

# Food Safety Training for MANNA FoodBank Partner Agencies



## About Food Safety Training

- Training provides certification for 3 years
- Available for all staff and volunteers
- Requirement: At least one pantry leader must keep certification current
- That leader is responsible for training others and overseeing safe distributions



# Does your agency serve cooked meals?

**STOP!** This is not the training you seek.

Instead, you are required to complete:

**ServSafe for Food Managers or**

**NC Safe Plates for Food Protection**

**Managers**

Please contact your Zone Coordinator  
for more information.



# Covered In This Training

1. How Food Becomes Unsafe
2. Personal Hygiene
3. Receiving, Storing, and Delivering Food
4. Cleaning and Sanitizing
5. Food Recalls
6. Safety Data Sheets
7. Food Safety Quiz Next Steps



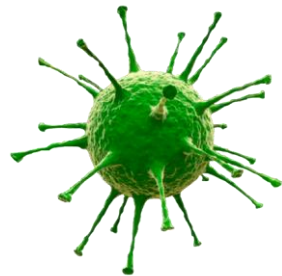
# How Food Becomes Unsafe



# How Food Becomes Unsafe

## 1. Biological Hazards

Bacteria  
Viruses  
Parasites  
Fungi



## 2. Physical Hazards

Glass, Plastic, Ceramics, etc.  
Jewelry  
Bandage



## 3. Chemical Hazards

Cleaners  
Sanitizers  
Pesticides



## 4. Poor Personal Hygiene

- Transferring pathogens from one's body to food
- #1 cause of foodborne illness



# How Food Becomes Unsafe

## 5. Cross-Contamination

- Transferring pathogens from one food surface to another

## 6. Time-Temperature Abuse

- Keeping food too long at temperatures that are conducive to pathogen growth
- **41° to 135°** is the danger zone
- **70° to 125°** causes rapid bacterial growth, especially with moisture
- After 4 hours in the danger zone discard food
- TCS food means time and temp controlled for safety

## 7. Poor Cleaning and Sanitizing

- Incorrectly cleaned surfaces can transfer pathogens to food





When a food that contains an allergen comes in contact with another food and their proteins mix this is called cross-contact.



**MILK**



**EGGS**



**FISH**



**SHELLFISH**



**TREE NUTS**



**PEANUTS**



**WHEAT**



**SOY**





# Prevent Cross-Contact

- **Clean & sanitize** all surfaces that come in contact with foods containing allergens
- **Inspect food packaging** to ensure there are no leaks or spills
- When possible, store foods containing allergens **separately**
- **NEVER** store allergen foods **above** allergen-free foods
- **Wash hands and change gloves** after handling allergen foods



# Cleaning Up Food Spills

- Immediately **isolate spills containing an allergen** away from other foods
- **Inspect nearby products** to ensure they have not come in contact with the spill
- **Toss any open product** that may have come in contact with the spill. If closed packaging may be safely cleaned and sanitized, it can be saved.
- **Clean & sanitize** the area



# Personal Hygiene



# Proper Hand-Washing

## 1. Wet arms & hands

- Water as hot as comfortable
- As far up to your elbows as possible

## 2. Apply enough soap for a good lather

## 3. Scrub arms & hands vigorously for at least 15 seconds

- Clean between fingers & under fingernails

## 4. Rinse arms & hands thoroughly

## 5. Dry arms & hands

- Use single-use paper towel
- Never use apron or clothing
- Use a paper towel to turn off the faucet and to open restroom door



# Post a reminder in the bathroom...

አጽዳጉ ይታጠቡ  
Amharic

Ntxuav koj txhais tes  
Hmong

اغسل يديك  
Arabic

Lávese las manos  
Spanish

လက်တွေဆေးပါ။  
Burmese

Nawa Mikono  
Swahili

Hugasan ang iyong mga kamay  
Tagalog

Bitte Hände waschen  
German

ត្រូវលាងដៃរបស់អ្នក។  
Khmer

पोमोйте Ваши Руки  
Russian

अपने हाथ धोएं।  
Hindi

손을 씻으십시오  
Korean

ລ້າງມືຂອງເຈົ້າ  
Laotian

Harka kee dhiqadhu  
Oromo

हात धुनुहोस्  
Nepali

Maydh gacmahaaga  
Somali

دُوبِلْ  
Hebrew

Lavez-vous les mains  
French

gi zii bii gi nin jiin  
Ojibwe

xin rửa tay  
Vietnamese

ล้างมือให้สะอาด  
Thai

洗手  
Chinese (Mandarin)

**Wash  
Your  
Hands**



Minnesota Department of Health  
625 N Robert Street  
St. Paul, MN 55155  
www.health.state.mn.us

Revised 1/2010  
Wash Your Hands in 24 languages

**Elimine los gérmenes...**

**LAVESE LAS MANOS**

1. REMOJE

2. ENJABONE

3. LAVE

4. ENJUAGE

5. SEQUE

6. CIERRE LA LLAVE DE AGUA CON UNA TOALLA DE PAPEL



Esta guía de ilustraciones está disponible en 24 idiomas en español. Para saber más, llame al 1-800-645-6347 o visite www.health.state.mn.us.



# Wash Hands After:

- Using the restroom
- Touching face, hair, body, clothing, apron, or cell phone
- Handling raw meat (before, too!)
- Taking out garbage
- Sneezing, coughing, or using a tissue
- Handling chemicals or cleaning supplies
- Smoking, or chewing gum or tobacco
- Eating or drinking
- Completing a task and beginning a new one
- Leaving and then returning to food-handling areas
- Touching anything at all that may contaminate hands



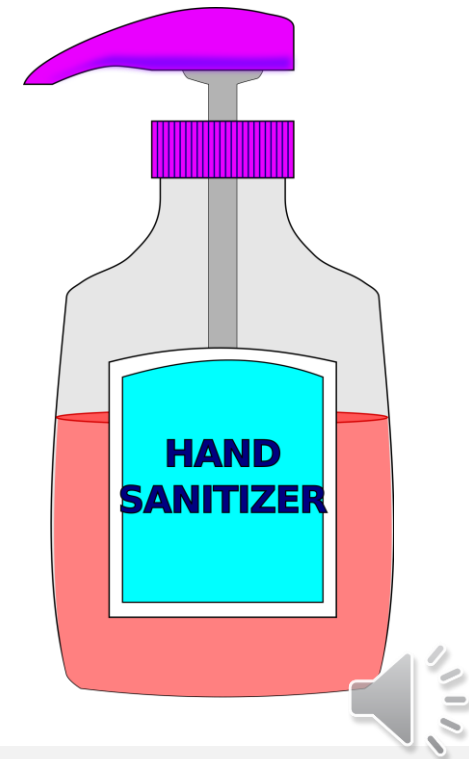


# Proper Hand-Washing

- Hand sanitizer is NEVER a replacement for proper hand-washing
- Hand sanitizer may be applied only after washing hands
- Let hand sanitizer dry before touching food or equipment, or putting on gloves
- Wash hands in designated hand-washing sink only
- Never use hand-washing sinks for other uses such as dumping mop water or washing produce or equipment

**Ensure hand-washing sinks are not blocked, and are stocked with:**

- Hot and cold water
- Liquid soap (no bars)
- Single-use paper towels
- Clean & covered trash bin





# Gloves

- Only use single-use gloves when handling food
- NEVER wash, rinse, or reuse gloves
- Never blow into gloves to open them
- Wash hands before putting on gloves when starting a new task



## Change gloves when...

- They become dirty or torn
- You've handled raw meat
- You'll be handling ready-to-eat foods
- You're about to start a new task
- You've handled foods containing allergens
- You've touched any part of your body or clothing
- You've touched your cell phone



# More Proper Hygiene Considerations...

- Keep fingernails short and clean
- When handling exposed food, you must wear gloves if you're wearing:
  - Nail polish
  - False nails
- Any wounds on hands or wrists must be covered in a bandage and a glove
- Dress wounds on arms or body in a dry, durable, tight-fitting bandage
  - If a wound is difficult to properly cover, excuse yourself from service until it is healed



**If you have any of the following symptoms,  
excuse yourself from service:**

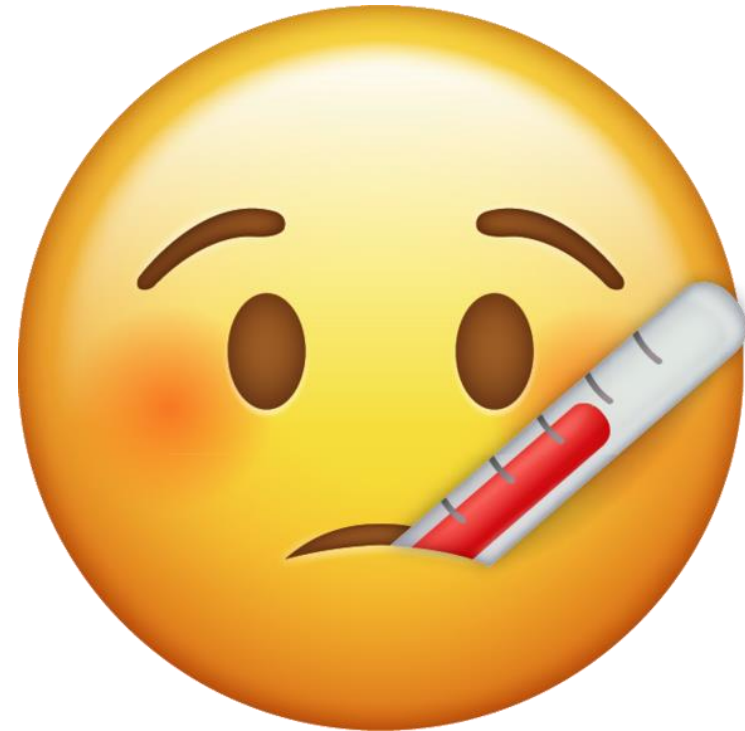
**Vomiting**

**Diarrhea**

**Jaundice (yellowing of eyes or skin)**

**Sore throat**

**Fever**



## More Proper Hygiene Considerations...

- Always wear a hat or hair covering in areas used for food prep or equipment cleaning
  - Men with beards should also wear a beard restraint
  - For long hair, also restrain with a ponytail holder
  - Wear close-toed shoes
  - Wear a shirt with sleeves
- Always wear clean clothes when handling food
- Store personal belongings away from food
- When handling exposed food or working in food-handling areas, do not wear:
  - Rings, except for plain bands
  - Bracelets and Watches
  - Other jewelry that may fall into food, such as piercings and necklaces
- NEVER eat, drink, smoke , or chew gum or tobacco in food-handling and storage areas



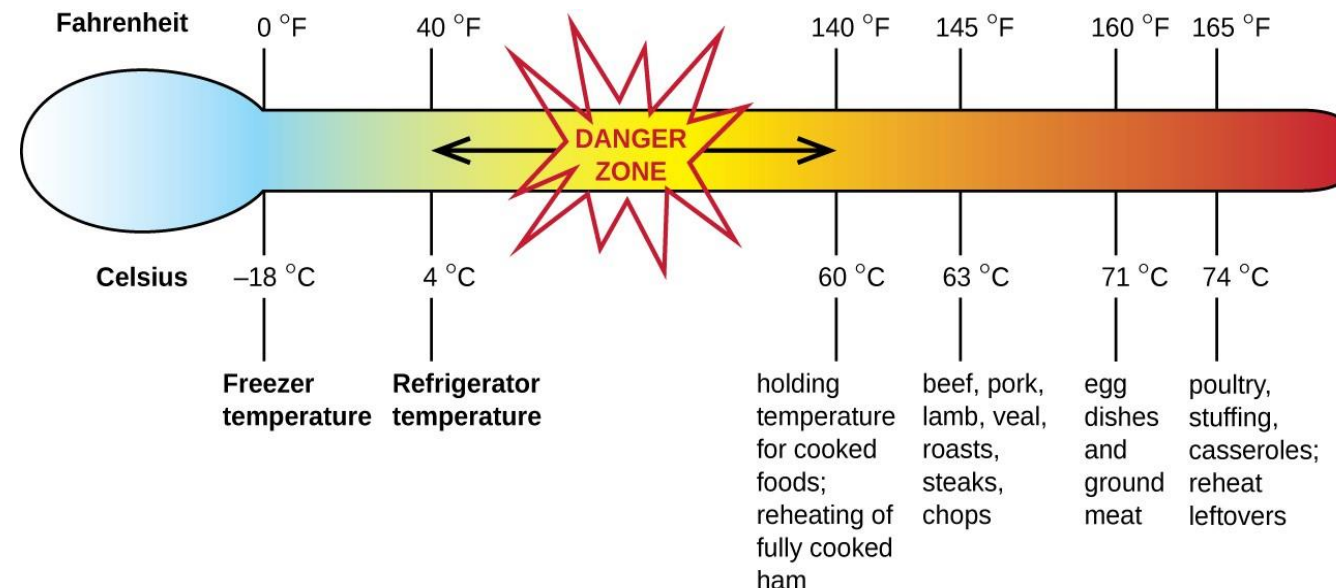
# Receiving, Storing, and Transporting Food Safely



# Receiving & Storing Food Safely

## Controlling Time & Temperature During Receiving

- Time and temp must be controlled every second from pick-up or delivery to the moment it's distributed to the client.
- This is the “cold chain”, and if it's broken can result in foodborne illness
- The **temperature danger zone is 41°F to 135°F**







# Thermometers

## 1. Infrared

- Only measure surface temps
- Instant display
- Prevents cross-contamination because they don't touch food
- Must be sent to manufacturer to recalibrate

## 2. Thermocouples

- Don't need to be inserted deeply to get accurate reading
- Quick display
- May need to be sent to manufacturer to recalibrate

## 3. Bimetallic Stemmed

- Must be inserted from stem to dimple for accurate reading
- At least 15 seconds for final reading
- Must be calibrated regularly, easy to do...



# Refrigerator-Freezer Thermometers



## REQUIRED:

Every fridge & freezer must have a thermometer and a temp log that is kept *at least* once a week.

For TEFAP agencies: dry storage temp logs are also required and ALL temp logs must be recorded *at least* 5 days a week.



# FOOD STORAGE TEMPERATURE CHART

Dry Storage Area Temperature 50°F-70°F

Cooler Storage Area Temperature 35°F-41°F

Freezer Storage Area Temperature -10°F-0°F

Circle One  
Refrigerator, Freezer or Dry Storage

Circle One  
Refrigerator, Freezer or Dry Storage

Unit: A

Unit: B



Month/Day/Year Temperature Checked By

9/1/20	39°	AGS
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Month/Day/Year Temperature Checked By

9/1/20	-2°	AGS
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# Calibrating a Bimetallic Stemmed Thermometer...

1. Fill a large container with crushed ice water and mix well
2. Place the stem, or probe, into the ice water
  - Ensure water covers up to the dimple
  - Do Not let any part of thermometer touch the container
  - Wait 30 seconds, or until indicator stops
3. Adjust thermometer to 32°F, or 0°C
  - Hold the calibration nut with wrench or other tool
  - Rotate until it reads proper temp



# Inspecting Food for Safety During Receiving

## Check:

- Overall condition of vehicle
- For signs of pests in vehicle and product
- Condition of the product
- For presence of questionable product,  
Ex. Home-canned goods
- Temperature of vehicle and food





# Reject:

- Refrigerated food above 41°F
- Cut produce above 41°F
- Frozen food that is not frozen solid
- Home-canned goods
- Items with signs of pests
- Baby food or TEFAP food that is past date





# Storing Food Safely

- Refrigerated foods and cut produce at 41°F or below
- Keep frozen food frozen solid at 0°F or below
- Dry storage should be between 50°F-70°F and well ventilated
- Store food only in areas designated for food only
- Don't stockpile food, 3-month supply maximum
- Store all food at least 6 inches off the floor
- Store food away from walls to allow airflow
- Store food only in containers made for food storage
- Store ready-to-eat foods above all other foods, and never on the same shelf

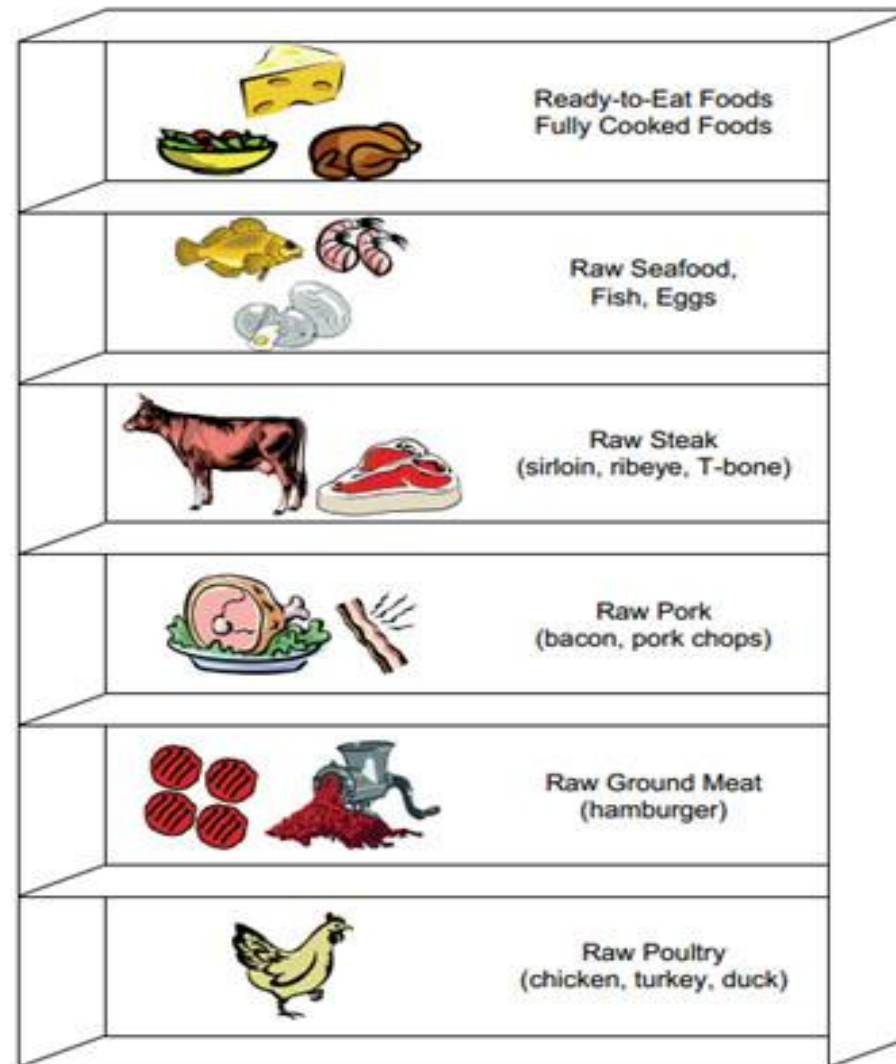


## Ensure...

- All doors and windows seal tightly
- All doors and openings are closed when not in use
- Walls, ceilings, and floors are clean and in good condition
- No exposed pipes to leak or drip on food
- All lighting is shielded to prevent physical hazards
- Pantry and all surrounding areas are free of pests, or evidence of
- Grass is cut and at least 2 feet away from edge of building



## **SAFE REFRIGERATOR STORAGE**



Info on longer term food storage may be found at [USDA.gov](https://www.usda.gov)



# Labeling Food for Storage

- All food must be labeled with product information such as nutrition facts, ingredients, and allergy warnings
- When MANNA repacks bulk food we will always provide these labels on the product
- It is best practice to label food with the month and year it is received to aid in First In, First Out (FIFO) rotation



# Food Dating

## Packing or Manufacturing Date

- Used for tracking and recalls
- Not an expiration date

## Sell-by Date

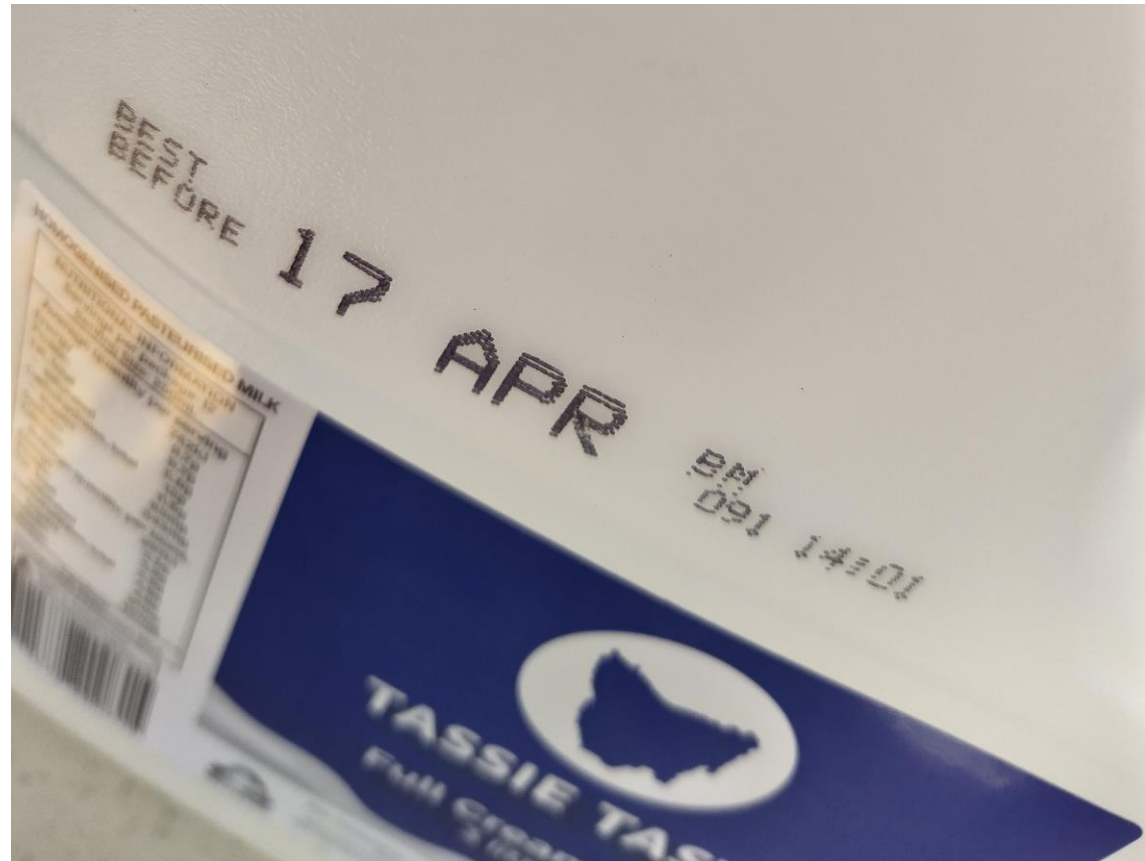
- This is a quality date
- Tells store when to replace
- Food is still safe past this date

## Best-by Date

- This is a quality date
- Food is still safe past this date

## Use-by or Expiration Date

- Last date of peak quality
- Food is still safe past this date





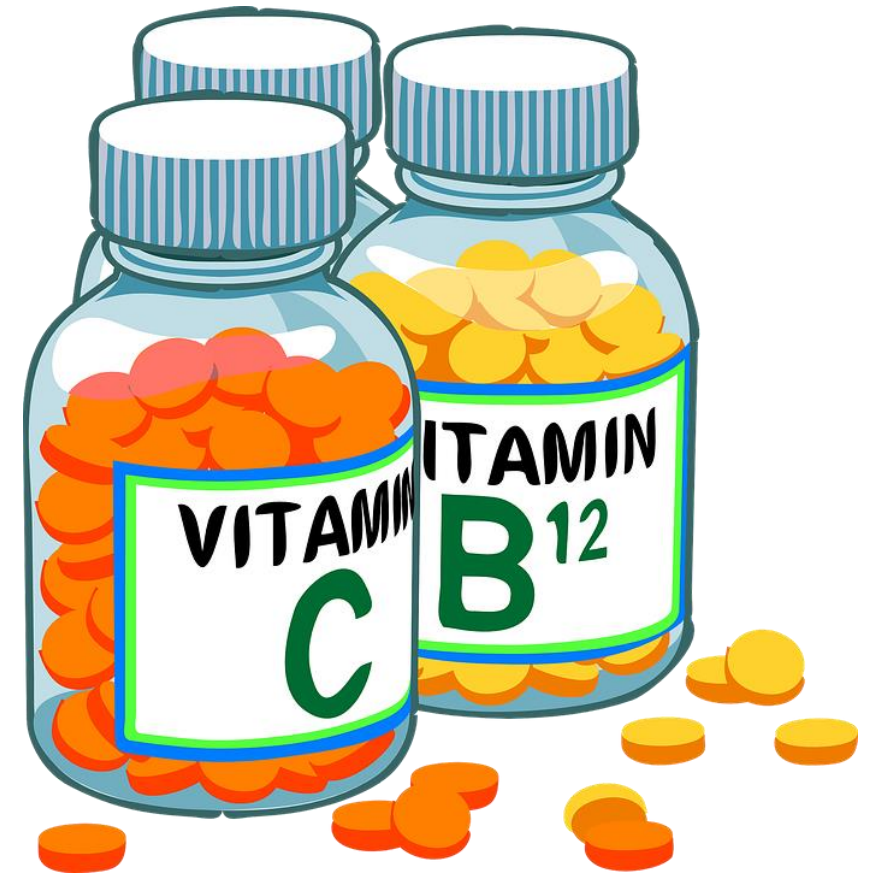
# More to Consider...

- Most food dates are not related to safety
- Baby Food and TEFAP food must be distributed within expiration dates on label
- Freezing keeps food safe for a longer period of time
- It's important to keep your email current with MANNA for recalls
- Distribute oldest food first using:
  - First In, First Out (FIFO)
  - First Expired, First Out (FEFO)
- Don't stockpile food
- If an item isn't popular in client choice, put it on a "giveaway" table and allow guests to take as much as they want without it counting against other shopping options



## Over-the-Counter Medications:

- OTC meds must be discarded if:
  - Past any date on label
  - Any damage to package
  - Missing or unreadable label
  - If they contain ephedrine or pseudoephedrine





# Checking Cans for Safety

## Discard cans with these defects:

- Severe dents in seams
- Deep dents in body
- Crushed cans that aren't stackable
- Missing label
- Unreadable label
- No code dates
- Swollen or bulging ends
- Holes
- Signs of leakage
- Rust that can't be easily wiped off



**MANNA has a machine that vacuum tests dented cans for safety before we distribute them to you!**



# Checking Jars & Bottles for Safety

## Discard jars & bottles with these defects:

- Swollen, rusted, or dented lids
- Missing or unreadable labels
- Signs of mold or foreign objects
- Signs of dirt or mold under lid
- Loose lid
- Button on lid is raised
- Missing seal
- Signs of leakage
- Chipped or broken jars
- Food is discolored
- Food has unusual appearance or separation



# Checking Dry Packaged Foods for Safety

## Discard dry packaged foods with these defects:

- Unlabeled or incorrectly labeled
- Label is unreadable
- Double-packaged food with an inner package that is torn, wet, or stained
- Single-packaged food that is open, torn, ripped, cut, punctured, or split
- Signs of pests
  - Gnaw marks
  - Droppings
  - Insects
  - Pin-sized holes



# Checking Produce for Safety

## Discard produce with these defects:

- Mold
- Decay or rot
- Foul odors
- Signs of insects
- Produce repacked in container not meant for food
- Severe bruising
- Skin not intact
- Cut produce not at 41°F or lower and without code dates

**~ 20% spoilage is to be expected**



# Repacking Bulk Food

In most cases, this must only be done at MANNA in our clean room. While repacking cases of whole produce into smaller bags is fine, we ask that you contact our Agency Relations team to ensure the safe repacking of any other items at your facility.





# Loading & Distributing Food Safely

## Preparing your vehicle:

- Clean interior of vehicle at least weekly
- Ensure vehicle is free of pests
- Never deliver food in a vehicle used to haul trash
- Do not bring pets along
- Remove contaminants such as oil or antifreeze
- Lock and seal vehicles when not in use

## Preparing the food:

- Do not leave food unsupervised or outside
- Use clean, sturdy, dry boxes
- Keep meat, poultry, and seafood separated from each other and other foods
- Never put food next to trash bins
- Keep chemicals away from food



# Loading & Transporting Food Safely

- Keep refrigerated food at 41°F or below
- Keep frozen food frozen solid
- Never store raw food over ready-to-eat food
- Never store allergens over other products
- Cover cold foods with thermal blankets, or pack in coolers with ice packs
- Load cold foods to allow air flow around it
- Check & document temps when food arrives at destination
- Keep drive times in unrefrigerated vehicles to 30 minutes or less





# Cleaning and Sanitizing



# Cleaning & Sanitizing

## **Surfaces to be cleaned & rinsed:**

- Walls & floors
- Storage shelves
- Trash bins

## **Clean & Sanitize any surface that touches food:**

1. Scrape off visible debris
2. Wash the surface
3. Rinse the surface
4. Sanitize the surface
5. Allow surface to air dry

## **Clean & Sanitize...**

- Before & after use
- After 4 hours of use
- Anytime a surface is contaminated



# Making Sanitizer

- **Prepare a bleach solution by mixing:**
  - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of room temperature water or
  - 4 teaspoons bleach per quart of room temperature water
- Allow contact time of at least 7 seconds, and up to 60
- Bleach solutions will be effective for disinfection up to 24 hours, then it will need to be remade
- Use regular unscented bleach
- Ensure it's bleach intended for disinfection
- Allow to air dry
- Sanitizer should be tested using chlorine test strips, between 50-99 PPM
- Foodservice-specific cleaners and sanitizers available



# Cleaning & Sanitizing Tools & Utensils???

Under most circumstances, only meal sites will need this specific training. Agencies that prepare and serve meals require a higher level of training.

The *only* exception for pantries is offering a cooking demo, taste test, or serving snacks following proper training by MANNA's Nutrition Works team or by NC Cooperative Extension.

Please contact your Zone Coordinator for more information.



# Handling the Trash

- Remove trash ASAP
- Be careful not to contaminate food surfaces when removing
- Never clean trash bins in food storage areas
- Clean inside and outside of trash bins often
- Keep lids on outdoor containers closed
- Only use indoor trash bins that have a cover
- Look out for droppings, nests, or other signs of pests
- Keep all areas clean and free of debris

**Have a licensed professional conduct pest control *at least* quarterly, but monthly is best**



# Safety Data Sheets and Product Recalls



# Safety Data Sheets (SDS)

Formerly Material Safety Data Sheets (MSDS)



SDS provide detailed safety information on every chemical that you might find in cleaning supplies and other products.

Any products your agency uses, such as cleaning or maintenance supplies, should ideally have an SDS for that particular product on file, typically in a binder marked SDS in bold lettering and in a conspicuous location. The easiest, and free, way to get an SDS is to look on the manufacturer's website for that product. The manufacturer will have a place on their site from which to access the SDS of all their products, which can then be printed off.

Products that are just pass-throughs (i.e. product from MANNA going directly to clients) do not have to have an SDS on file.





# PRODUCT RECALLS



- Add @MANNAFoodBank.org to your Contacts List so you won't miss our e-mail recall notices
- For a list of the most current food recalls, go to [Foodsafety.gov](https://www.foodsafety.gov).
- The Feeding America national office issues notifications of all national Class I and II recalls—those involving a health hazard situation in which there is reasonable probability that eating the food will cause health problems or death—and other recalls that may affect the safety of food supplied to network members.
- The acronym FANO seen in some recall notices stands for Feeding America National Office.



# Next Steps



# Complete the Food Safety Quiz



Thank you for completing this training. Please take, and submit, the quiz we have provided for you, and you'll be set for 3 years. The quiz may be found at <http://bit.ly/fstquiz>. There are 20 multiple choice questions worth 5 points each, and a score of 80 or above is a passing grade. Once we receive this, we'll email you a certificate of completion at the address you provide in the quiz.



Please contact our Agency Relations team with any questions or feedback.



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Western Zone: Cherokee, Clay, Graham, Macon,  
Jackson, Swain, Haywood

Eastern Zone: Avery, Mitchell, Yancey, Madison,  
McDowell, Henderson, Polk, Transylvania





- › Sources:
- › Feeding America ServSafe Food Handler Guide for Food Banking, Creative Commons, Feeding America Pantry Food Safety Self-Assessment, MANNA FoodBank

