

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

Number	H-5
Reviewed	July 2008
Effective	July 2006
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Subject: USING SUITABLE UTENSILS WHEN HANDLING
READY-TO-EAT FOODS

For Action By: PRINCIPALS, FOOD SERVICE ADMINISTRATORS, FOOD
SERVICE MANAGERS, ALL FOOD SERVICE
EMPLOYEES

Refer Questions To: FOOD SERVICE ADMINISTRATORS
DEPARTMENT OF FOOD AND NUTRITION

PURPOSE: To prevent foodborne illness due to hand-to-food cross-contamination.

SCOPE: This procedure applies to foodservice employees who prepare, handle, or serve food.

KEY WORDS: Ready-to-Eat Food, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this Standard Operating Procedure.
2. Use proper hand washing procedures to wash hands and exposed arms prior to preparing/handling food or at anytime when the hands may have become contaminated.
3. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
4. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Disposable gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
5. Wash hands and change gloves:
 - Before starting to work
 - Before handling food and during food preparation
 - When moving from one food preparation area to another/changing tasks
 - Before putting on or changing gloves
 - After returning from the restroom

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USING SUITABLE UTENSILS WHEN HANDLING READY-TO-EAT-FOODS (Continued)

- After sneezing, coughing, or using a tissue
- After touching hair, face, or body
- After eating, drinking, or chewing gum
- After handling raw meats, poultry, or fish
- After any clean up activity such as sweeping, mopping or wiping counters
- After contact with chemicals
- After picking up things off the floor
- After touching dirty dishes, equipment, or utensils
- After handling trash
- After handling money
- After any time the hands may have become contaminated
- Anytime a glove is torn, damaged, or soiled

MONITORING:

The Manager will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

VERIFICATION AND RECORD KEEPING:

The Manager will complete the Food Safety Checklist weekly and record any discarded food on the Storeroom Issue Report. The Coordinator will review the Food Safety Checklist to verify that monitoring is being conducted. The Food Safety Checklist and Storeroom Issue Report are kept on file for a minimum of one (1) year.