers.

## FOOD HYGIENE

### 1 Good Temperature Control

- Don't leave potentially hazardous foods (which contain meat, chicken, fish, dairy products and rice) at room temperature - ALWAYS store them **above 60°C or below 5°C**.
- **Thaw** food thoroughly in the refrigerator.
- Cook foods thoroughly & quickly to either 70°C for 2 minutes or 75°C.
- Foods cooked for **reheating** must be cooled quickly in shallow containers to below 5°C & maintained at this temperature.

The temperature between 5°C and 60°C is the **DANGER ZONE** – it is the temperature range when food poisoning bacteria multiply quickly.

- Note that room temperature is in (THE DANGER ZONE). The amount of time that food is kept at these temperatures must be minimized.

## 2. Excellent Food Handling Techniques

- Use **tongs/ utensils** when handling unwrapped food.
- Always wear **gloves** when handling food that is ready to eat (not going through a further heat treatment)
- Change your gloves often and wash your hands each time you change your gloves!
- Always **rotate stock** using the FIFO principle (first in, first out) and observe **use-by date**

## 3 Good Food Protection

- Always keep **raw foods** separate from **cooked foods**.
- **Cover date & label food**.
- Keep rubbish bins clean, emptied regularly

## 4 Excellent Cleaning & Sanitising Techniques

- Use clean, undamaged cloths.
- Clean spillages immediately.
- **Clean & Sanitise** all crockery, cutlery, benches, service equipment, meat slicing equipment etc immediately after use.
- Sanitise using a hot dishwasher rinse or chemical sanitiser.
- Keep all surfaces including floors, walls, windows and equipment clean

# FOOD SAFETY & PERSONAL HYGIENE MANUAL

The Food Safety & Personal Hygiene Manual has been developed by Spotless as a tool for Managers and a reference for staff. You will find a copy in every Spotless food service site. If you have any food safety questions please ask the food safety supervisor in your work place.

