



Volunteer Food Safety Basics

2025



Food Safety: Why It Matters

Each year, an estimated 48 million Americans become sick from foodborne illnesses, leading to approximately 128,000 hospitalizations and 3,000 deaths, according to the CDC.

The elderly and children are the most susceptible.

If food is not prepared safely, this can lead to a foodborne illness.

If an outbreak occurs, not only the health of the client is at risk, but it can tarnish our reputation and result in losing clients.



Hand Washing

Be aware of what you are touching and wash hands accordingly.

It is important to wash your hands when...

- Entering a food prep area
- Before putting on gloves and in between glove changes
- Before handling clean equipment and serving utensils
- After touching raw, fresh or frozen beef, poultry, or fish & shellfish
- After handling soiled dishes, equipment or utensils
- After returning to a food prep area from any other area (restroom included)
- After sneezing, blowing nose or coughing
- After touching your face or hair
- After mopping, sweeping, removing garbage or touching your cell phone





Make sure to wash between fingers, back of hands, palms, fingernails, wrists, and forearms with soap.

Total time washing should be 15-20 seconds, to destroy germs in the hottest water you can tolerate.

Make sure to dry hands with paper towels and not your clothes.

Glove Use

- Gloves are to protect food, not to keep the hands of the employee clean.
- Change gloves between each activity-do not wash or reuse gloves.
- Make sure to remove gloves before opening any doors (examples of this are the walk-ins and freezers).
- It is very important to wash your hands after taking gloves off and before putting gloves on.
- Gloves are not a substitute for washing your hands.



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- Hair must be pulled back and a hat or a hair net must be worn in the kitchen at all times covering all hair-including a beard net for beards
- Clean clothes free from stains, rips or tears
- Shorts may be worn during the summer, but all t-shirts must have sleeves
- Clean aprons- if your apron gets dirty, please change it after that meal is completed to avoid cross contamination
- Make sure to remove apron before using the restroom or leaving the kitchen
- Close-toed shoes that are clean
- Non-slip shoes are highly recommended to help avoid injury-remember sneakers are not non-slip

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- Avoid wearing jewelry such as dangling earrings and bracelets- these items can get caught in equipment and cause injury and contamination to the food
- Plain banded rings are the only rings that are acceptable
- Any necklaces should be tucked under a shirt
- Acrylic nails are prohibited
- If wearing nail polish, please make sure to wear gloves at all times so that it does not chip into the food

Beverages in the Kitchen

These are acceptable examples of beverage storage containers

All beverages must contain a lid and must be stored away from the food prep area



Food Handling

- When picking up food use tongs, gloves or other appropriate utensils needed for the task at hand
- Do not use dented cans, please tell a manager to be able to get a credit for unusable purchased food
- Don't cross-contaminate. Keep raw meat, poultry, fish, and their juices away from other food. This includes cooked meat, poultry, fish & shellfish juices away from other food
- Avoid coughing and sneezing around food areas- if need be, cough/sneeze into your inner elbow
- Avoid touching your face or hair
- If you are ill, you should not be around food



Illness Policy and Procedure

Talk to your manager if you have any of these symptoms:

- Vomiting
- Diarrhea
- Sore Throat with Fever
- Jaundice
- Infected wounds containing pus on the hands, wrists, or exposed body parts

If you are experiencing these symptoms you will not be able to work for 48 hours from the last indication of any of the above symptoms.

Talk to your manager if you or anyone in your household has been diagnosed with any of these diseases:

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| • Campylobacter | • Hepatitis A |
| • Cryptosporidium | • Norovirus |
| • Cyclospora | • Salmonella |
| • E Coli | • Typhi |
| • Entamoeba | • Salmonella spp |
| • Histolytica | • Shigella |
| • Giardia | • Vibrio Cholerae |
| | • Yersinia |

Illness Policy and Procedure

Covid 19 Symptoms:

- Cough
- Shortness of breath

And 2 of the following:

- Fever
- Muscle Pain
- Sore Throat
- New Loss of Taste or Smell
- Repeated Shaking or Chills
- Chills
- Headaches

If you are experiencing these symptoms you will need to report this to the Food Service Manager and quarantine before returning to work.

Report to Manager if you are exposed to:

- An outbreak of reportable illness
- A household member having a reportable illness
- A household member attending or working in a setting with an outbreak of any of the illnesses



Vomiting

- Please call off if you are feeling nauseous
- If you feel nauseous while you are at SourcePoint, please notify a manager that you need to go home. If someone vomits in the kitchen, all exposed food within a 25 foot radius will have to be discarded, resulting in a lot of wasted product and labor, along with risk of getting other people sick



Coughing and Sneezing

When you feel a sneeze or a cough coming on, covering your mouth prevents the spread of infectious germs.

To help stop the spread of germs:

Cover your mouth and nose with a tissue when you cough or sneeze.

Put your used tissue in a waste basket and wash your hands.

If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.



What to Do If You Get Hurt

- All wounds should be covered with a blue Band-Aid. If you come in with a band aid on, please replace it with a blue band aid.
- Make sure that you are wearing a glove over any Band-Aid on your hand to keep the Band-Aid from falling off.
- Make sure to report any serious wounds to the manager.
- If you cut yourself while volunteering, please make sure to throw out any food that could have possibly been contaminated from your wound. Also, take your cutting board and knife straight to the dish tank to avoid any further contamination. Notify a chef to fill out an incident report.



TCS Foods (Time Control Safety)

The temperature danger zone has its name for a reason. A single bacterium doubles every 20 minutes in the right conditions, meaning it can multiply trillions of times in just 24 hours without proper attention to food safety. The temperature danger zone is between 41°F and 135°F—a temperature range in which pathogens grow well. Harmful microorganisms can grow to levels high enough to cause illness within four hours. For this reason, food cannot be left out for more than 2 hours.

Any type of food can host contaminants, but some foods are higher risks than others for the growth of pathogens. Foods that need time and temperature control for safety are known as TCS foods.



▶ Milk and dairy products



▶ Shell eggs (except those treated to eliminate *Salmonella* spp.)



▶ Meat: beef, pork and lamb



▶ Poultry



▶ Fish



▶ Shellfish and crustaceans



▶ Baked potatoes



▶ Heat-treated plant food, such as cooked rice, beans and vegetables



▶ Tofu or other soy protein
▶ Synthetic ingredients, such as textured soy protein in meat alternatives



▶ Sprouts and sprout seeds



▶ Sliced melons
▶ Cut tomatoes
▶ Cut leafy greens



▶ Untreated garlic-and-oil mixtures

Labelling and Dating

- Food rotation stickers are provided to label any in-house prepared item or any food packaging that is being opened.
- Make sure, if you are not using a food rotation sticker label, to use permanent marker on the disposable container.
- In-house prepared items are to be discarded after 6 days.



Sanitizer

Make sure to wipe down all surrounding surfaces using sanitizer and a clean towel to avoid cross contamination after you are done with each task.

If there is food floating in the sanitizer, please ask the dishwasher to refill the sanitizer bucket for you.

If the towel appears dirty, please replace it with a clean one and discard it in the appropriate laundry bin.



Packers for Meals on Wheels

- Make sure to be serving full portions as directed by the chef.
- Keep the edges of the packing containers clean to allow the machine to seal the containers properly.
- Wear gloves during all tasks—including laying out the containers. The only time you are not required to wear gloves is when stickering the packs.
- Make sure the left-over black packing trays are face-down in box while using to prevent anything falling into the containers and contaminating them. Close the box of packing containers to keep free from contamination and debris in between packing each meal and when done.

