

## Kitchen Safety and Sanitation

### Procedure/Approach

Accident prevention and priority in the Nutrition Department.

#### Head Start Program Performance Standards:

1302.47

#### OHA Division 150

Food Sanitation Rules Chapter 2; 2-2, 2-3

### Safety and Sanitation Procedure

- Kitchen staff shall be restricted or excluded from food preparation if they have experienced diarrhea or vomiting in the past 24 hours and/or are suffering from jaundice. Kitchen staff will be excluded if diagnosed by a health practitioner or are presumptive with a food borne illness.
- Kitchen staff with an open wound on the hand or wrist may be excluded unless an impenetrable covering and a single use glove can protect against exposure.
- It is the responsibility of the on-site Food Service staff to monitor the contents of the kitchen spill kits on a monthly basis to ensure that they are fully equipped.
- Kitchens will be equipped with a fire extinguisher, securely mounted and readily accessible. On an annual basis, employees will be trained in the use and type of fire extinguishers available.
- All fire extinguishers and systems are tagged; noting monthly inspections and annual maintenance.
- Safe step stools are available and are to be used for reaching shelved items.
- Employees will be trained in the proper use of food service equipment required in their job duties. Southern Oregon Head Start/Early Head Start does not allow food slicers to be used. Employees who have not been trained in the proper use of equipment may not operate such equipment.
- Employees will be required to be attentive to their tasks, especially when cooking or operating moving equipment. All spills will be cleaned immediately.
- Wet Floor Signs will be used whenever a spill occurs and when a kitchen is being mopped.



- Kitchen and facility exits will be clearly marked with visible, approved EXIT signs. Hallways, aisles and exits will be free of obstacles.
- Empty food cartons will be promptly removed for recycling or proper disposal.
- All employees will be required to adhere to procedures for kitchen sanitation and the cleaning schedule.
- All employees must consume food only in designated areas.
- Food Handler Cards for all center staff are to be posted in the kitchen.
- Nutrition kitchen staff will adhere to the dress code.