



## Cleaning & Sanitizing



### Food Services Division

### In This Issue

## Training Guide & Requirements

This training packet includes:

- Topic of the Month
- Spotlight on Safety
- Fresh Facts
- Sign-in Sheet
- Quiz and Answer Key

**Food Services Manager or Sr. Food Service Worker duties:**

1. Allocate 15-30 minutes each month to conduct training
2. Conduct a separate 5-minute breakout session on the Spotlight on Safety topic once or twice a month
3. Trainings must be completed each month
4. File all training materials in the Safety & Sanitation Box
5. Store training materials with end of year files at the end of the school year

**All employees must:**

- ✓ Complete the survey on the Food Services website to indicate that training is complete
- ✓ Sign the 2-part sign-in sheet. Once for the Monthly Safety & Sanitation training and again on the other column for Spotlight on Safety breakout session



### Cleaning & Sanitizing

Cleaning and sanitizing food-contact surfaces is one of the most important steps to prevent foodborne illness. Protect customers and yourself by following these reminders.

The 5 steps to clean & sanitize best  
**Pg. 2-3**

When to wash, rinse, and sanitize dishes and surfaces **Pg. 4**



### Transporting Food Safely to Off-Site Programs

Transporting food safely to off-sites requires staff to ensure the safety of all food served.

**Pg. 4**

## What is Cleaning & Sanitizing?

Thousands of types of bacteria are naturally present in our environment. When harmful bacteria enter the food supply, they can contaminate food and could possibly cause a foodborne illness.

Luckily, most cases of foodborne illness can be prevented. **Cleaning and sanitizing** reduces the chances for bacteria to be transferred to foods that are being prepared or served (cross-contamination).

All surfaces including walls, storage shelves, and garbage containers in a foodservice operation must be cleaned and rinsed. However, food contact surfaces, such as pots, pans, cutting boards, and utensils must be **cleaned and sanitized**. The two work hand in hand in effectively preventing the risks of foodborne illness.

### FRESH FACTS



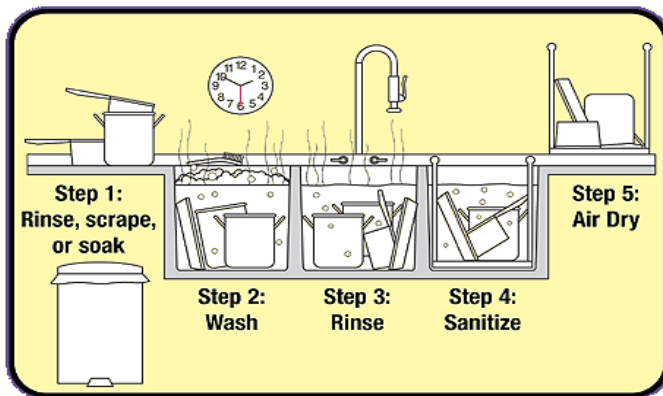
## The 5 Steps of Cleaning and Sanitizing Utensils and Dishes

When cleaning & sanitizing utensils or dishes, you may have a 2-compartment or 3-compartment sink. Please follow these instructions to properly clean and sanitize.



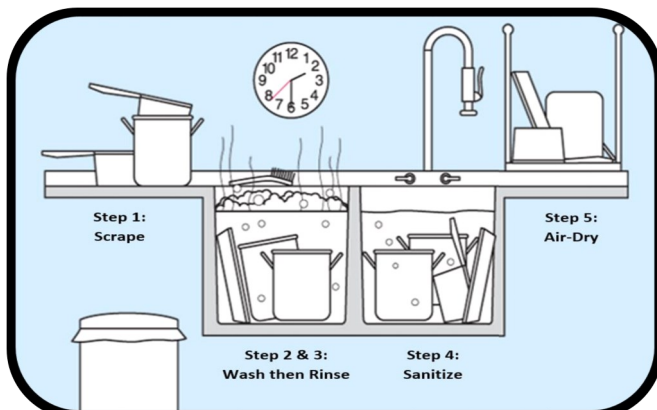
### DISHWASHING 3 sink method

For pots, pans and cooking utensils



### DISHWASHING 2 sink method

For pots, pans and cooking utensils



There are 5 steps involved in cleaning and sanitizing whether it is done manually or by a machine. All five of these steps must be done to avoid cross-contamination between surfaces and food. Remember to ALWAYS start with a clean and sanitized sink.

- Step 1:** **Scrape** and rinse the surface to remove gross soil (food, debris, etc.). Pre-soak, if necessary.
- Step 2:** **Wash** items with the proper cleaner. Use hot water (at least 110°F) and detergent to remove and suspend soils. Use a brush or clean cloth to remove remaining soil. Change the detergent solution when the suds are gone or the water is dirty.
- Step 3:** **Rinse** items using hot water (at least 110°F) to remove excess cleaner and all traces of soil. If dipping the items, change the rinse water when it becomes dirty or full of suds.
- Step 4:** **Sanitize** the clean items using either heat or chemicals at the proper concentration.
- Step 5:** **Air dry** upside down (to drain) away from possible sources of contamination. Using towels to dry articles may re-contaminate them.

### DID YOU KNOW?

Areas where children eat have a higher level of bacteria than toilet handles.

Source: The Hygiene Council

**DID YOU KNOW?**

Source: The Hygiene Council

**Importance of Cleaning your Cutting Boards**

The average chopping board carries 200% more fecal bacteria than the average toilet seat.

**How to Properly Sanitize:**

In order for a sanitizing solution to kill microorganisms, it must make contact with the object for a specific amount of time and at the right concentration level.

- ◆ Contact Time— 30 to 60 seconds
- ◆ Temperature— 50 to 120 degrees F
- ◆ Concentration
  - ◆ Chlorine—50ppm
  - ◆ Iodine— 12.5-25ppm
  - ◆ Quats— 200ppm (sink) or 400ppm (bucket)

**The 5 Steps of Cleaning and Sanitizing a Surface****How and When to Clean and Sanitize**

*To clean and sanitize a surface, follow these steps:*

**1. SCRAPE OR REMOVE FOOD BITS FROM THE SURFACE**

- Use the correct cleaning tool, such as nylon brush or pad, or a cloth towel.

**2. WASH THE SURFACE**

- Prepare the cleaning solution with an approved cleaner.
- Wash the surface with the correct cleaning tool, such as a cloth towel.

**3. RINSE THE SURFACE**

- Use clean water.
- Rinse the surface with the correct cleaning tool, such as a cloth towel.

**4. SANITIZE THE SURFACE**

- Use the correct sanitizing solution.
- Prepare the concentration per manufacturer requirements.
- Use the correct tool, such as a cloth towel, to sanitize the surface.
- Make sure the entire surface has come in contact with the sanitizing solution.

**5. ALLOW THE SURFACE TO AIR-DRY****The Differences Between Cleansing and Sanitizing**

-Cleaning and sanitizing are important steps to take when preventing the transfer of harmful bacteria. This process is important to maintaining safety in the food service operation.

-To be effective, cleaning and sanitizing must be done simultaneously during the food preparation process. Surfaces must first be cleaned and rinsed before being sanitized. Constant cleaning routines must be maintained to reduce the possibility of food being exposed to harmful bacteria.

**Cleaning**

Removes food, dirt, or debris from surfaces such as countertops, equipment, utensils, or a bun pan by physical and/or chemical means.

**Sanitizing**

Reduces the number of microorganisms on a clean surface to safe levels.

## When to Wash, Rinse, and Sanitize:

Food contact surfaces such as sinks, tables, serving counters, utensils, thermometers, carts, racks and stationary equipment all should be cleaned and sanitized regularly including:

- ◆ Before and after each use
- ◆ Anytime you begin working with another type of food
- ◆ Anytime you are interrupted during a task and the tools or items you have been working with may have been contaminated
- ◆ At four-hour intervals if items are in constant use



## Spotlight On Safety

### Transporting Food Safely to Off-Site Programs

Ensure the safety of all food served to off-site feeding programs and for field trips. Prevent cross-contamination with the following guidelines:

- ◆ Use food containers (carriers) that are approved for transporting food.
- ◆ Use food containers that are rigid, tightly closed, and are non-porous.
- ◆ Do not use cardboard boxes.
- ◆ Containers may be lined with a plastic food grade bag to contain spills.
- ◆ Make certain that the containers are undamaged and are holding proper temperatures.
- ◆ Monitor food temperatures with an approved thermometer and enter the readings onto a temperature log before the food leaves the kitchen.
- ◆ The containers should also be easy to clean or dispose.



## QUIZ: Cleaning & Sanitizing

Select the best answer. There is only 1 correct answer per question.

1. When rinsing dishes, water must be a minimum temperature of:
  - A. 171°
  - B. 90°
  - C. 110°
  - D. 75°
  
2. You must \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ surfaces after each task:
  - A. Sanitize, wash and dry
  - B. Clean, rinse and sanitize
  - C. Rinse, sanitize and dry
  - D. Wash, rinse and sanitize
  
3. What is the correct concentration of chlorine when sanitizing?
  - A. 60ppm
  - B. 30ppm
  - C. 80ppm
  - D. 50ppm
  
4. The first step of cleaning and sanitizing any surface, dishes, or utensils is?
  - A. Scraping
  - B. Wiping
  - C. Drying
  - D. Sealing
  
5. What is the fifth step in cleaning and sanitizing?
  - A. Wash
  - B. Sanitize
  - C. Air dry
  - D. Rinse



## QUIZ: Cleaning & Sanitizing

Select the best answer. There is only 1 correct answer per question.

6. The contact time for proper sanitizing effectiveness is:
  - A. 45 to 90 seconds
  - B. 30 to 60 seconds
  - C. One minute or more
  - D. None of the above, it does not matter how long
7. At what time interval should food services staff wash, rinse, and sanitize surfaces that are in constant use:
  - A. 6 hours
  - B. 4 hours
  - C. 2 hours
  - D. None of the above
8. Sanitizing solution used at the proper time, temperature, and concentration level kills:
  - A. Dirt in water
  - B. Viruses
  - C. Certain body fluids
  - D. Microorganisms
9. When transporting food to off sites you must use \_\_\_\_\_ to transport foods:
  - A. Approved containers
  - B. Recycled milk crates
  - C. Aluminum foil
  - D. Plastic wrap
10. Sanitizing dishes, utensils, or surfaces will:
  - A. Reduce number of microorganisms on a clean surface to safe levels
  - B. Reduce number of microorganisms and remove soil from surface
  - C. Remove soil to safe levels
  - D. A and C