Introduction

People may suffer from food poisoning or food-borne illness from improperly prepared or contaminated food. To help prevent this, all food operations must have personnel trained in the safe handling and preparation of food.

This training applies to:

- Concession stands
- Hall/Student Organization Events
- Hall food sales
Food Safety Training

- General Requirements
- Concession Stands/Events
- Hall Food Sales
GENERAL REQUIREMENTS
Compliance and Liability

St. Joseph County Health Dept. allows the University of Notre Dame to control student food sales as long as we:

- Limit the types of food that are served
- Ensure students complete this training course
- Conduct internal inspections of food service operations

ALL STUDENT FOOD SERVICE SITES OPERATE UNDER THE UNIVERSITY OF NOTRE DAME’S FOOD SERVICE LICENSE

Failure to comply with guidelines could result in the loss of the University’s Food Service License.
The Science of Food Safety

TIME AND TEMPERATURE:

• Limit the amount of time food is in **Temperature Danger Zone 41° - 135°**

• If present, the amount of bacteria on food can double every 20 minutes in the right environment.

• The service of potentially hazardous food on campus is limited and is handled on a case-by-case basis.
  • Potentially hazardous foods that **may not** be allowed to be served include: poultry, fish, egg products, gravies, soups, potatoes, cooked vegetables, meat, milk, pudding, sauces, protein salads.

• Proper cooking temperatures:
  • Hamburgers 160° *
  • Brats 160° *
  • Hotdogs 145°
  • Hot holding 135°.
  * All pre-cooked meats (burgers, brats) should be heated to 145°

• Holding temperature for all meats is 135°

• Use ice or refrigerators to hold cold food at 41° or below.

• Utilize your thermometer **OFTEN.**
Hand Washing

WASH YOUR HANDS:

• When you start working.
• Before handling raw food.
• After handling raw food.
• After touching your hat, hair, exposed skin.
• When you change jobs.
• After taking a break, eating, smoking.
• After texting or using your cell phone.
• After sanitizing surfaces.
• When you change gloves.
WEAR DISPOSABLE GLOVES:

- When you handle bulk items such as chips, cookies, donuts, etc…
- When you handle cooked or unwrapped items such as hotdogs, burgers, brats, buns, etc…

*Always* use utensils when grilling – never use a gloved hand to remove food from the grill.

A gloved hand may be necessary when pulling apart frozen hamburger patties or to place frozen meat on the grill so that utensils do not become cross contaminated.

*Never* re-use your gloves or hold them in your mouth/pocket/under your arm while you wash your hands/fix your hat etc…
Personal Attire

FOOD SERVICE PERSONNEL:

• Will wear a hair restraint such as a hat, bandanna or hairnet that completely covers hair – **NO VISORS**.

• Will have hair adequately restrained under hat, bandanna or hairnet.

• Will not wear rings, watches or bracelets if you are handling unwrapped food.

• Will wear closed toe shoes and clean shirts - **NO TANK TOPS OR SANDALS**.
CONCESSION STANDS & GROUP EVENTS
Food Service Guidelines

- Groups are required to purchase a Food Safety Kit from University Catering when serving food at open and/or public events.

- Groups must provide cooking and service utensils and all other items needed for service.

- The Food Safety Kit includes an aervoid (insulated container with a spigot) full of hot water for hand washing and must be refilled at South Dining Hall if water runs out during service.

- Aervoids must be returned to South Dining Hall along with all equipment no later than one hour after the start of the game or your group will be charged.

- To place an order, please contact University Catering at 631-9919 or stop by the 6th floor of Grace Hall. All concession stand and event orders are due no later than TWO Mondays prior to the game or event.

- Food items are to be picked up day of at the South Dining Hall back dock at assigned times. Pick up times will be assigned by staff when order is placed.
Food Service Management

• A person who has completed this annual training course and quiz MUST be present at the food service operation at ALL TIMES.

• SAO360 confirmation for event must be at the food service site.

• Non-Potentially Hazardous or Prepared Foods must be purchased from suppliers with a county food service license and current insurance.

• Potentially Hazardous Foods (i.e. meats, egg products etc.) for concession stands, open or public events must be purchased from University Catering.

• A food temperature chart must be posted at the food service site.

• Groups using off-site vendors must ensure that Risk Management & Safety has proof of a county food service license and current insurance on file from their supplier.
Food and Grill Etiquette

• Meat will hold temperature best if you:
  - Place the cooked meat in a pan on the corner of the grill with water in the bottom and a lid on top.

Bottom foil pan liner should contain a layer of water which will help keep the cooked meat at the proper temperature. If your grill heat starts to drop, you can remove that bottom foil pan to allow more heat to get to the cooked meat.
Food and Grill Etiquette

- Meat will hold temperature best if you:
  - Do NOT place it in the bun until you serve it;

This picture is an example of individually wrapped buns at the serving tables ready for sale. Once a sale is made, remove the meat from the grill and place it in the bun. This helps ensure the meat stays near a heat source until it gets sold.
Food and Grill Etiquette

• Coolers and ice should be used for meat first, then beverages.

• Food and food service items shall be elevated off of the ground. Turn a bread crate upside down and place remaining crates of buns on top of it regardless of whether it is packaged or not.

• Keep cold foods out of direct sunlight.

• There is **NO** 5-second rule. Dispose of anything dropped on the ground.

• Do **NOT** add lighter fluid to the coals after you put the grate on.

• Trade the grilling position off frequently to avoid heat exhaustion and dehydration.

• Hot coals must be placed in pans to be picked up by General Services at the end of the day. **DO NOT PLACE COAL / PANS ON WOODEN CATCH BOARDS.**
Tools of the Trade

Bring With You:

- Several tongs, spatulas, pot holders/oven mitts/hot pads and forks on hand in case one should fall or get contaminated.

- The proper utensils for the types of food you are cooking such as tongs for hot dogs and spatulas for hamburgers.

- Shovel for Coals
Directions for Starting a Charcoal Grill

• Split the bag of charcoal in the grill leaving the bag under the briquettes. Stack the charcoal into a pyramid on top of the bag. This will provide a wick for lighting the charcoal.

• Squeezing the can of fluid firmly, squirt the contents over the charcoal, dousing all of the briquettes. You'll need approximately two fluid ounces per pound of charcoal; it takes about one second to squirt out an ounce.

• Put the remainder of the fluid away – Far away. Using it after the charcoal has already been lit is an extremely dangerous idea. Wait a minute for the lighter fluid to soak in.

• Light the bottom of the pile with a long match or barbecue lighter (you may need to light it in a few different places if you're using a lot of charcoal).

• Adding a few briquettes every 30-40 minutes will help maintain a more constant temperature.

• To extinguish the charcoal put the lid on the grill and close the vents.
Using a Thermometer

- Thermometers must be calibrated prior to the start of each event to ensure proper cooking temperatures (See Ice-Point Method for Calibrating Thermometers on next slide).

- Insert thermometers horizontal to the meat, so indentation at the end of the probe is inserted completely into the food product.

- Sanitize your thermometer prior to each use with alcohol pads.

USE YOUR THERMOMETER OFTEN !
# Calibrating A Thermometer

<table>
<thead>
<tr>
<th>STEP</th>
<th>PROCESS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fill large container with crushed ice and add clean tap water until full.</td>
<td>Stir mixture well.</td>
</tr>
<tr>
<td>2</td>
<td>Put thermometer stem into ice water so sensing area (indentation) is completely submerged and wait until indicator stops moving.</td>
<td>Do not let stem touch the container’s bottom or sides.</td>
</tr>
<tr>
<td>3</td>
<td>Hold hex adjusting nut securely with a wrench and rotate the head of the thermometer until it reads 32°F.</td>
<td>Thermometer stem must remain in ice water. Some thermometers require a reset button to be pressed to adjust the readout.</td>
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Keep the Area Clean

• Assign a person to clean work surfaces - Do **NOT** let blood/juices sit on tables – sanitize surfaces frequently with quaternary ammonia provided in the safety kit.

• Assign a person to empty trash receptacles regularly.

• Utilize canopy system (cover grills and use wooden catch boards under grills). All exposed foods must be covered while in use (i.e. grilling, assembling food, etc.)

• For concession stands, the canopy system, garbage cans, coal pan, and tables will be requested on the group’s behalf by Student Activities and will be placed at the group’s concession stand site.
Hygiene

• Adequately restrain your hair

• Wash your hands OFTEN

• Wear your gloves

• Wear closed toe shoes and clean shirts

• Do NOT allow sick people to handle food and ensure all cuts are covered completely with bandages and gloves.

• Do NOT allow eating, drinking, or smoking near the food.

• Leave food prep and cooking area if eating.
### Proper Cooking/Holding Temperatures

<table>
<thead>
<tr>
<th>FOOD</th>
<th>TEMPERATURE</th>
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<tbody>
<tr>
<td>Hamburgers/Brats</td>
<td>160°F</td>
</tr>
<tr>
<td>Hotdogs</td>
<td>145°F</td>
</tr>
<tr>
<td>Pre-Cooked Hamburgers/Brats</td>
<td>145°F</td>
</tr>
<tr>
<td>Hot Holding</td>
<td>135°F</td>
</tr>
</tbody>
</table>

- Hold cold food items in container set inside another container of ice.
- Hold hot food items in shallow metal pans set on the side of the grill.
- Potentially hazardous food items should **not** be served after four hours of hot holding.
- Be sure to properly label foil pans that are used for hot holding with the time the food is placed in the pan.
Safety Kit

- **Quaternary Ammonium Solution**: Spray bottle of disinfectant to keep your table tops clean.

- **Disposable Towels**: Used for the application of the sanitizer on your table tops.

- **Cida-Rinse**: This solution is a hand sanitizer and should be used before beginning a new task or touching something that is not sanitized. Wash your hands before beginning and also use Cida-Rinse. Not to be used in place of hand washing.

- **Plastic Gloves**: Gloves are to be worn during all contacts with food after washing your hands. It is necessary to put on a clean pair of gloves after coming into contact with unsanitary items in the work station. Not to be used at the grill as the heat can melt them.
Safety Kit Contents

- **Probe Thermometer**: The thermometer is for checking and monitoring the temperature of potentially hazardous food.

- **Alcohol Swabs**: These are to be used to thoroughly sanitize your probe thermometer before and after each use.

- **Pans and Lids**: These are for keeping your food warm on the grill.

- **Bucket**: It is required that you have hot water at the site; this bucket will be placed under your aervoid spigot to catch waste water.

- **Hand Washing Soap**: This is for your hand washing station.

- **2.5 Gallon Aervoid of Hot Tap Water**: This is to ensure proper temperature water is used for all hand washing needs. Not to be used for serving hot beverages.
Required Items Not Included in Safety Kit

• Student Activities will order and General Services will drop off:
  – Work Tables
  – Canopy for Grill
  – Hot Coal Pan

• Student Groups will pick up recycling and trash containers at South Dining Hall when they pick up their food.

• Your Group is Responsible for providing:
  – Cooking and Serving Utensils
  – Hot Pads and Oven Gloves
  – Shovel for Coals
HALL FOOD SALES
Hall Food Sales

**Operations:**
- Halls conducting food sales must complete a Food Sales Form with SAO
  - Fill out the Residence Hall Food Sales Module on SAO 360 for approval.
- Must have at least two (2) residents designated as Food Sales Managers.
- All designated Food Sales Managers must complete Food Safety Training.
- At least one Food Sales manager must be present at all times while the business is open.

**Supplies:**
- All food must come from licensed & insured providers.
- The following food items may not be permitted. Please contact Risk Management & Safety for approval:
  - Chicken -- Fish -- Shell Fish
  - Pork -- Salads -- Cooked Vegetables (except potatoes)
  - Eggs -- Egg Products -- Homemade Pastries
  - Gravies -- Puddings -- Homemade Sauces
Hall Food Sales

**Food Storage:**
- No food items may be stored on the floor.
- All foods must be covered & protected unless being prepared or served.
- All refrigerators and freezers must have operable thermometers.

**Hygiene:**
- No eating, drinking, or smoking in the preparation room.
- All surfaces must be cleaned after use.
- All utensils must be cleaned and stored after use.
- A hand-washing and dishwashing sink must be present in the kitchen.
- Trash receptacles must be emptied nightly.

**Safety**
- Must have a fire extinguisher present
- Floors must be free of debris/clutter
- Deep fryers are not permitted.