



Board of Trustees Procedure Manual

Title: Handling Food Safely

Date Adopted: November 11, 2013

The Randolph Area Food Shelf is committed to following ServSafe procedures to ensure that the food on our shelves is in a safe and healthful condition for our clients.

Safe practices at RAFS fall into two main categories:

A. Avoiding human contamination of food

- Try to avoid touching your eyes, nose, or mouth while working.
- Cover your mouth or nose with the crook of your elbow if you cough or sneeze.
- Wash your hands with hot water and soap for at least 20 seconds before and after processing food, after using the bathroom, after working in the warehouse, after coughing or sneezing, or after touching your face.
- Wear latex gloves when processing food, which includes cutting and packaging cheese and washing and packaging produce that will not be cooked or peeled.
- Wash knives and cutting board after use.
- If you are sick, try to arrange for a sub. Do not come to work.

We make alcohol-based anti-bacterial hand lotion available at the storefront for both clients and volunteers. Use this freely, but remember that it is not a substitute for careful hand washing.

B. Observing time and temperature constraints

Canned and dry goods are kept at room temperature and time is the only factor that needs to be considered.

- Baby food is to be thrown out as soon as the expiration date is reached.
- Other canned and packaged goods may be kept on the shelves for 18 months after the expiration/best by date has been reached, as long as there are no observable signs of deterioration or contamination.

Meats and frozen fruits are always kept in a frozen state until the client removes them.

- Move foods from a warehouse freezer to the storefront freezer quickly.
- All freezers have thermometers in them. Check periodically to make sure the temperature is below 3° Fahrenheit.
- Throw out frozen food with damaged packaging.
- Frozen food that is inadvertently thawed should be thrown out and not refrozen.

Bread, dairy products, and some produce are always kept refrigerated until the client removes them.

- Move refrigerated food from a warehouse refrigerator to a storefront refrigerator quickly.
- All refrigerators have thermometers in them. Check periodically to make sure the temperature is below 41° Fahrenheit.
- Bread and pastries are recycled once a week, but any that is seen to be moldy should be thrown out immediately.
- Eggs have a refrigerated shelf life of four weeks. Our turnover is sufficiently rapid that we are not dating the cartons.

- Always keep greens, such as lettuce, spinach, and kale, refrigerated.
- Ready-to-eat food that requires time and temperature control for safety (TCS) should be dated and not kept for more than 7 days. One example of such food that we often see in the fall is home-made applesauce.

Many vegetables may be initially displayed for a day or two outside of the refrigerator, but once they have been refrigerated they should remain there.

Some vegetables, including tomatoes, potatoes, onions, and some types of squash, should never be refrigerated.