

Food Safety and Kitchen Procedures

August 2026

Safety Reminders - Safety First!

1. **Wash hands in the handwash sink** (the small sink next to the coffeemaker). Wet hands, apply soap, scrub for 30 seconds, dry with fresh paper towel.
2. **Wash all fresh produce before slicing.** Under running water, rub fruits and vegetables briskly with your bare hands to remove dirt and surface microorganisms. If immersing in water, a clean bowl is a better choice than the sink because the drain area often harbors microorganisms.
3. **Put on gloves** from the glove rack to the right of the double sink.
4. **Always prep meat & cheese separate from fruit & vegetables. Red** cutting boards are for raw meat, poultry and fish only. **Green** boards are for all other items such as fruit and vegetables. **Please keep separate and wash thoroughly.**
5. **Wash all items in hot water**, with Dawn, and rinse thoroughly under running water. Place in drying rack to air dry. If items need to be dried immediately, use fresh paper towels.

Clean-up/Sanitize

1. Surfaces: Wipe down all grease and other splashes/spills from range tops and other cooking-adjacent surfaces. Use a sponge with soapy water, then wipe again with just a wet sponge, two or three times if needed. Spray cleaners such as 409 are not recommended when the surface remains hot.
2. Food preparation surfaces, or those touched during prep, should be **sanitized** as a final step. This includes stainless tabletops, counters, sink faucets, range controls knobs, fridge and freezer handles, dishwasher handles, etc. Use only *sanitizers* that do not leave a chemical residue. Sanitizers available include:
 - a. Spray: Spartan Sani-Tyze spray (green label) or
 - b. Spray: Purell Foodservice Surface Sanitizer spray (blue/burgundy label) or
 - c. Wipes: Sani Professional No-Rinse Sanitizing wipes (red/white/yellow label)

NOTE: IF using a spray, wipe surface with clean paper towel. If using wipes, please wear gloves.

Cooking and Storing Meat, Seafood and Poultry

Please use meat thermometers in the top drawer of the set of drawers next to the double sink.

USDA Safe Food Temperature guidelines:

145 F: Whole cuts of beef, pork, lamb and fish, and fresh or cured ham need to reach 145F **with a three-minute rest time** before serving. Also applies to ham

155F: Ground meats (beef, pork, lamb) and seafood (e.g. crab cakes)

165F: ALL hot dogs, sausage, etc. even if pre-cooked

165F: ALL poultry, whether intact or ground

165F: ALL casseroles and leftovers regardless of ingredients

Refrigerator Storage (see chart on next page)

1. Store raw meats on the lowest shelves to prevent dripping. Poultry should be lowest, with ground or injected meat/seafood above that, and whole meat/seafood above that.
2. Any ready-to-eat foods (those not needing any cooking) should always be on upper shelves.
3. Place perishables or leftovers inside the fridge within 2 hours of cooking, in covered containers. Mark with the date they were placed in the fridge.

Refrigerator Storage Chart

Always store ready-to-eat foods on the top shelf! Arrange other shelves by cooking temperature (highest cooking temperature on the bottom).

Ready-to-Eat Foods (Top Shelf)

Lowest Cooking Temperature

135°F (57°C)

Any food that will be hot held that is not in other categories

145°F (63°C)

Whole seafood; beef, pork, veal, lamb (steaks and chops); roasts; eggs that will be served immediately

155°F (68°C)

Ground, injected, marinated, or tenderized meats; eggs that will be hot held

165°F (74°C)

All poultry (chicken, turkey, duck, fowl); stuffing made with foods that require temperature control; dishes with previously cooked foods (casseroles)

Highest Cooking Temperature

