

Using Suitable Utensils When Handling Ready-to-Eat Foods SOP

PURPOSE: To prevent foodborne illness due to hand-to-food cross-contamination.

SCOPE: This procedure applies to foodservice employees and volunteers who prepare and handle food for **Insert Business**.

KEY WORDS: Ready-to-Eat Food, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Use proper hand-washing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.
4. Do not use bare hands to handle ready-to-eat food at any time unless washing fruits or vegetable.
5. Use suitable utensil when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoons, and spatulas
6. Wash hands and change gloves:
 - Before beginning food preparation.
 - Before beginning a new task
 - After touching equipment such as refrigerator doors or utensils that have not been clean and sanitized.
 - After contacting chemicals
 - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery.
 - When handling money
 - Anytime a glove is torn, damaged, or soiled.
 - Anytime contamination of a glove might have occurred.

MONITORING:

A designated foodservice employee will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

VERIFICATION AND RECORD KEEPING:

The Processing Coordinator will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The Processing Coordinator will complete the Food Safety Checklist daily. The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. The Food Safety Checklist and Damaged and Discarded Food Log are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____.

DATE REVIEWED: _____ **BY:** _____.

DATE REVISED _____ **BY:** _____.