**When to Wash Your Hands**

Wash your hands before you start work and after doing any of these things.

- Using the restroom
- Touching your hair, face, or body
- Handling raw meat, poultry, or seafood (before and after)
- Touching clothing or aprons
- Taking out garbage
- Sneezing, coughing, or using a tissue
When to Wash Your Hands

Wash your hands before you start work and after doing any of these things.

- Handling chemicals that can make food unsafe
- Smoking
- Clearing tables or busing dirty dishes
- Eating or drinking
- Handling money
- Chewing gum or tobacco
- Before putting on gloves
- Touching anything else that may contaminate your hands
  - Examples include dirty equipment, work surfaces, and towels
Good Personal Hygiene

Other Hand Care Guidelines

It takes more than having clean hands to maintain good personal hygiene. You also must use gloves the right way and care for your hands and nails.

Use Gloves the Right Way

Gloves can help prevent the spread of pathogens if they are used the right way.

Use the Correct Gloves

- Only use single-use gloves when handling food.
- Make sure the gloves fit your hands. They should not be too tight or too loose.
- Never rinse, wash, or reuse gloves.
- Wash your hands before putting on gloves and when changing to a new pair.

Change Gloves When Necessary

- As soon as they become dirty or torn
- Before beginning a different task
- After handling raw meat, seafood, or poultry and before handling ready-to-eat food
- At least every four hours during continual use
- More often if necessary

How and When to Clean and Sanitize

Cleaning and Sanitizing

Cleaning removes food and other dirt from a surface. Sanitizing reduces pathogens on a surface to safe levels. The most important reason to clean and sanitize is to prevent the spread of pathogens to food. It also helps control pests like insects and rodents.

Surfaces to Clean and Sanitize

You should know what to simply clean and what to clean and sanitize.

All surfaces must be cleaned and rinsed. Examples include:
- Walls
- Storage shelves
- Garbage containers

Any surface that touches food must be cleaned and sanitized. Examples include:
- Knives
- Stockpots
- Cutting boards

If you notice worn or cracked equipment, set it aside and report it to your manager.
This equipment is not easy to clean or sanitize. It also may hold pathogens.

How to Clean and Sanitize

The procedure below shows you how to clean and sanitize. Always use cleaners and sanitizers according to manufacturers’ directions and your company policy.

1. Clean the surface.
2. Rinse the surface.
8. Sanitize the surface.
0. Allow the surface to air-dry.

Preventing Cross-Contamination of Food

As you learned earlier, pathogens can be transferred from one surface or food to another. This is called cross-contamination. If you don’t prevent cross-contamination, a foodborne illness can happen. Fortunately, there are steps you can take to prevent it.

Preventing Cross-Contamination When Storing Food

Here’s how to store food to prevent cross-contamination.

- Wrap or cover food before storing it.
- Store food only in containers intended for food.
- Store ready-to-eat food above raw seafood, meat, and poultry.
- Store food only in designated food-storage areas.
- Store food and nonfood items away from walls and at least six inches (15 centimeters) off the floor.

Preventing Cross-Contamination When Serving Food

Surfaces that touch food are called food-contact surfaces. Many of the utensils and equipment you use have food-contact surfaces. Plates, glasses, forks, and tongs are examples. You can contaminate these surfaces if you are not careful when handling them. Follow the practices below to prevent this.

• Do NOT touch the parts of dishes or glassware that come in contact with food.

• Hold dishes by the bottom or edge.

• Hold glasses by the middle, bottom, or stem.

• Do NOT stack glasses when carrying them.

• Carry glasses in a rack or tray.

• Do NOT hold utensils by the parts that come in contact with food.

• Hold utensils by the handle.
- Do **NOT** use bare hands to handle ready-to-eat food.
- Use tongs, deli sheets, or gloves.

- **NEVER** scoop ice with your bare hands or a glass.
- Use ice scoops or tongs to get ice.

- **NEVER** use towels for cleaning food spills for any other purpose.
- **NEVER** store towels in your apron or uniform pocket.
- Store towels for cleaning food spills in a sanitizer solution when you are not using them.

- **NEVER** use the same utensils when handling:
  - Ready-to-eat food and raw meat, poultry, or seafood
  - Different food items
- Use separate utensils when serving different food items.
- Store serving utensils in food with the handles extended above the rims of the containers.

From the "ServSafe Food Handler Guide."