

# Food Safety for County Offices

May 4, 2021

## Extension staff and volunteer expectations

- Wear a clean apron over clothing.
- Restrain hair.
- No jewelry other than a watch and plain band ring.
- Use gloves or utensils to prevent bare hand contact with food items.
- Handwashing is one of the most effective ways to prevent foodborne illness. Hand sanitizer cannot replace handwashing when handling food.
  - Wash hands often: Before starting your shift; before putting on gloves; after handling raw foods; after coughing or blowing your nose; after handling the garbage; after using the bathroom; after handling money; before serving or distributing food; and any other time your hands may have been contaminated.
  - Wash hands correctly for at least 20 seconds prior to handling food and equipment.
    - Wet hands with warm water, apply soap, rub hands together for 10-15 seconds, rinse with warm water, and dry hands with dryer or disposable towel.
- If you have a cut on your hand, cover the cut with a bandage and use gloves.
- Trim fingernails and keep clean.
- Never chew gum, smoke, or drink beverages when handling food. Store your beverage away from food in a container whose lid can be sealed.
- Do not prepare food or work if you are sick with vomiting and/or diarrhea.

## Ingredients and supplies

- Review [Service of Food Standard Operating Procedure](#)
- Choose food ingredients for the learning activity or event wisely to mitigate risk of foodborne illnesses.
- Obtain all food from a reliable source, such as the grocery store.
- Protect foods from dust, sneezing, coughing, and handling by guests.
- Use appropriate packaging and covers on food.
- Clean and sanitize work surfaces and equipment that will be in direct contact with food before and after the activity or event.
  - Sanitizing solution: 1 tablespoon regular bleach per 1 gallon of water or 2 teaspoons of concentrated bleach per gallon of water. Sanitize for at least 10 seconds. If in doubt, always check the bleach container for guidelines on how to prepare the bleach solution.
- If possible, prepare and cook food in a work area specified for food use rather than the classroom as it is difficult to ensure clean and sanitary work surfaces are maintained. If this is not possible, it is recommended that food used for classrooms activities require few preparation steps.
- Keep raw food (ex: meat) separate from cooked or ready to eat food and produce.

- Rinse fresh fruits and vegetables under running tap water before use. Do not soak produce in water. Pre-packaged fruits and vegetables labeled “ready-to-eat”, “washed”, or “triple washed” are ready to use and should not be washed again. They should be kept in refrigeration until ready to use.
- Use a calibrated food thermometer to check that foods are cooked to the proper internal temperature. See [Safe Cooking Guidelines](#).
- Hot foods stored in large containers in the refrigerator cannot cool down quickly.
  - Foods must be cooled from 140 degrees F to 70 degrees F within 2 hours and then cooled to 40 degrees F or lower in an additional 4 hours.
  - Store foods in small shallow pans (2-3 inches deep) and refrigerate immediately.
  - Metal containers chill foods fast.
  - Use ice to quickly chill foods and to keep them cold.
- During storage and service, keep hot foods hot and cold foods cold.
  - Keep hot foods at 140 degrees F or above.
    - Keep food hot in a 200-degree F oven.
    - Use a food thermometer to check the temperature of hot foods.
    - Keep each batch of food in a separate pan. (Don’t mix batches.)
    - Do not let hot food sit at room temperature for more than 2 hours.
  - Hold cold foods at 40 degrees F or below.
    - Limit time at room temperature to no more than 2 hours. (No more than 1 hour in hot weather.)
    - Refrigerate ingredients for mixed foods prior to combining (i.e. refrigerate potatoes and eggs before combining with dressing when making potato salad).
  - When transporting food use clean coolers and ice to maintain correct temperatures - see [Classroom Food Preparation and Tasting Guidelines](#).

## Participants

- Encourage event participants to follow proper hygiene procedures.
  - Wash hands correctly for at least 20 seconds prior to and after eating.
  - Do not share food.
- Ask participants if they have any food allergies. Notify participants if foods that are being prepared contain major allergens the participants might be allergic to, for more information, go to <https://www.foodallergy.org/living-food-allergies/food-allergy-essentials/food-allergy-101>.

## Resources

[ISU Extension and Outreach Food Safety](#)

[Human Sciences Extension and Outreach Food Service Employee Training Videos](#)

- Employee Health and Hygiene,
- Time and Temperature
- Cleaning and Sanitizing

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