

## HAHWG Food Service Guidelines

1. Each organization should have a designated Food Service Coordinator at each event to ensure all food safety controls are being met. If you are interested in becoming a Certified Food Handler, Maricopa County offers an Arizona Online Food Handler Course.  
[https://www.statefoodsafety.com/food-handler/arizona/maricopa-county?so\\_cid=13&gclid=CKOwtLnE57ECFWIbQgods0wAlg](https://www.statefoodsafety.com/food-handler/arizona/maricopa-county?so_cid=13&gclid=CKOwtLnE57ECFWIbQgods0wAlg)
2. A dedicated hand washing sink must be available in the food service area and a separate hand washing sink must be available for guests.
3. Food service workers must wash their hands and forearms for at least 20 seconds in an approved and dedicated hand washing sink. Washing your hands thoroughly and frequently will prevent harmful bacteria and viruses from entering the foods you prepare. Employees must wash their hands and forearms for at least 20 seconds in an approved and dedicated hand washing sink by:
  - a. Moisten hands with water
  - b. Apply hand soap
  - c. Vigorously rub hands together scrubbing between your fingers, under your fingernails, your forearms, and the back of your hands. You must continue scrubbing for at least 10-15 seconds. It is the hand soap combined with the scrubbing action that removes the dirt, bacteria, and viruses from your hands
  - d. Completely rinse your hands under warm running water for the remaining 5-10 seconds.
  - e. Dry hands with a disposable paper towels.
  - f. Turn off the faucet with the same paper towel used to dry your hands. It is a good idea to use the paper towel to open the door when leaving the bathroom.
4. Teach yourself to be aware of where your hands are at all times. You must wash your hands every time your hands or gloves become dirty or contaminated. Here are some examples of when to wash:
  - a. when you first arrive at work
  - b. when you return to work after breaks
  - c. before you touch food, clean utensils or work surfaces
  - d. after you touch your face, mouth or hair
  - e. after covering a sneeze or a cough with your hands
  - f. after you touch raw eggs, meat, fish, or poultry
  - g. after you touch dirty dishes, garbage, or any other unclean surface
  - h. after you use the toilet and before you start working with food again
5. Touching **ready-to-eat** foods with your bare hands is not allowed. **Ready-to-eat** foods are foods that will not receive further washing or cooking prior to consumption (Examples: salads, sandwich ingredients, fruit, bread, tortillas, cold salads, garnishes, chips and ice, pizza, hot dogs, etc). A barrier such as non-latex gloves, deli papers, tongs, spatulas or utensils is required when working with these foods. Non-latex gloves must be worn if you wear nail polish, fake nails, have sores, burns or cuts on your hands.
6. The range of temperatures between 41° F and 135° F is called the **Danger Zone**. Bacteria grow very quickly in this temperature range. Whenever possible, you must avoid having **ready-to-eat foods** in the **danger zone**. Cold foods must be held at 41° F or below. Hot cooked foods must

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be held at 135° F or above. All prepared foods must be served within a total of 4 hours and all leftovers must be discarded.

7. Do not work with food if you are sick or have an **infected** cut, burn or sore on your hand. If the sore or cut is not infected, cover it with an impermeable bandage and wear a non-latex glove over the bandage. Individuals with the following conditions must be restricted from food service: Hepatitis A virus, Salmonella typhi, Shigella spp., Escherichia coli O157:H7 (E. coli O157:H7), or Norovirus.
8. Cooking foods to the proper temperature is the best way to destroy any harmful bacteria that may be present in food. Any food cooked must be cooked to a minimum of 165° F, stirred at least once during cooking, and then left to stand covered for a minimum of two minutes prior to serving. The only way to know that the food has been cooked to the proper temperatures is to use a calibrated stem thermometer.
9. All foods must be purchased from commercial sources and no foods shall be prepared in an unlicensed establishment and served at the events.
10. Ready-to-eat foods **must not** be stored or transported in the same cooler as raw meats.
11. You should always use clean wiping cloths to sanitize counter tops, tables, cutting boards and equipment. Bacteria can grow very quickly in damp cloths. That is why all wiping cloths should be stored in the sanitizing solution that is mixed to proper concentration between uses. Use the appropriate test strips to verify the concentration of the sanitizer. Chlorine sanitizing solution (bleach) should be between 50 and 100 parts per million (ppm).
12. Each temporary kitchen must be equipped with a 3 compartment dish washing station. Dishes, utensils, and equipment that touch food must be washed using the following five steps:
  13. **Pre-scrape.** Remove leftover food and grease from the dishes and throw it away.
  14. **Wash.** In the 1st sink, thoroughly wash the dishes with detergent and water.
  15. **Rinse.** In the 2nd sink, rinse the dishes in clean water to remove the soap. (Mixing detergent with sanitizer can prevent the disinfectant from killing the bacteria and viruses.)
  16. **Sanitize.** In the 3rd sink, the dishes must be sanitized in water. The sanitizer shall be at the right concentration. Chlorine sanitizing solution (bleach) should be between 50 and 100 parts per million (ppm) and measured by using the appropriate test strip. The dishes should remain completely submerged in the solution for at least 30 seconds.
  17. **Air-dry.** Place all dishes and utensils on the drain board or rack and let them air-dry. Do not use a towel to dry them because a towel will put bacteria and viruses back on your clean dishes.
18. All coolers and equipment used for the transportation and holding of potentially hazardous foods must be washed and sanitized using the above method before and after each event.