

# PARK PROVISIONS



## **Safety Policies and Procedures 2024**

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## Introduction To Safety Policies and Procedures



Our primary goal at Lime Rock Park/Park Provisions is to operate a sanitary and accident-free establishment. A safe food service operation takes teamwork and effort on everyone's part.

Every employee is expected to thoroughly understand the material covered in this packet. If you're not sure, ask! The only way to run a sanitary and accident-free establishment is with proper education/training and periodic review of training.

It is the responsibility of every employee and manager to regularly monitor, enforce these safety practices, and provide additional training when necessary. This will ensure the best quality and food safety standards for our customers as well as a safe environment for employees.

**If you do not understand something or have questions, please ask!**

We would always rather answer a million questions than have someone get hurt or serve unsafe food.

If you see a potential hazard or notice something unsafe, notify a manager or supervisor **immediately**.

**For Medical Emergencies**

**Contact EMS – channel 1**

**860-435-0102**





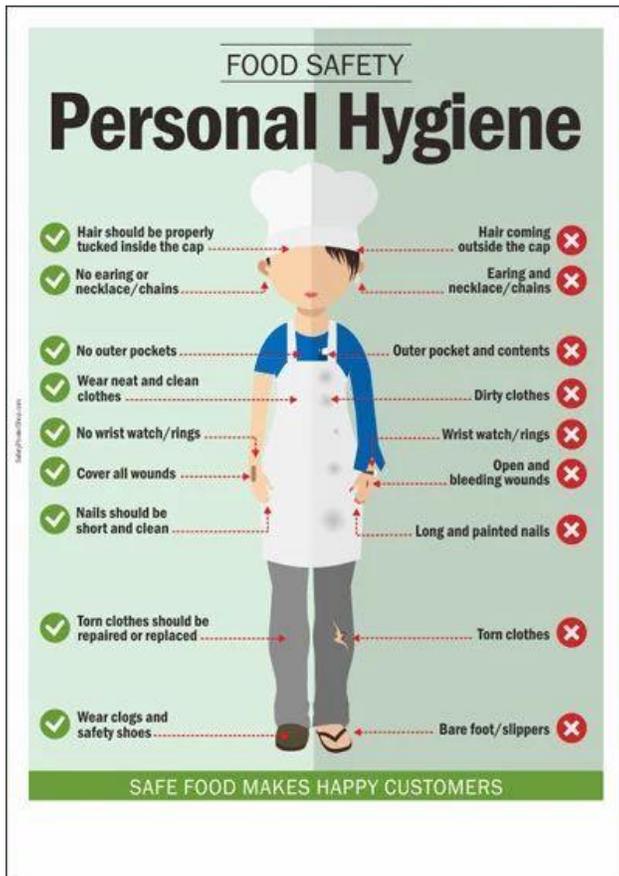
## About Food Safety

Food safety is paramount in any food service establishment. It is our responsibility to serve our customers tasty food that is free of contamination and pathogens. Food can become unsafe from several different ways including improper heating/cooling of food, poor personal hygiene, incorrect hand washing techniques, holding food at unsafe temperatures, contamination, and incorrect storage of food and chemical items.

**Pathogens** – microbes that cause food born illnesses in people.

### 3 types of food contaminates:

- 1) **Biological** - living organisms like fungi (mold), bacteria, viruses, toxins, etc.
- 2) **Chemical** – cleaning solutions, toxic metals, and pesticides. These can cause poisoning, cancer, and burnings.
- 3) **Physical** - broken glass, metal shavings, band-aids, jewelry, nail polish/artificial nails, etc.



## Personal Hygiene

Personal hygiene is vital to prevent food safety concerns and contamination.

### Proper hygiene starts at home when you get ready for work!

- Shower or bathe before work.
- Trim/file fingernails. Do NOT wear any nail polish or artificial nails as it can easily become a food contaminate.
- Do not wear excessive jewelry. A plain band ring is acceptable.
- ALWAYS wear clean well-fitting clothes and aprons that are free of pet hair and debris.
- ALWAYS wear close-toed/closed-back non-slip shoes.
- Hair should be pulled back and hats must be worn.

## Proper Handwashing Technique

**NOTE:** Wearing gloves **DOES NOT** take the place of proper handwashing. When using gloves, hands need to be washed following the proper handwashing procedure before putting on gloves.

**Handwashing sink is for hand washing ONLY – do not use for other purposes or storing dirty dishes**

- Wet hands and forearms with warm running water.
- Apply enough soap to form a good lather.
- Vigorously scrub hands and arms for at least 20 seconds. Be sure to clean fingertips, under fingernails, and between fingers.
- Rinse hands and arms thoroughly under warm running water.
- Dry hands and arms using a single-use paper towel.
- Use paper towel to turn off faucet and to open bathroom doors. Using your hands to turn off the faucet or open the door will immediately contaminate the hands you just cleaned.

## When to wash your hands

- Before you handle food or begin any food-related tasks
- After handling money or making change.
- After handling raw meat, poultry, and seafood
- After using the restroom
- After touching your hair, face, body, clothes, or apron.
- After sneezing, coughing, blowing your nose, smoking, eating, drinking, or chewing gum.
- After using chemicals that are not labeled as “Food-safe”
- After cleaning tables, washing dishes, and emptying garbage.



## Cleaning and Sanitizing

- **Cleaning** – removes food and other types of soil from the surface.
- **Sanitizing** – reduces the number of pathogens on a clean surface to safe levels.
  - **Steps to clean and sanitize surfaces**
    1. Scrape/remove food and debris from surface.
    2. Wash the surface.
    3. Rinse the surface.
    4. Sanitize the surface.
    5. Allow surface to air dry.
- **When to clean and Sanitize**
  - As often as possible- **at least every 4 hours** of continued use
  - Before use or after being interrupted from a task
  - When you begin working with a different type of food
  - Always use cleaning solutions according to manufacturer directions
  - Store towels for cleaning food spills in a sanitizer solution when not in use.

- **How to clean and sanitize using a Three-Compartment Sink**

- Scrape items before washing to remove as much food as possible – soak if necessary
- **1<sup>st</sup> sink** – clean items in first sink with soap and water with a temperature of at least 110° F. Change water when suds are gone or the water is dirty.
- **2<sup>nd</sup> sink** – rinse items in second sink. Remove all traces of food and detergent
- **3<sup>rd</sup> sink** – sanitize items in third sink. Check time and temperature requirements on sanitizer label. Change water when the temperature or solution concentration falls below requirements.
- **AIR DRY** – prop items up on a clean towel and allow to air dry. **DO NOT DRY WITH A TOWEL** – this interferes with the sanitizing process.



- **Storing Dishes and Utensils**

- Store in a clean and dry location at least 6 inches off the ground
- Store pots and pans upside down on a clean, sanitized surface and utensils should be stored vertically with handles up.

- **Trash and Garbage**

- Remove garbage from prep area as quickly as possible.
- Clean inside and outside of garbage cans often to prevent pests.
- Never clean garbages in or near food prep areas
- Empty all garbage (inside and outside) at the end of the day and call maintenance (channel 8 on radio) for garbage pick-up.

## Major Causes and Prevention of Food Borne Illnesses

- Food left out in the danger zone for **four hours** or more.
  - **Danger Zone: 41°F to 135° F** – At this temperature, pathogens multiply very quickly. Keep food out of the danger zone as much as possible.
- Keep **hot** foods **hot** (above 135°F) – Keep **cold** foods **cold** (41°F or below)
- Handle food quickly during delivery – Put away frozen/refrigerated items away as soon as possible.
- Do not serve food that is not completely cooked.
- Avoid preparing food in advance unless **ABSOLUTELY** necessary.
- Thaw frozen items in the refrigerator overnight – do not leave them out at room temperature to defrost.
- Heat/ Reheat hot food to an internal temperature of at least **165°F for 15 seconds within two hours** – Do not reheat the same item more than two times.
- Sanitize thermometers after every use with probe wipes provided
- **NEVER** store chemicals near food
- **ONLY** use chemicals labeled as “food safe” for food contact surfaces and follow instructions as listed on the label.
- All food must be labeled with the date it was opened/prepared and what the item is (ex: Tomatoes 11/28)
- **DO NOT** mix left over food with fresh food
- Keep separate cutting boards for raw and cooked foods.

## Storing Food and Equipment Properly

- Always store ice scoop in proper receptacle when not in use – **NEVER** store ice scoop in ice chest – Do not use cups to scoop ice – only use ice scoop
- Keep all storage areas dry and clean
- Cover, label, and date all foods in storage
- Do **NOT** store food in cans
- All food must be stored **AT LEAST 6 inches** off the ground and away from walls. **NEVER** store food on the ground.
- Check storage conditions daily – Dry storage should be cool and dry – Refrigerators should be at or below 40°F – Freezers should be 0°F or lower
- Defrost Freezers as necessary – frost build up can cause freezer to overheat and food spoilage to occur.
- Store equipment where dust cannot settle on it – cover if needed.

## Cleaning Stationary Equipment

- Make sure hands are dry and unplug the equipment
- Disassemble as much as possible.
- Wash removable parts in three-compartment sink or dish machine
- Wash and rinse stationary parts
- Sanitize all food contact surfaces with food-safe sanitizer
- Allow all parts to air dry before reassembling

## Kitchen Safety

- **Knives and Cuts**

- Use knives and sharp equipment very carefully
- Always use a sharp knife (dull=dangerous)
- Make sure cutting board is stable – put a clean towel under the cutting board to keep from sliding while cutting.
- **NEVER** throw a knife or leave in the sink.
- **NEVER** pick up broken glass with your hands

**If you get cut**, apply **DIRECT PRESSURE** to the cut. Remove yourself from food service areas immediately. Clean and bandage the area as necessary. **For deep cuts – call EMS (channel 1 on radio)**

- **Grease Fires and Burns**

- Keep clothing, paper, and plastic away from heat and/or direct flames
- **ALWAYS** use dry oven mitts/towels when handling hot dishes and pans
- Lift lids away from you carefully to avoid steam burn or splatter from boiling liquids/foods.
- **Never** set the Fryer temperature higher than **375°F**
- Store chemicals away from heat as many chemicals are flammable
- Only smoke cigarettes in the approved location and **ALWAYS** dispose of cigarette butts

**If you get burned**, run the affected area under cool running water (not cold-not hot). Apply burn cream to affected area. If burn blisters or bubbles, seeing a doctor is advised.

**NEVER EVER PUT OUT A KITCHEN FIRE WITH WATER**

**ALWAYS** use a fire extinguisher. Salt and Baking soda work too!

- **Electrical Appliances and Shock**
  - Always use dry hands to move, use, or touch appliances and stand on a dry floor
  - Keep all cords and plugs dry and away from water. Always unplug from the plug, not by pulling the cord.
  - Report any damaged cords or worn plugs to your supervisor
- **Trips, Slips, and Falls**
  - Clean up spills as soon as they happen. Notify others the floor may be slippery and use a “wet floor” sign
  - ALWAYS use a stepstool or ladder to reach things in high places. Never use anything on wheels or that may be unstable.
  - **ALWAYS** wear close-toed and closed-back shoes that are non-skid and securely tied.
  - **Walk** – do not run
  - Follow established traffic patterns
- **Cleaning Supplies and Chemicals**
  - **NEVER** mix chemicals
    - Mixing chemicals can create toxic and **deadly** fumes.
  - Always store all cleaning supplies in their original containers when possible (labeled clearly) away from food, food prep areas, and serving utensils. If alternate container needs to be used, make sure it is unused or refilled with the exact same chemical (must clearly label chemical product in container)
  - **Always** follow label instructions and do not use for anything other than the product’s intended purpose.

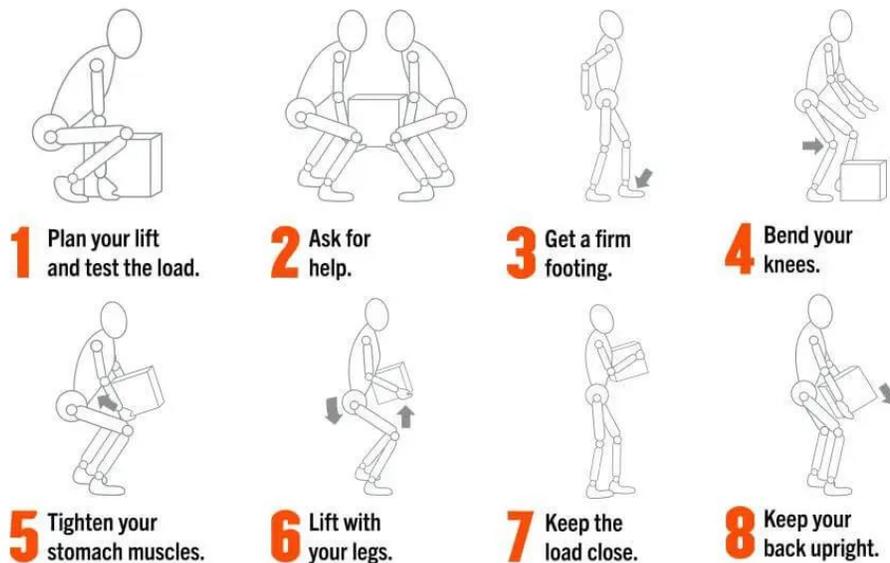
**Make sure you know where the  
First Aid Kit and Spill Clean Up Kit are located!**

**For vomit/diarrhea incidents, follow directions in spill clean-up kit**

## Lifting Properly

Before Lifting, make a plan! Do you need help? Where is it going? What is the best route? Can a golf cart be used?

- Stand with your feet shoulder width apart. Put one foot slightly in front of the other for a stronger support base. Squat down with your back straight and head up. **NEVER** bend from the waist. Grip the object firmly with both hands, keeping elbows close to your body and chin tucked in. If lifting a tray, squat down alongside the tray and slide the tray onto your shoulder and hand.
- Lift it – Slowly and smoothly straighten your knees, keeping back straight. Tighten stomach muscles. **Do not** lift and twist at the same time or move in a jerky and quick manner.
- Move it – Keep the object close to you as you move - always keeping your back straight. **Never** twist from the waist. Look where you are going and call out “coming through” as needed.
- Set it down – Slowly and smoothly bend your knees to lower the object. Remember to keep your back straight when setting down! Watch your fingers and toes!



## How to Properly Move a Hot Dog Cart

- Remove and secure items in cart as necessary
- Spread feet shoulder width apart, with one foot slightly in front of the other and your knees bent.
- Always keep back straight, stomach muscles tightened, and do not jerk/twist when moving.
- **PUSH** – don't pull
- Slowly and smoothly begin pushing cart with your body weight and leg muscles. **Ask for help if you cannot move it alone.**