

## **Sanitation & Cleaning Procedures**

### **General Sanitation**

All users of Pizza Plaza are expected to use good hygienic practices at all times and to follow all established cleaning and sanitation procedures.

### **Cleaning and Sanitation**

Cleaning is necessary to protect against microorganisms. Food-contact surfaces shall be cleaned in this sequence:

- wash with detergent, rinse with clear water, and then use an approved sanitizer.
- The sanitizer used should be approved for use on food-contact surfaces and must be mixed according to the manufacturer's directions.
- Cleaning should be performed before, during and after food preparation.
- Each user must properly clean and sanitize the kitchen after their shift and ensure that the kitchen is ready for the next day.
- Cleaning supplies, brooms and mops are in the [location of the supplies].

### **Sanitizing Food Surfaces**

Food-contact surfaces shall be cleaned in this sequence:

- wash with warm water and detergent first, rinse with clear water, and then use an approved sanitizer.
- The sanitizer used should be approved for use on food-contact surfaces and must be mixed according to the manufacturer's directions.
- Cleaning and sanitation should be performed as frequently as necessary before, during and after food preparation to prevent contamination.

To ensure the food-contact surface is sanitized pay attention to these factors:

Concentration:

- Follow the instructions on the sanitizer's label and use proper dilutions and concentrations.
- Too little sanitizer will not work. Too much can be toxic.

#### Temperature:

- Generally, chemical sanitizers work best in water that is between 55°F and 120°F

#### Contact time:

- In order for the sanitizer to kill harmful microorganisms, the cleaned item must be in contact with the sanitizer (either heat or approved chemical) for the recommended length of time.

#### Air-drying:

- After applying the sanitizer, place utensils in a wire or plastic draining rack where they will not come into contact with any food or food residue and let them sit until dry.
- For equipment, after applying the sanitizer, let the equipment sit without use until dry.
- Do not use towels for drying, polishing, or any other purpose because they may re-contaminate equipment and utensils.

### **Cleaning Kitchen Equipment**

Please follow these steps to clean kitchen equipment such as blenders and food processors.

- Turn off and unplug equipment before cleaning
- Remove food and soil from under and around the equipment
- Remove any detachable parts
- Manually wash, rinse, and sanitize detachable parts, or run them through the dishwashing machine
- Wash and rinse all other food-contact surfaces that you cannot remove and then wipe or spray them with a properly prepared chemical sanitizing solution
- Air-dry all parts and then reassemble

## **Coolers and Freezer**

- Clean up any spills on cooler or freezer shelves with single-use paper towels and warm soapy water.
- Rinse with clear water and dry with single- use paper towels.
- Tables, Stove–tops, Oven Fronts, Dirtied Walls and Cooler Doors may be washed with hot soapy water, wiped with clean towels, sanitized, and wiped again with clean towels.

## **Floors**

- Floors should be swept and cleaned at the end of your shift.
- Brooms, dustpans and mop are stored in the [location of storage].
- All custodial brushes and equipment must be in good repair. If there is a problem with any of the custodial equipment please bring it to the attention of the Kitchen Manager.

## **Trash and Recycling**

- Trash should be emptied at the end of your shift and taken to the dumpsters at the [location of dumpsters].
- All recyclable materials can be taken to [location of recycling].

## **Laundry**

- All items requiring laundering, such as towels, dishcloths, and aprons, must be removed at the end of each shift and laundered by the user.

## **Personal Cleanliness and Conduct**

In addition to keeping the facility clean personal cleanliness must be maintained while working at the Pizza Plaza Kitchen:

- Hands shall be washed before starting work, after each absence from the workstation or when they become contaminated (such as with eating, smoking, or taking out the trash)
- Sanitary protective clothing, hair covering, and footwear must be worn and maintained in a clean, sanitary manner.
- All clothing must be clean.
- Gloves, if worn, must be clean and sanitary

- All food-handling personnel must remove objects (i.e. watches, jewelry) that may fall into or contaminate the food
- Tobacco, gum, and food are not permitted in food-handling areas
- Individuals who are sick or who exhibit symptoms of illness (including vomiting, diarrhea, fever and skin infections) are not allowed in the kitchen.

To minimize the possibility of cross-contamination always taste food in the correct way while working in the Pizza Plaza Kitchen:

- Put a small amount of food in a small dish
- Taste the food with a clean spoon
- Remove the dish and spoon from the food preparation area. Never reuse a spoon that has already been used for tasting
- Wash your hands immediately

## Using Chemicals

Separate chemicals from food, equipment, utensils, linens, and single-use items. If chemicals are stored directly above or next to any of these items, they could spill onto the item and contaminate it.

Only buy chemicals approved for use in a restaurant or food establishment. Store chemicals in their original container away from food storage and food preparation areas. If a chemical is transferred to a new container, label the container with the chemical name, manufacturer's name and address, and potential hazards of the chemical.

Material Safety Data Sheets (MSDS) are one way that chemical manufacturers provide hazard information to users, such as foodservice workers. Information on a typical MSDS includes:

1. Contact information -- manufacturer name, address, emergency telephone number, telephone number for information, and the date the MSDS was prepared
2. Hazard ingredients and identity information -- hazardous components in the product

3. Physical and chemical characteristics -- boiling point, vapor pressure, vapor density, solubility in water, specific gravity, melting point, evaporation rate, and appearance and odor
4. Fire and explosion hazard data -- flash point, how to extinguish, special fire fighting procedures, unusual fire and explosion hazards
5. Reactivity data -- stability, incompatibility with other products and substances, hazardous decomposition or byproducts
6. Health hazard data -- signs and symptoms of exposure, medical conditions generally aggravated by exposure, emergency and first aid procedures, health hazards (acute or chronic)
7. Precautions for safe handling and use -- precautions for safe handling and use, such as steps to be taken in case the chemical is spilled; how to dispose; precautions to be taken in handling and storing; and any other precautions, such as respiratory protection, ventilation, protective gloves, eye protection, other protective clothing or equipment.
8. Control measures

The MSDS must be available for all hazardous chemicals used in your restaurant and so keep them in a binder or in a central file in the establishment. The following information should also be available:

- a list of the hazardous chemicals located in each work area;
- a description of how employees will be informed about the hazards in using chemicals
- emergency procedures for spills, leaks or other accidents.

All containers of hazardous chemicals should:

- be properly labeled, tagged, or marked with the name of the contents;
- display appropriate hazard warnings. The hazard warning can be any message, words, pictures or symbols that convey the hazards of the chemical(s) on the container. The label must be legible, in English (and in other languages as needed), and prominently displayed
- show the names and addresses of the manufacturers or other responsible parties