**Sanitation and Hygiene**

Handwashing- a 20 second process:

* The handwashing sink is to be used for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ONLY.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hands and arms with warm/hot water.
2. Apply \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hands and arms vigorously for at least \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seconds.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hands and arms thoroughly.
5. Use an antiseptic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ washing hands
   1. Wait for antiseptic to dry before touching food or equipment and before putting on gloves.
6. Dry hands and arms with a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. Do not use apron or clothing.
8. Use paper towels to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the faucet and \_\_\_\_\_\_\_\_\_\_\_\_\_ doors.

When to Wash Hands:

* After using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* After coughing/sneezing
* Before & after handling raw meat, poultry or eggs
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ putting on gloves
* After touching clothing or aprons
* After handling money
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ handling garbage or trash
* After handling dirty equipment/utensils
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ food preparation

Clothing, Hair and Jewelry:

* Wear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ clothing and aprons.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or cover hair.
* Remove jewelry from hands and arms including rings, bracelets and watches.
  + Expect for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wearing Gloves:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bare-hand contact with ready to eat foods.
* Wear gloves if you have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on hands.
  + A bandage must cover the wound completely and a glove must be worn over the bandage.
* Use the correct size so they fit.
* Never rinse, wash or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ gloves.
* Wash hands before putting on gloves and when changing to a new pair.
* Change gloves with each \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Cleaning and Sanitizing**

* Keep all work surfaces \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Disinfect work surfaces to prevent cross-contamination.
* Surfaces that are in constant use must be cleaned and sanitized after \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Clean crumbs and spills, store staples in airtight containers and dispose of garbage properly to reduce pests/insects.
* If taste testing foods, always use a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and use it only \_\_\_\_\_\_\_\_\_\_\_.
* Store towels for cleaning food spills in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ solution when you are not using them. Never store them in your apron or uniform pocket.
* Always use cleaners and sanitizers according to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Sanitizer must be left on the surface for the correct amount of time to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pathogens on surface to a safe level.
* Use a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to check the sanitizers strength to ensure it is effective.

To Sanitize:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the surface.
2. Rinse the surface.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the surface.
4. Allow the surface to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dry.

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| Wash dishes in the following order- BY HAND:   1. Rinse and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Food 2. Glassware 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. Dishware (Plates/Bowls) 5. Kitchen Tools 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Dish Washing- DISH MACHINE   * Dish machines are used in the \_\_\_\_\_\_\_\_\_\_ to quickly clean and sanitize dishes.   + Scrape, rinse or soak items before washing.   + Never \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the dish racks and use the correct racks.   + Frequently check water temperature and pressure.   + Change the \_\_\_\_\_\_\_\_\_\_\_ when necessary. |
| Dish Washing- 3 SINK METHOD: | |

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| Storing Dishes and Utensils   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a clean, dry location. * Store at least \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the floor. * Store upside down on a clean, sanitized surface. * If storing utensils vertically, store them with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Trash and Garbage   * Remove garbage from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ area as quickly as possible. * Do not clean garbage containers need food prep areas. * Use trashcan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Clean the inside and outside of garbage containers often.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the lids on outdoor containers. |