



School District: _____

Department: _____

Policy No: _____

Standard Operating Procedure

Glove and Utensil Use

Policy: Gloves or utensils will be used for handling all ready-to-eat foods and when there are cuts, sores, burns, or lesions on the hands of food handlers.

Procedure: All employees handling food or utensils must:

1. Wash hands thoroughly prior to putting on gloves and when gloves are changed.
2. Change gloves when:
 - beginning each new task.
 - they become soiled or torn.
 - they are in continual use for four hours.
 - finished handling raw meat and before handling cooked or ready-to-eat foods.
3. Use utensils, such as deli-tissue, spatulas, or tongs, as an alternative to gloves.
4. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.

The unit supervisor will:

1. Purchase powder-free, non-latex gloves in appropriate sizes.
2. Purchase appropriate utensils.
3. Observe all employees daily to ensure that they are following procedures.
4. Follow up as necessary.

Policy last revised on: _____