Sanitation and Food Safety Rules

Illness-causing bacteria can survive in many places around your kitchen, including your hands, utensils, and cutting boards.

**Sanitation Rules**

1. Be sure that work areas and equipment are clean before you start preparing food.
2. Sanitize counters and work areas with a sanitizer before and after use.
3. Avoid cross-contamination – letting microorganisms from one food get into another.
4. Wash the top of a can before opening it to keep dirt from getting into the food.
5. If you use a spoon to taste food during preparation, wash it after each use to avoid transferring harmful bacteria from your mouth to the food you are preparing.
6. Keep pets out of the kitchen. They may bring in dirt, germs, or bugs from outside.
7. Dishcloths and sponges can harbor harmful bacteria. Use a clean dishcloth each day. Wash sponges at the end of the day and allow them to air-dry before reuse.
8. Never use dish towels to wipe spills, the floor, or for anything other than drying dishes. Use paper towels for drying hands.
9. Wash dishes and dry dishes properly using the following techniques:
   a. Scrape all garbage from dishes and place in proper containers.
   b. Rinse to remove small food particles and sauces.
   c. Stack dishes properly. Put all silverware together. Put like dishes together, such as dinner plates, saucers, and bowls.
   d. Fill sink with hot soapy water.
   e. Wash dishes in this order: glasses, flatware, plates, pots and pans, skillets.
   f. Change dishwater if needed.
   g. Rinse dishes in hot water.
   h. Allow to air dry or dry with a clean towel and put away.
10. Keep large appliances clean inside and out.
11. Floor should be kept clean by frequent mopping.
12. Keep trash cans clean. Periodically wash with hot soapy water, rinse, and let air dry.
13. Occasionally clean behind the stove and refrigerator and wipe off cabinet shelves.
Food Safety

14. Never store food under the sink.
15. Never taste food that might be spoiled. Throw it away.
16. Do not let food spoil in the refrigerator.
17. Promptly refrigerate leftovers in clean, covered containers.
18. Wipe or wash lids, caps, and the outside of bottles and jars before putting back in the refrigerator.
19. Use separate cutting boards – one for meats, chicken, and fish and the other for everything else.
20. Wash fruits and vegetables in cold water before you peel or chop them.
21. Keep raw meats, chicken and seafood in separate grocery bags away from other groceries.
22. Store meats on the bottom shelf of your refrigerator so juices will not contaminate other foods.
23. Thaw meats in the refrigerator or microwave. Never thaw meat on the counter or in the sink.
24. Use a meat thermometer to check that meats and poultry reach the right temperature to eat.
25. Never eat raw eggs or anything with raw eggs in it. Always cook thoroughly.
26. Follow the directions on frozen meals. Undercooking frozen meals could lead to food poisoning.

Sanitizing solution: Add 1 teaspoon regular household bleach to 1 quart (4 cups) of tap water in a spray bottle. Sanitize counters, cutting boards, tables, and utensils before and after use.

Note:

- Wear an apron and gloves when adding bleach to water as bleach can discolor clothes.
- Spray bottles must be labeled.
- Store out of children’s reach.
- Replace sanitizing solution often.