



FOOD BANK
OF NORTHEAST GEORGIA

Food Safety Training

2024-2025



Food Safety Training

This training is an annually-required training for all Members with the Food Bank of Northeast Georgia. While this training discusses common food safety practices, **this does not provide ServSafe Manager Certification**, as is required for all Members who provide On Premises Meals (the preparing and serving of meals).

All Shoppers and those involved in handling food within your organization must be familiar with this training and general food safety practices.



Our Neighbors deserve safe and quality foods. It is your responsibility to ensure this by always being proactive in following all food safety guidelines.

The health and safety of our Neighbors is our priority.

PRACTICE GOOD PERSONAL HYGIENE

Wash your hands frequently

- **Especially after eating, drinking, smoking/vaping, touching your face, nose, ears, hair, handling waste, using the restroom, coughing, sneezing, etc.**
- **You should scrub your hands and arms for at least 10-15 seconds.**
 - Use hot water, liquid soap, and disposable paper towels.
- **Wash hands after handling raw foods (uncooked meat, poultry, eggs, produce, etc.) and before handling other items and cooked foods.**
- **Wash your hands every thirty minutes when wearing gloves and replace your gloves with a clean pair before handling food again.**
- **Hand sanitizer does NOT replace the need for washing your hands!**

PRACTICE GOOD PERSONAL HYGIENE

Wear food-safe attire when appropriate

- **Jewelry, watches, nail polish, and false fingernails should not be worn when handling food.**
- **Wear clean clothes and practice good hygiene.**
- **Wear a hat or tie up your hair when handling ready-to-eat foods.**
- **Wear gloves and an apron when required or appropriate.**
 - Wear gloves when handling ready-to-eat foods
 - Replace your gloves if they get torn or dirty, before beginning a new task, before or after handling a raw meat or a food with a known food allergen.
 - Avoid touching your face, hair, and phone while using gloves!

PRACTICE GOOD PERSONAL HYGIENE

Know when NOT to handle food.

- **Never eat, drink, smoke, vape, or chew gum or use tobacco products in food handling and food storage areas and only do so in designated areas.**
 - Always wash your hands before returning to handle food!
- **If you are feeling unwell, it is best to stay home and recover.**
 - If you are experiencing jaundice (yellowing of skin and/or eyes), vomiting, diarrhea, or a sore throat with a fever, you are especially at risk of spreading food born illness and should not work with food or Neighbors.
 - We should always strive to keep our Neighbors safe. If you're feeling unwell, you may be at risk of spreading sickness to Neighbors.



Prevent cross-contamination!

Cross-contamination is when biological, chemical, and/or physical contaminants are transferred to a substance, object, or food.

All contaminants have the potential to cause illness or injury.



PREVENT CROSS-CONTAMINATION

Types of contaminants:

- **Physical**
 - Wood, metal, glass, paint chips, hair, bones, etc.
- **Chemical**
 - Cleaning chemicals, maintenance chemicals, pest control chemicals, etc.
- **Biological**
 - Bacteria, viruses, fungi, mold, and parasites.
- **Be cautious of cross-contamination when working with common allergens, such as soy, wheat, eggs, peanuts, tree nuts, fish, and shellfish.**

PREVENT CROSS-CONTAMINATION

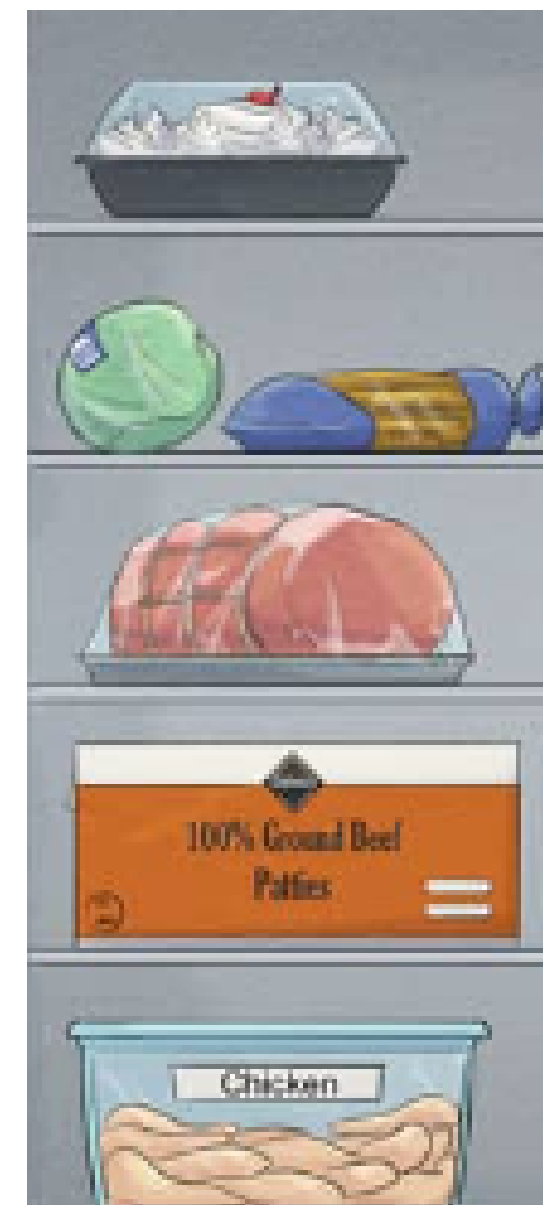
How to prevent cross contamination:

- **Regularly and properly clean and sanitize working surfaces and tools.**
 - Wash everything with soap and warm water, and let it air dry fully before use.
If applicable, follow sanitizer instructions when cleaning tools and surfaces.
- **Check all product before you distribute it to make sure it does not contain any physical contaminants.**
 - Cleaning chemicals, maintenance chemicals, pest control chemicals, etc.
- **Use disposable gloves when working with ready-to-eat foods.**
- **When cross-contamination occurs, report it.**

PREVENT CROSS-CONTAMINATION

How to prevent cross contamination:

- **Layer foods on shelves in your refrigerator properly (top to bottom):**
 - a. Dairy products, cooked food/meats, and ready-to-eat foods
 - b. Fresh produce
 - c. Whole red meat (pork and beef) and seafood
 - d. Ground or processed red meats, and fish
 - e. Whole and ground poultry



FOLLOW STORAGE REGULATIONS

Your storage should be clean, organized, and secure.

- **Storage must be locked and kept secure.**
 - Only those involved in managing food distributions should be allowed access to your food storage (there may be few cases where this does not apply).
- **Regularly monitor storage and units for signs of pests, mold, and mildew.**
- **Refrigerator and freezer units should be cleaned at least every 3-6 months.**
- **Store all items 6 inches from the ground and ceiling and 1 inch from walls.**
- **Store food separate and at least 4 feet from non-food items, cleaning supplies, and chemicals.**
 - Non-food items should not be stored on the same shelving unit as food!

FOLLOW STORAGE REGULATIONS

Foods must be stored at safe temperatures.

- **If your storage room is not climate controlled...**
 - Only store food when the ambient temperature in the room is between 45-85°F.
 - Use a **Weekly Temperature Log** to record the temperature of the room at least once a week.
- **Refrigerator and Freezer units must be held at proper temperatures.**
 - Refrigerated foods/units should be held between 36-40°F
 - Frozen foods/units should be held at 0°F or lower

FOLLOW STORAGE REGULATIONS

To avoid issues with pests, you must:

- **Remove as much cardboard as possible.**
 - Loose bulk items or items that cannot stack, such as bags of dry beans or rice, should be stored in bins with lids, if possible.
- **EITHER provide your own pest control each month OR hire a licensed Pest Control Officer (PCO) or company to treat your facility/space once every 3 months.**
 - All pest control must be recorded using a [Pest Control Log](#) or, if hiring a PCO or company, keep the most recent receipt on file for reference.

FOLLOW STORAGE REGULATIONS

Deny pests food, water, and hiding or nesting places by...

- **Cleaning up food spills immediately and eliminating any standing water.**
- **Storing mops and brooms off the floor.**
- **Keeping service/mop sinks and buckets clear of used mop water.**
- **Maintaining clean personal storage areas (i.e. lockers) and designate areas away from food storage for eating, tobacco usage, etc.**
- **Cover all indoor and outdoor garbage containers.**
 - Dispose of any garbage and recycle quickly.

FOLLOW STORAGE REGULATIONS

Prevent pests from entering your facility by...

- Having functional seals on all doors, windows, and vents.
- Sealing any pipe holes through walls.
- Sealing all cracks in the floors and walls.
- Examine all incoming food, supplies, and/or other materials to avoid pests.

If evidence of pest infestation has been determined, discard any damaged products immediately. Clean any areas you can determine may have been contaminated.

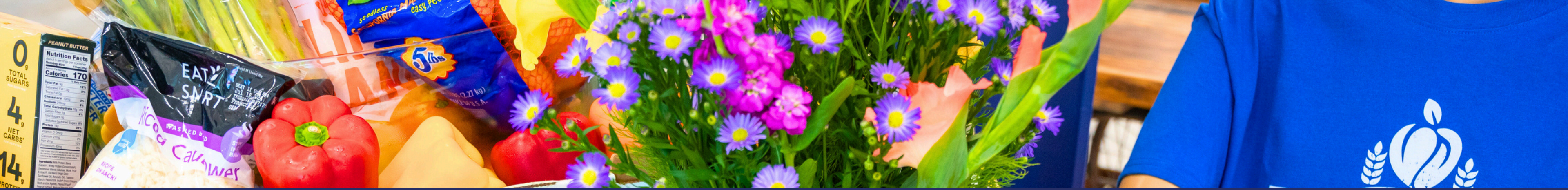
Reexamine your facility for holes, cracks, or pests in or around your food and apply pest control as needed. **If the situation is serious, you should contact BOTH a PCO or company AND your Food Access Coordinator.**

FOLLOW STORAGE REGULATIONS

Use the **FIFO** method when storing food.

- **FIFO (First-In-First-Out)** is an inventory organizational method when the oldest received items are the first distributed.
 - The only time FIFO may not apply is when some items are about to expire and should be distributed as soon as possible.





Are expired foods safe to eat?

Many expired foods are safe for consumption. It is your responsibility to know what is and is not safe to provide to our Neighbors.



MONITORING YOUR FOOD

Know when an expired item is safe to consume.

- **Almost all shelf-stable items are safe to consume past the expiration date, but within limits.**
 - The Food Bank follows a 6-month rule. Consuming foods within 6 months after the expiration date ensures that the quality of that food is still fair.
 - Soft packaged items like cereal and chips may be safe to consume, but the quality of the food will often not be good after the expiration date.
- **Refer to the USDA Food Keeper App (available on the Member page of our website) to see if your food is safe for consumption after the expiration date.**
- **If a can has rust, but the rust can be wiped off, it is safe to consume but should be distributed as soon as possible.**

MONITORING YOUR FOOD

Know when foods are NOT safe to distribute.

- If a food does not have: (1) a label naming the product or food, (2) nutrition content label, and (3) an ingredient list.
- If any cans have: swollen ends, leaks, broken lids, rust that cannot be wiped off, major or sharp dents on the sides or seals.
- Cold or frozen foods that have been without refrigeration for 4 or more hours.
 - OR if the foods have been found out of their proper temperature range for 4 or more hours.
- If any items show any damage from pests.

MONITORING YOUR FOOD



This can has a small dent on the side that is not affecting either seal.



This can has pinched sides and a seal of the can is severely affected by the dent

MONITORING YOUR FOOD



This can has a “flat dent”, or a 180 degree dent, in the seal, which does not severely affect the seal of the can.



Not only can you not open this can with a can opener, but the “sharp dent”, or acutely angled dent, severely affects the seal of the can.

MONITORING YOUR FOOD



Seals for all food must be intact for you to distribute it and can only be distributed within its original packaging



Use tape to fix any torn boxes with sealed food to ensure the packaging stays with the food.

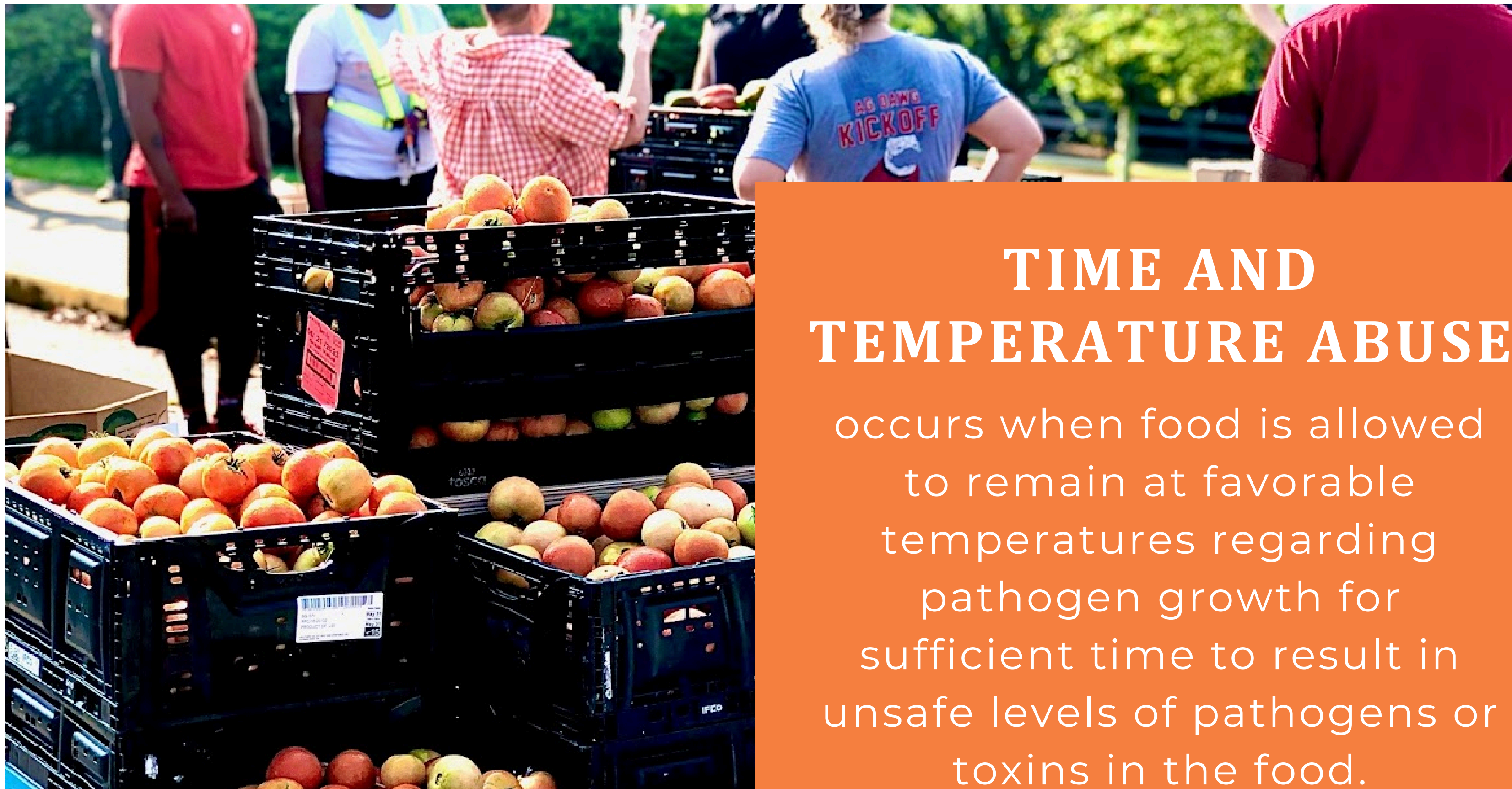
MONITORING YOUR FOOD

Monitoring Refrigerated and Frozen Foods.

- **Look for obvious signs of aging - rotting smell, swollen packaging, discoloration, mold, sticky texture, etc. - and toss immediately.**
- **If a refrigerated food has a sell-by date within the next few days or no date at all, immediately distribute the food or freeze it (if appropriate).**
 - Freezing food will keep it safe longer, but it should still be distributed as soon as possible.
- **Excess ice crystals on frozen food may be sign of freezer burn. Freezer burnt food is not unsafe to consume but has poor quality and should be avoided.**
 - Avoid freezer burn by storing foods at proper temperatures, including during transportation and distributing your frozen foods within 60 days of reception.

WHEN IN DOUBT,

THROW IT OUT!



TIME AND TEMPERATURE ABUSE

occurs when food is allowed to remain at favorable temperatures regarding pathogen growth for sufficient time to result in unsafe levels of pathogens or toxins in the food.

TIME AND TEMPERATURE CONTROL

Avoid Time and Temperature Abuse by...

- **Storing refrigerated foods at no higher than 40°F and frozen foods at no higher than 0°F.**
- **Using freezer blankets or coolers to transport cold and frozen foods.**
- **Checking the temperature of food and storage areas with the correct type of thermometers.**
- **Thawing frozen foods at 40°F and never room temperature.**
 - Food may be thawed under running cold water or in a refrigerator unit.
- **Keeping ready-to-eat hot foods no cooler than 135°F, cold foods no warmer than 40°F, and all frozen food frozen solid.**

RECEIVING FOOD

When receiving food through the Food Bank, a local store, or general donations, always double check the food before you receive it!

Check all items for damage, rot, mold, or damage from or signs of pests. Store foods requiring refrigerated or frozen storage immediately at the correct temperature.



TRANSPORTING FOOD

When picking up food, you should always have...

- A cooler or insulated freezer bags with ice packs or ice OR a freezer blanket when receiving any foods that require refrigeration or freezing.
- Tarp(s) and securement (ropes, ratchet straps, or bungee cords) if transporting food on an open truck bed or trailer.

When delivering food, you should always have...

- A cooler or insulated freezer OR a freezer blanket for cold/frozen foods.
- A plan to distribute ALL frozen and cold foods within 4 hours and all shelf-stable foods before the end of the day if you do not have approved storage.

CLEANING AND SANITATION

Cleaning food working stations

- **Clean all surfaces that come into contact with food by removing food bits from the surface(s), washing with a cleaning solution and clean tool, rinsing, sanitizing, and allowing to air dry.**
 - Surfaces should be cleaned and sanitized *EVERY* time you use them.

How to make sanitizer

- **You can either purchase a sanitizer solutions and follow directions on the bottle or you can make your own sanitizer with household bleach and water.**
 - Non-porous surfaces: combine 1 tablespoon of bleach with 1 gallon of water
 - Porous surfaces: combine 3 tablespoons of bleach with 1 gallon of water.



If you are ever unsure
about food safety, you
should always

**CONTACT YOUR
FOOD ACCESS
COORDINATOR**

SOURCES

1. National Restaurant Association. *Servsafe Coursebook*. National Restaurant Association , 2017.
2. National Restaurant Association (*U.S. ServSafe® Food Handler Guide for Food Banking*). Chicago, Il., National Restaurant Association Solutions, 2014.
3. USDA. “Freezing and Food Safety | Food Safety and Inspection Service.” *Usda.gov*, 2012, www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/freezing-and-food-safety.