

# Volunteer Food Safety

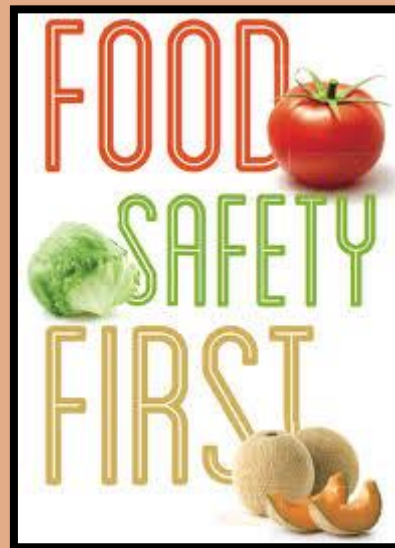
**Emergency Food Program Volunteer Food Safety  
Orientation**



# Introduction

Food safety is the number **ONE** priority.

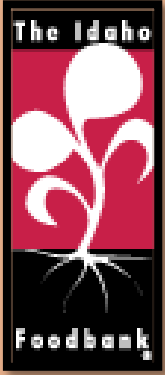
It is the responsibility of IFB, Partner Agencies, and Volunteers to provide the best quality products to the communities we serve.





# Objective

- IFB has provided this training for emergency food program volunteers as a reference to critical food safety best practices.
- If a volunteer has any questions regarding food safety they should ask the emergency food program coordinator with a Food Safety Certification or ServSafe® Certificate.



# Topics

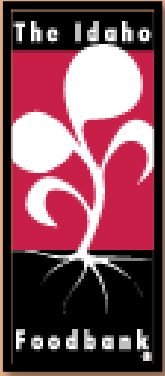
- Quality Checking of Donated Products
- Food Recalls
- Personal Hygiene
- Hand Washing
- Use of Gloves & Hairnets
- FEFO/ FIFO
- Hot Food Storage
- Cold Food Storage
- Dry Food Storage
- Food Transportation
- Site Visits



# Quality Checking of Donated Products

To ensure recipients are receiving the highest quality food, please view the “**Food Donation Quality Check**” materials available through your emergency food program coordinator.



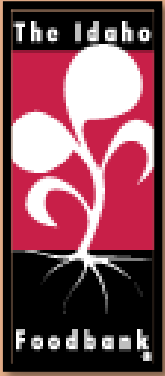


# Food Recall Policy & Procedures

When a food product is either defective or harmful, a product recall is the most effective means to protect the public.

If your emergency food program coordinator notifies you there has been a food product recall:

- ✓ **POST** the recalled product in an area where it is visible to all employees, volunteers, and any others whom serve donated product.
- ✓ **PURGE** (remove) the product from the emergency food programs storage areas.
- ✓ **DESTROY** the product prior to throwing it out.



# Personal Hygiene

Good personal hygiene is important in the prevention of food borne illness. Good personal hygiene includes:

- ✓ Frequent hand washing
- ✓ Maintaining personal cleanliness
- ✓ Clean clothing
- ✓ Avoiding unsanitary habits and actions
- ✓ Maintaining good health
- ✓ Reporting illness
- ✓ Removing jewelry prior to preparing or serving food
- ✓ Removing aprons when leaving food-prep areas
- ✓ Wearing a clean hat or hair restraint when preparing or serving food

If you have a cold, are vomiting, have diarrhea, or other symptoms of illness reschedule your day of service.

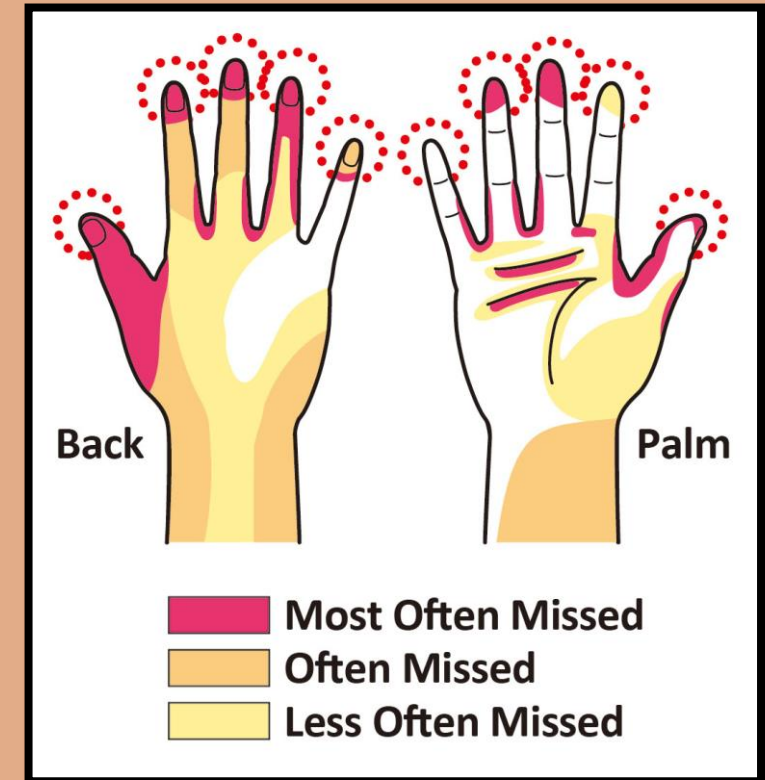


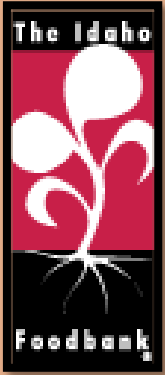
# Hand Washing

- Employees, volunteers, and any person coming into contact with food items must wash their hands frequently. Especially, after eating, drinking, smoking, touching your face, nose, ears, hair, if handling waste, using the restroom, coughing, sneezing, etc.
- It is critical to wash your hands after handling raw foods such as uncooked meat, poultry, eggs, produce, etc.
- Everyone must wash their hands prior to handling ready to eat foods.
- Hand sanitizers should not be used in place of washing hands.



# Hand Washing (Cont.)





# Use of Gloves

Gloves should never be used in place of hand washing. **Food handlers must wash their hands before putting on a gloves and when changing to a new pair.** Gloves used to handle food are for single use only and should never be reused.

## Gloves Should Be Changed:

- As soon as they become soiled or torn
- Before beginning a new task
- At least every four hours during continual use
- After handling raw meat and before handling cook or ready-to-eat foods

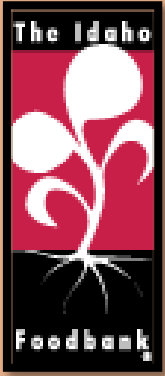


# Use of Gloves & Hairnets



## When To Wear Gloves & Hairnets:

- When repacking bulk product such as beans or rice
- When working with fresh products such as potatoes or oranges. This reduces the chances of transferring germs
- When preparing, serving, or storing meals to be distributed



# FEFO- First Expired First Out

**FEFO** is required with perishable products like dairy and produce.

Using **FEFO** means that the perishable products that will expire the soonest needs to be distributed the soonest.

For example, you receive twenty cases of milk. Ten of those cases expire in one week, and the other ten expire in two weeks. You will need to arrange your inventory in such a way that the cases of milk that expire in one week are distributed first.





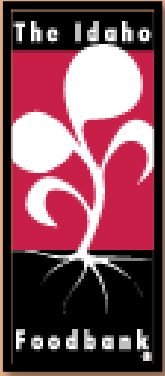
# FIFO- First In First Out

Food must be stored and distributed so that food with the oldest received dates are used first. It is a good idea to date all food items as they come in, this way you will know what needs to be used first.

## FEFO takes precedent over FIFO:

If you receive a 5 cases of milk that expire 1 week before the 10 cases of milk you already have in stock. Using **FEFO**, you would store the milk in such a way that the most recently delivered milk (that expires soonest) would be distributed first.



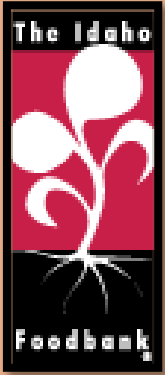


# Hot Food Storage (Feeding Sites Only)

- Hot foods must be stored/served at a temperature of 140°F or warmer.
- Raw beef, pork, lamb, veal steaks, chops, and roasts must be cooked to a minimal internal temperature of 145°F.
- Ground beef, pork, lamb, and veal must be cooked to a minimal internal temperature of 160°F.
- Cook all poultry to a minimal internal temperature of 165°F.
- If any food is left out for longer than 2 hours it must be discarded.



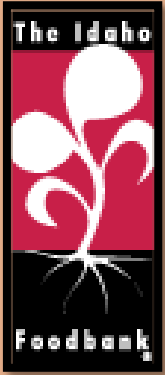




# Cold Food Storage

- Thermometers must be kept in refrigerators and freezers at all times.
  - To ensure thermometers are properly working, regularly calibrate thermometers by placing in a cup of ice for 30 seconds, then adjust the thermometer to 32°Fahrenheit.
- Maintain temperature logs. Check and record temperatures frequently.
- Refrigeration units need to be kept between 33-41°Fahrenheit.
- Freezer units need to be kept at or below 0°Fahrenheit.
- Check freezer and refrigeration units for refrigerant and water leaks. Report to the emergency food program coordinator if issues are found.
- Ensure raw meats, poultry, and fish are stored at the bottom of the refrigerator under ready to eat foods.
- Cold foods kept at temperatures between 41-135°Fahrenheit are in the “Food Danger Zone” and must be discarded



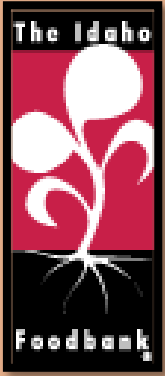


# Dry Food Storage

- Store food in a cool area, away from direct sunlight, and above 41°F Fahrenheit. (Preferably between 50-70°F Fahrenheit).
- Food must be stored 6 inches off of the floor, 4 inches from the walls, and 2 feet from the ceiling. Keep food on pallets, platforms, or shelves to keep off the ground.
  - This ensures good air circulation and pest control.
- Store non-food items separately. Toxic items such as cleaning supplies and personal care items must be kept away from food items. Store at least 4 feet away and below food items.
- Pet foods must be stored in a sealed container, and at least 8 feet away from human food.



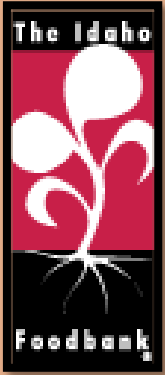




# Dry Food Storage (Cont.)



- Clean floors, pallets, and shelving regularly.
  - ✓ Assist with sweeping and mopping on a regular basis.
  - ✓ Clean spills immediately.
  - ✓ Wash, rinse, and sanitize shelving regularly and discard contaminated pallets.
    - Sanitizing solution can be made with 1tsp of bleach for every gallon of water. (Clearly label).
- Keep doors, windows, and roofs well sealed to prevent pest entry and water damage.
- Alert emergency food program coordinator if any signs of pest or rodents are evident.



# Food Transportation

If as a volunteer you are responsible for picking up donated food you must have:

- ✓adequate space in your vehicles
- ✓freezer blankets and/or coolers must be used to pick up frozen and cold products

**If there is no proper storage for transportation, IFB will not allow you to leave the facility and you must make other arrangements.**

Proper storage to transport frozen or cold products include:

- Freezer blankets
- Coolers
- Thermal bags
- Dry ice



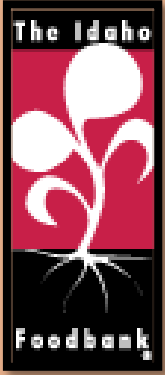


# Site Visits

Every 2 years or as deemed necessary IFB conducts a Site Visit to visit our partner network so that they may showcase their programs, and voice any concerns they may have. As a volunteer your voice counts as well.

During Site Visits IFB will check to ensure:

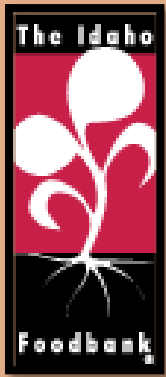
- ✓ High sanitation and food safety standards are practiced and maintained from the point of donation to the time the food is placed in the hands of the recipient
- ✓ Ensure that thermometers and proper temperature logs are on hand and up to date
- ✓ All food storage and serving areas are clean and properly maintained
- ✓ Proper documentation of health inspection and food safety certifications are on hand and easily accessible



# Thank You!

Without you, we could not provide hunger relief in Idaho. Thank you for taking the time to read through this presentation to ensure that you provide a safe work environment for your fellow volunteers and distribute safe food to those in need.





# Additional Resources

If you are interested in food safety certification please visit:

<http://www.idahofoodsafetyexam.com/> for a FREE certification through The Idaho Department of Health & Welfare.

## Questions

If you have any questions about food safety that your emergency food program coordinator is unable to answer please call a member of the Agency Relations department at (208) 571-2681.

