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**I. These rules apply to all employees working in the food prep areas.**

1. Employees must wash hands:
  - After using the restroom
  - Before Beginning work
  - When changing from one prep task to another
  - After eating or smoking
  - After sneezing or coughing

Towel cabinets and soap dispensers must be kept full at all times.

2. Gloves must be worn when handling food, which is in its final stages of preparation. Gloves may be worn when handling uncooked food, though this is not required.
3. Employees must wear head covering and /or hair restraints at all times when handling food.
4. Employees who are ill or who have an open wound may not handle food. If you have a wound on your hand, which is bandaged, you must wear a glove on the wounded hand at all times.

**II. These rules pertain to preparation and cooking procedures.**

1. All food prep utensils must be cleaned and sanitized in the dish machine.
2. Do NOT ever use a cutting board, which has been used and is dirty, without sending it to the dish area to be cleaned and sanitized.
3. Pay attention to your work space - do not ever set up where there is any possibility of cross contamination. As an example, do not ever cut raw vegetables next to someone who is cutting raw chicken.
4. All machines must be cleaned daily if they are being used - this means they must be taken apart, cleaned with hot soap and water, and the removable parts sent to the dishwasher. Merely wiping the machines down with a towel is not adequate. If you notice any part of a food prep machine which is scored or damaged, please do not use - bring to the attention of the people in charge so it can be discarded or replaced.
5. Practice clean-as-you-go habits. Clean up your area from one task before you move one to the next.
6. When preparing hot food, use an instant read thermometer to determine if the temperature is correct. Be extremely familiar with the hazardous temperature zone - above 44° (or 40° to be very safe) and below 140° degrees F. Remember that ground meats are particularly hazardous - much more than solid muscle meats - so particular care must be taken with these.
7. Once a hot food item is finished, it should be put in the cooler as quickly as possible. This is particularly true of high protein items.
8. When reheating a finished item, it is very important that you reach a high enough temperature to kill all possible bacteria - 165°F is the temperature point to reach for the greatest degree of safety.
9. Do not ever mix older food items with newer food items in the same batch.
10. When in doubt throw it out!

### **III. These items relate to the storage of food in the dry areas, coolers, or freezer.**

1. Nothing should ever be kept directly on the floor of any storage area.
2. When items are put away they must be rotated and dated and if they are not stored in their original container they must be labeled.
3. Because of the hazards of cross contamination, it is extremely important that we pay attention to how things are kept in the cooler.
  - Because of seepage or dripping, no raw item of a hazardous nature should ever be stored above or next to a finished item.
  - All items must be covered while they are being stored.
  - All staff should pay attention to the thermometers in the various coolers to make sure they are staying well within the safe zone of 44° F or below.
  - Special care must be paid to highly hazardous items such as ice pack chicken. These items should always be transferred to lugs or other containers, which do not leak.
4. The walk-in cooler and freezer doors must be kept closed at all times except when being used. Any food, which is being packed out for a party, should be kept in the cooler until it is ready to go on the truck. All perishable foods should be transported in coolers or thermalized containers whenever possible. These policies apply at all times.
5. Food from metal cans, or from broken cases is not acceptable for use. Any vendor delivery, which looks substandard, should be refused! Spoiled food should be disposed of as quickly as possible.
6. In the dry storage area, it is very important that food items are kept completely separate from cleaning supplies, which should also be kept away from any toxins.

We are all individually and collectively responsible for food safety. All of our jobs depend on it.