



# FOOD WORKER CERTIFICATION MANUAL



**MADISON COUNTY  
HEALTH DEPARTMENT**

*Department of  
Environmental Health*

Phone: (859) 626-4249

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[www.madisoncountyhealthdept.org](http://www.madisoncountyhealthdept.org)

## TESTING SCHEDULE

### Richmond

Mon. - Fri. (8am - 4pm)

216 Boggs Lane  
Richmond, KY 40475  
(859) 626-4249

### Berea

Mon. - Thurs. (9am - 4pm)  
Fri. - (9am - 11:30am)

1001 Ace Drive  
Berea, KY 40403  
(859) 986-1192

**\$15.00 FEE FOR TESTING -  
\$5.00 FEE FOR DUPLICATE CARDS**

**GERMS**, also known as microorganisms, cause the most food borne illness.



## **HOW DO GERMS SPREAD?????**

- Employees not washing their hands
- Coughing and sneezing
- After handling garbage, dirty dishes, and dirty clothing
- By mishandling food
- Insects and rodents

## **WHEN COOKING FOODS...**

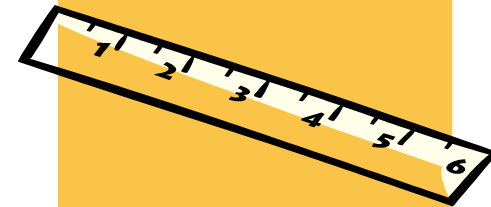
Use a separate utensil for each food. Foods that are raw or not completely cooked can contaminate other foods if the utensils are mixed.

**USE ONLY UTENSILS TO TRANSFER FOOD TO PLATES, NOT YOUR HANDS.**

Serve food and drinks on clean, sanitized dishes.

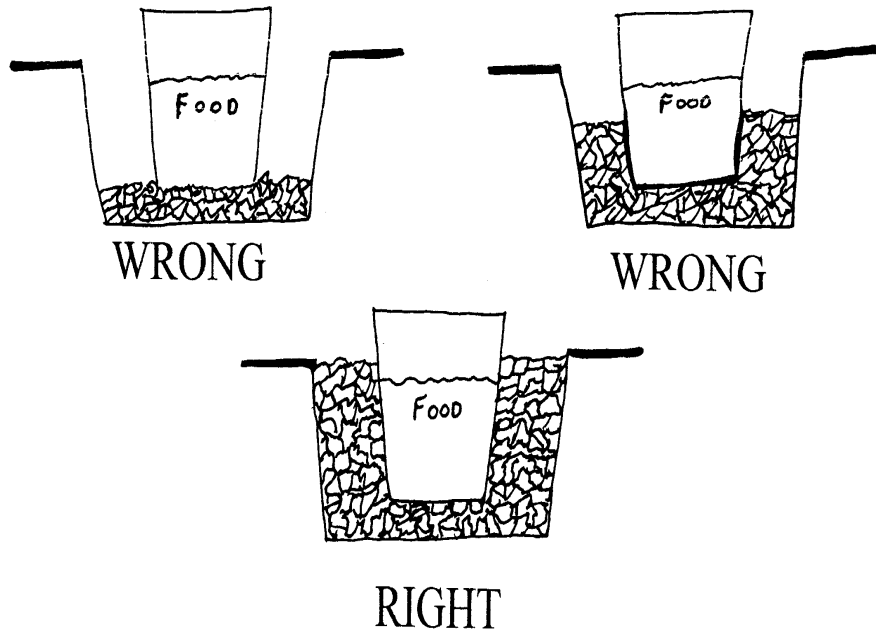


## **WHEN STORING FOODS...**



- Store foods 6 inches above the floor in a cool dry place
- Store all chemicals and cleaners away from food
- Make sure everything is sealed, has a lid, an expiration date, and a label

## USING ICE TO COOL FOODS



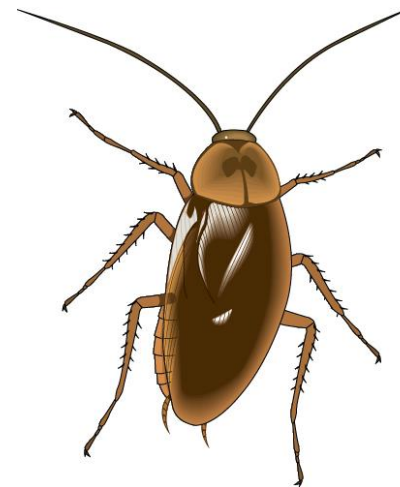
**\*\*\* Ice is sometimes used as a cooling medium when mechanical refrigeration is not available. Cool foods and containers before placing them in the ice. Ice levels must be at least as high as the level of food in the container in order for food to be cooled effectively.**

## PEST CONTROL



**\*\*\* Pests such as rodents, cockroaches, and flies must be kept out of food areas because they may spread germs. To keep pests out of food establishments:**

- Keep doors closed or screened and seal holes in walls
- Cover garbage cans with lids and throw away used boxes
- Keep food covered and clean all spills quickly
- Keep facility clean



## **MACHINE WASHING**

- Clean dish wash machine often. Wash and rinse tanks should fill with clear water.
- Scrape and flush utensils before washing. Pre-soak items having dried-on food.
- Load utensil baskets so that all surfaces of utensils will be exposed to the spray of cleaning solution. Never overload them.
- Always check the machine gauges for proper temperature of the wash, rinse, and sanitize cycles. If chemical sanitizer is used, use a test kit to insure proper concentration.
- Check all items for cleanliness upon removal from machine. Run soiled utensils through again.
- **AIR DRY** all utensils before storing them. **DO NOT USE TOWELS.**
  - IF THE MACHINE SANITIZES USING HEAT, TEMPERATURE MUST REACH 180° F
  - IF CHEMICAL SANITIZER IS USED, THE CHLORINE SOLUTION MUST BE AT LEAST 50 PPM (*parts per million*), AND NO MORE THAN 200 PPM USING A TEST KIT

## **GENERAL RULES OF GOOD PERSONAL HYGIENE**



- Bathe or shower daily
- Wear clean clothing on the job
- Wear a hair restraint when preparing foods or washing utensils
- Keep fingernails short and clean
- Eat and smoke only in designated areas away from foods and utensils
- Notify your supervisor if you are ill

### **NO BARE HAND CONTACT WITH READY-TO-EAT FOODS!!!**

☞ **FOOD-GRADE GLOVES** OR **SUITABLE UTENSILS** MUST BE UTILIZED ☞

## **DISH STORAGE & HANDLING**

- Utensils should be stored upside down on a clean surface if possible
- Silverware should be stored in clean containers or bins
- Pots and pans should be kept on shelves or hooks well above the floor
- Handle glasses by the base or bottom end of the glass only, never touch the rim
- When getting ice for drinks, use the ice scoop
- Handle silverware by the handle only
- Carry plates by the edges or the bottom of the plate only
- Use only utensils to transfer food to plates



## **CROSS CONTAMINATION**



*...is  
contamination  
of a food  
product from  
another source.*

### **THERE ARE 3 MAIN WAYS CROSS-CONTAMINATION CAN OCCUR:**

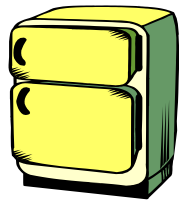
- PEOPLE TO FOOD:** (Hands that touch raw food and then touch cooked or ready-to-eat food)
- FOOD TO FOOD:** (Raw or contaminated food that drips fluids onto cooked or ready-to-eat foods)
- EQUIPMENT TO FOOD:** (Food-contact surfaces that are not cleaned and sanitized between uses)



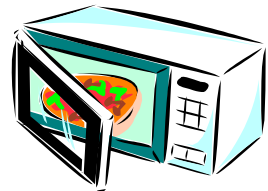
# FOOD PREPARATION

- Wash raw foods thoroughly before preparing. Only use designated food prep sinks or a clean and sanitized 3-compartment sink for food prep. **Never use hand wash sink or mop sink for preparing foods.**
- When cutting or chopping, use a clean, sanitized cutting board that has a smooth surface because scratches and crevices collect germs. Thoroughly wash, rinse, and sanitize surfaces between cuttings of meat and vegetables.

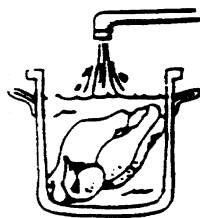
## SAFE METHODS FOR THAWING FROZEN FOODS:



REFRIGERATOR  
(41 ° F or Less)



MICROWAVE  
OVEN



UNDER  
COLD  
RUNNING  
WATER



DURING THE COOKING  
PROCESS

**NEVER** thaw food at room temperature, such as on the counter top. Food must always be kept at a safe temperature during thawing!

# AVOID THE TEMPERATURE

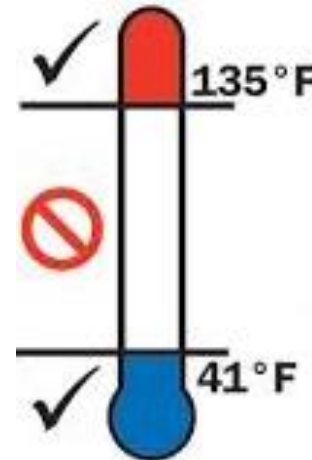
## DANGER ZONE

XXXX (41 ° F -- 135 ° F) WWWW

## INTERNAL COOKING & HOLDING TEMPERATURES:

- ✓ Refrigerated Foods - BELOW 41 ° F
- ✓ Frozen Foods - Solidly Frozen
- ✓ Ground Beef - 155 ° F
- ✓ Pork - 145 ° F
- ✓ Chicken / Poultry - 165 ° F
- ✓ Reheating foods - Above 165 ° F

↙ **HOLD HOT FOODS ABOVE**  
**135 ° F UNTIL SERVED** ↘



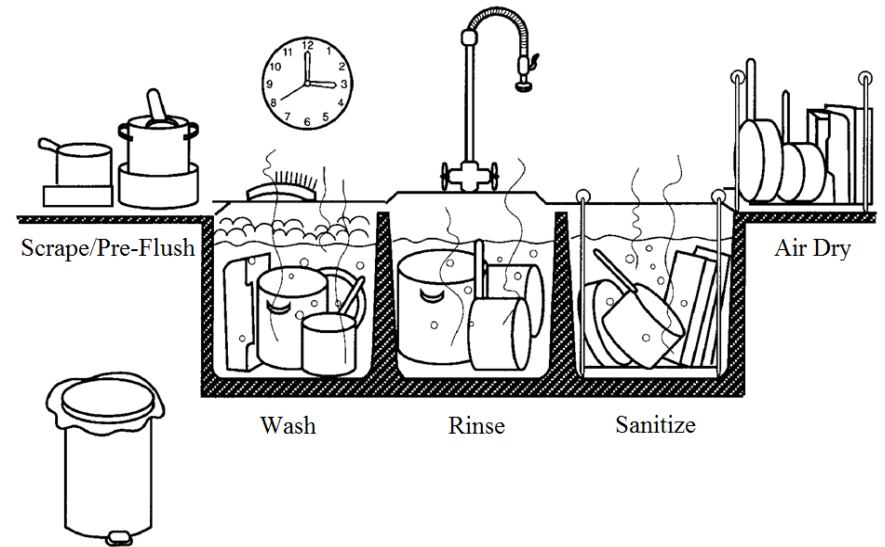
\* Always inspect foods for spoilage, contamination, odors, discoloration; check labels and expiration dates.\*

# TO PREVENT CHEMICAL CONTAMINATION:



- Follow directions for storing and using chemicals
- Measure chemicals and use proper amounts
- ALWAYS STORE CHEMICALS AWAY FROM FOOD, FOOD PACKAGING, UTENSILS, AND EQUIPMENT
- When transferring chemicals, always LABEL the new container
- Never use food containers to store chemicals or chemical containers to store food

# MANUAL CLEANING AND SANITIZING OF UTENSILS



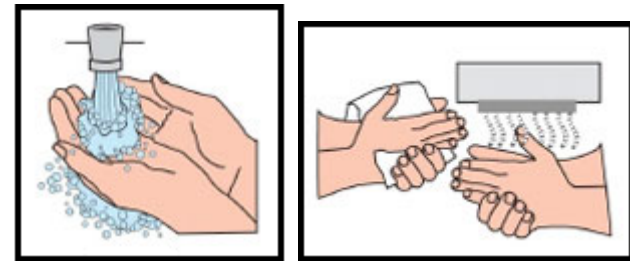
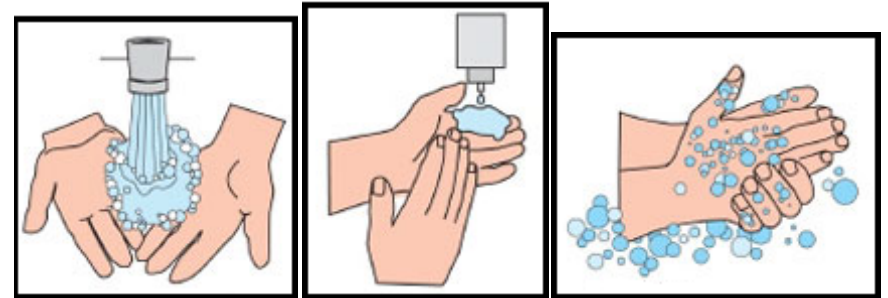
- Scrape food off plates before washing
- Use dishwashing soap made for washing dishes
- Water in all sinks should be deep enough to immerse your largest utensil



## **PRACTICE SAFE FOOD HANDLING— WASH YOUR HANDS!!!!!!!**

- **WASH HANDS OFTEN!!!** This includes washing after touching food, handling garbage, smoking, using the restroom, or handling chemicals / cleaners
- Keep hands away from face and hair so germs will not be transferred from the nose and mouth to food
- If you are sick, **DO NOT WORK AROUND FOOD**
- Keep all floors clean by sweeping and mopping
- Keep areas clean where dishes, glassware, silverware, pots, and pans are stored
- Clean stockroom areas where food is stored

## **PROPER HAND WASHING TECHNIQUES**



1. In a designated hand washing sink, use warm water to moisten hands
2. Apply soap
3. Vigorously rub hands together for at least 20 seconds, thoroughly cleaning palms, top of hands and between fingers
4. Rinse thoroughly
5. Dry hands with single-use disposable paper towels or an approved air dryer