

## **Sanitation Guidelines**

### **Sanitation Procedure**

1. Sanitation checklists posted in the classroom should be used to ensure that laundering, cleaning, sanitizing and disinfection is occurring according to the schedule.
2. All cleaning materials must be stored out of reach of children.
3. All bottles must be labeled with the manufacturer's label.
4. Dilution of Alpha HP and J512 will occur only at the dilution station in the central office or site filling station.
5. No concentrates of any cleaning agents will be stored in classroom areas. Staff members are not authorized to use the dilution station until they have been trained to do so.

### **Food Contact Surfaces**

1. The food-safe sanitizer (J 512) should be utilized in kitchen areas, and on any mouthed toys. For full sanitizing effect, the area should be cleaned first (soap and water or spray and wipe) and then spray again (spray and leave to air dry) and allowed to air dry for ten minutes.
2. Use disposable wipes and discard daily.
3. Do not use sponges in food service!
4. Cutting boards must be soaked and washed in sanitizer after each use.
5. Sanitizer should be checked (hot water rinse should be 160 degrees).
6. Chlorine test strip for low-temp dishwasher/sanitizer should be checked daily. The PH level should be 50-100 ppm.

### **Cleaning and Serving**

1. All dishes and utensils need to be scraped and rinsed before going into the dishwasher/sanitizer.
2. Pans and plastic containers that are returned to the Main Kitchen must be cleaned!
3. All dishes are to be air dried. Do not wipe!
4. When food arrives, check temperature using your pocket food thermometer. Hot foods must be kept at a minimum of 135 deg F, cold foods must be kept below 41 deg F.
5. Hot food that has cooled below 135 deg F must be reheated to 165 deg F, then maintained at 135 deg F.
6. Go over portion sizes when preparing meals (e.g., cutting rolls, bread, apples, etc.)
7. Hot food is served in plastic bowls only, cold food may be served in steel bowls.
8. Cover food in bowls to set on table before serving. Use plastic wrap for cold, aluminum foil for hot.
9. Dispose of all food from the serving table after each meal.
10. Refrigerators must be cleaned daily.

## **Personal Cleanliness**

1. Wash your hands before handling any food, utensils, equipment, dishes or silverware.
2. Have all children wash their hands before eating. Use hand washing sinks for hand washing only.
3. Use hair restraints and clean outer clothes when preparing or serving food. Remove aprons when leaving food preparation area or going to the rest room.
4. Use disposable tissue for coughs, sneezes or blowing noses and then wash your hands.

## **Food Preparation**

1. All raw fruits and vegetables must be washed before being served.
2. Wash your hands before preparing food and then handle food with fingers as little as possible. Use clean tongs or scoops.
3. Wiping cloths shall be cleaned and rinsed in a sanitizing solution. (J512)
4. Test all hot foods when they arrive in your kitchen. They should be at least 135 deg F upon arrival.
5. Cold foods should be 41 deg F or less.
6. Dispose of prepared foods daily and never mix old foods with new (milk, dip, etc.)

## **Dish washing**

1. All dishwasher should be working properly. Cold temperature dishwashers should have bleach rinse checked daily (50-100 ppm). Hot temperature dishwasher should have the rinse cycle reach 160 degrees F. Check weekly. Call Food Service Department at 747-2425, ext 1249 if you have any questions.

## **Food Storage**

1. Frozen foods must be kept frozen until used or thawed in a refrigerator and used immediately after thawing. Perishable foods shall be stored in a refrigerator at 40 degrees F or below.
2. All food shall be covered when stored. Food and drink in storage will be kept at a minimum of 6 inches above the floor. No cleaners or other non-food items may be stored with food products.