

TITLE:	FOOD SERVICE PREPARATION AND SERVING	POLICY 11.04
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Authority: WAC 388-IBA-2305
WA State Food Code

PURPOSE:

This policy describes food preparation and serving procedures.

SCOPE:

Affects all Trouves Employees

POLICY:

Food will be prepared, transported and served with the least possible manual contact, with suitable utensils and on surfaces that (prior to use) have been cleaned, rinsed and sanitized to prevent cross contamination.

PROCEDURE:

1. Serving utensils shall be properly stored between uses.
2. All parts of potentially hazardous foods requiring cooking shall be cooked (with no interruption in the cooking process) to the minimum internal temperatures per Food Code requirements.
3. All potentially hazardous foods that have been cooked and then refrigerated shall be rapidly reheated to 165°F or greater throughout, before being served or placed in a steam table. Steam tables and warmers are not acceptable for the rapid reheating of potentially hazardous foods.
4. Potentially hazardous foods shall be thawed.
 - a. In the refrigerator units at a temperature not to exceed 41°F or,
 - b. Under potable running water of a temperature of 70°F or below, with a sufficient water velocity to agitate and float off loose food particles into the overflow, or
 - c. In a microwave oven only when the food will be immediately transferred to conventional cooking facilities as part of a continuous cooking process or when the entire, uninterrupted cooking process takes place in the microwave oven.
5. Once served to a resident, portions of leftover food shall not be served again.
6. All food to be served raw shall be thoroughly washed with potable water before they are served.
7. Metal stem-type numerically scaled thermometers shall be provided and used by kitchen employees to assure the attainment and maintenance of safe internal cooking, holding and refrigeration temperatures of potentially hazardous foods.
8. Potentially hazardous foods requiring refrigeration after preparation shall be rapidly cooled to



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41° F or below. Potentially hazardous foods of large volume or prepared in large quantities shall be rapidly cooled utilizing such methods as:

- a. Quickchilling with running cold water bath or an ice bath coupled with agitation.
- b. Storage of foods in small containers in freezer units coupled with agitation.
- c. Shallow pan - food depth of 2 inches or less. In all cases, potentially hazardous foods shall be cooled to 70° F or below within 2 hours or less

time and to 41° F within 4 hours after removal from a not-holding device or the end of the cooking process.

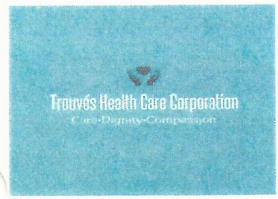
- 9. Preparation of potentially hazardous salads (such as potato or macaroni types) shall be completed using pre-chilled ingredients to assure minimum temperature rise during preparation.
- 10. Potentially hazardous foods to be transported or stored on ice (as in a buffet line) shall be pre-chilled to 41° F or below.
- 11. Quality tasting checks are to be conducted 3 times a day and documented by the kitchen manager or other kitchen employees trained in this procedure.
 - a. Wash hands.
 - b. Never use fingers for tasting food.
 - c. Take a plate and supply of teaspoons.
 - d. Take about a teaspoon size portion to taste.
 - e. Adjust food accordingly.
- 12. Temperature checks are to be conducted and documented by the kitchen manager or other trained kitchen employees at each meal service. Temperature of cold food shall not exceed 41° F.
- 13. All chilled items to be served, if dished up prior to serving, will be covered and stored in refrigeration until serving time.

EXCEPTIONS:

No exceptions to this policy may be granted without the prior written approval of the Director.

SUPERCEDES:

None



TITLE:	FOOD SERVICE – SANITATION AND STORING	POLICY 11.04
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Authority: WAC 388-IBA-2305

PURPOSE:

This policy addresses sanitation and storing food.

SCOPE:

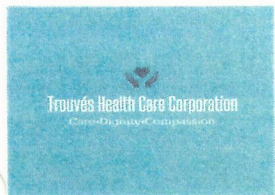
All employees and volunteers.

POLICY:

We provide residents with wholesome nutritious food prepared in a clean and sanitary environment using food purchased from approved sources.

PROCEDURE:

1. Food supplies will be:
 - a. purchased from approved sources
 - b. wholesome
 - c. free from spoilage
 - d. not adulterated
2. Food will be protected from contamination or adulteration by:
 - a. Cover food or food storage containers with tightly fitting covers except during necessary preparation or cooling periods, or when serving food
 - b. Food will not be stored under leaking refrigeration condensers, exposed or unprotected sewer lines, leaking water lines or water lines with accumulations of condensed water
 - c. Food will be stored above the floor level to prevent contamination and permit easy cleaning except:
 - i. Foods stored in bulk in impervious covered containers
 - ii. Beverages in pressurized beverage containers
 - iii. Foods protected by glass, durable plastic, cans or other waterproof containers
 - iv. Food must be easily movable so the floor beneath may be easily cleaned and kept dry.
 - d. food will be labeled when removed from original containers unless identity of the food is unmistakable
3. Food will be protected from cross-contamination and gloves will be used when appropriate to prevent cross-contamination during preparation.
 - a. Food contact surfaces or equipment used with raw meats, fish or poultry thoroughly cleaned and sanitized before contacting other foods.
 - b. Raw meats, fish or poultry stored below and away from foods that will be served



Trouves Health Care

TITLE:

FOOD SERVICE – SANITATION AND STORING

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- without subsequent cooking (pooled eggs handled correctly).
4. Protection of food from contamination during handling, storage and serving:
 - b. Foods protected from potential contamination, properly covered (except during cooling), no double stacking.
 - c. In-use dispensing utensils properly stored.
 - d. Proper handling, storage and dispensing of clean utensils and single service items
 - e. Thermometers visible and operable in refrigerators.
 - f. Accurate metal-stem thermometers or thermocouples available and used to evaluate temperature of potentially hazardous food.
 - g. Proper thawing procedures for all foods.
 - h. Raw foods properly washed prior to serving.
 - i. Single service items not reused.
 5. Proper cooling and refrigerated storage; Potentially hazardous food are cooled from to 41°F or below by:
 - a. Cooling from 140°F to 70°F in 2 hours and from 70°F to 41°F in 4 hours.
 - b. Using shallow pans (2 inch) uncovered and cooled in refrigerator.
 - c. Ice bath with stirring.
 6. Proper cooking, reheating and hot holding:
 - a. Foods will be cooked to appropriate temperatures, and maintained at that temperature until served to the resident/customer.
 7. Sanitary design, construction and installation of equipment and utensils
 - a. With food contact surfaces that are smooth, easily cleaned, sanitized, properly constructed and non-toxic.
 - b. Plastic used as food contact surfaces is food-grade.
 8. Cleaning, washing and sanitizing of equipment and utensils
 - a. Sanitizing rinses solutions at proper temperature/concentration for proper time or correct manual dishwashing procedures.
 - b. Wiping cloths are clean, moistened with approved sanitizer.
 - c. Food contact surfaces of equipment and utensils maintained, clean and sanitized.
 9. Sanitary facilities and controls
 - a. Plumbing will be properly sized, installed and maintained. No cross- connections present. Floors properly drained.
 - b. Sinks adequate, properly installed and maintained.
 - c. Toilet facilities for employees/patrons adequate, clean and in good repair.
 10. Garbage and rubbish disposal
 - a. Durable containers that are easily cleaned, pest proof, nonabsorbent, water tight and covered as needed.
 - b. Adequate storage for garbage, with equipment kept clean.
 11. Pest Control



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- a. Effective protection against all pests (control potential entrance for insects and rodents).
- b. Pest control devices regularly maintained.
- 12. Construction and maintenance of physical facilities
 - a. Lighting and ventilation will be provided as required. Ventilation hoods, ductwork and filters cleaned and properly maintained.
 - b. Floors, walls and ceilings will be properly constructed, clean and in good repair.
 - c. Living quarters and/or break areas will be completely separate from food service area with an area for employee's personal items provided.
 - d. Maintain food service premises free of litter and unnecessary items.
 - e. Unauthorized persons will be excluded from food preparation and storage areas.
- 13. Available hand washing facilities-proper hand washing will be practiced.
 - a. Food workers will wash hands properly after using bathroom, coughing, sneezing, eating, smoking or otherwise contaminating their hands.
 - b. Food workers will wash hands between handling raw foods and ready to eat foods.
 - c. Hand washing sinks will be available and maintained in good repair; warm water will be provided through a mixing faucet, soap and paper towels are available.
- 14. Hygiene and food worker activities.
 - a. Use of tobacco in any form is not permitted in the kitchen area.
 - b. All workers are required to have hair restrained while working in the kitchen.
 - c. Health cards are required within 14 days of employment. Orientation in safe food handling is required prior to handling food or beverage.
 - d. Workers with a disease transmittable through foods (diarrhea, vomiting, fever, flu, hepatitis A) or with infected cuts or burns on their hands may not work in the kitchen area, and may be sent home.

EXCEPTIONS:

No exceptions to this policy may be granted without the prior written approval of the Director.

SUPERCEDES:

None