



Food Safety Training for Community Food Sites

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Training Objectives

To provide you with:

- Information that can help you protect the safety of the food you distribute
- Knowledge to make proactive food safety choices
- Food safety best practices to share with others at your organization

What We Will be Covering Today

Personal hygiene

- Hand Washing
- Glove Use

Receiving & Sorting Food

- Code Date Extensions
- Fresh Rescue

Preventing Food Contamination

- Cross-Contamination
- Food Storage

Pest Control

- Preventing pests in a facility
- What to do in a case of breakout

Personal Hygiene

Personal Hygiene

The best way to keep food safe is to use good personal hygiene.

- Do not handle food if you are ill, or have infected wounds
- Maintain personal cleanliness. Wear clean work clothes/apron
- Remove jewelry before handling food
- Eat, drink, and smoke only in designated areas, away from food

Personal Hygiene: Hand Washing



Personal Hygiene: Hand Washing

Wash your hands **after**:

- Handling waste or any raw food
- Touching your face, nose, ears and hair
- Using the restroom
- Coughing or sneezing
- Eating
- Drinking
- Smoking
- Touching pets



And **before** handling food and/or putting on gloves.

Personal Hygiene: Hand Washing

All agency bathrooms should have a posted hand washing sign, such as the one below. These can be found online.



Personal Hygiene: Hand Sanitizers and Glove Use

Hand Sanitizers are NOT a replacement for washing hands.

- If you are going to use hand sanitizers, use one with alcohol to avoid building antibiotic resistance

Gloves: When handling ready to eat items, such as washed fresh fruits and vegetables, use gloves.

- Change them every time you switch tasks and at least every 4 hours.



Personal Hygiene: QUIZ*

1. How many seconds should you wash your hands?
 - A) 5-10 seconds
 - B) 20-30 seconds
 - C) As long as feels comfortable

2. When should gloves be used?
 - A) To protect a manicure
 - B) When handling dry goods like boxes of cereal or crackers
 - C) When handling ready to eat food

3. Are gloves and hand sanitizers a replacement for proper hand washing?
 - A) Yes
 - B) No
 - C) Hand sanitizer is, gloves are not

Personal Hygiene: QUIZ*

1. How many seconds should you wash your hands?
B) 20-30 seconds
2. When should gloves be used?
C) When handling ready to eat food
3. Are gloves and hand sanitizers a replacement for proper hand washing?
B) No

Receiving and Storing Food

Receiving and Storing Food

Check all deliveries for:

- Temperature (cold food should remain 41° or colder)
- Signs of pests (such as bite marks or droppings)
- Proper labeling

Reject products when:

- Cans are bloated or swollen, which could be a sign of botulism
- Inner seal/package is opened or compromised
- There are signs of infestation

If an item is compromised, call your Food Bank Neighborhood Representative

Receiving and Storing Food

Why is it important that food distributed through your Community Food Site is properly labeled?

- Product Recalls
- Food Allergies
- The San Francisco Marin Food Bank will always label food products, so if the can is not labeled, do not distribute it



Receiving and Storing Food

Best if used by dates, expiration & sell by dates

- ARE recommendations for when the product will have the best flavor or quality
- ARE NOT safety dates! ARE NOT reasons to throw food out!
- Many foods are good far beyond their “Best By” Date*
- Please see our Code Date Extension Flyer example on the next slide
- This flyer corresponds to UNOPENED products
- Open products, covered in fridge, can be enjoyed up to 7 days after opening
- Remember to use your senses (smell, taste, sight) if you have questions about whether a product is good to eat

**Baby food and baby formula are the only exceptions and should be eaten by the date on the product*

Receiving and Storing Food: Code Date Extension Flyer



Code dates on products do not mean that food is unfit for consumption!
Please refer to these handy guidelines for code date extensions

Shelf-Stable Foods Extensions		
Product		Storage Life Past Code Date
Staples		
Beans, Dried (pinto, red, black, etc.)		12 months
Canned Goods		
High Acid (pineapple, tomatoes, pickles, etc.)		18 months
Low Acid (meats, beans, corn, soup, etc.)		5 years
Cereal (hot and cold varieties)		12 months
Coffee, (and Decaf)	Ground in Cans	2 years
	Instant	12 months
Egg Noodles, Dry		2 years
Rice	White	12 months
	Whole Wheat	1 month
Pasta, Dry (spaghetti, macaroni, penne, etc.)		2 years
Rice	Brown Rice	12 months
	White or Wild	2 years
Sugar	Brown, Raw	4 months
	White, Granulated	2 years
Beverages		
Bottled Water (all varieties)		12 months
Capri Sun		2 months
Cocoa, Cocoa Mixes		Indefinitely
Crystal Light		2 months
Flite Sparkling Beverage		12 months
Juice Boxes		6 months
Powdered Drink Mix		6 months
Sodas	Diet (cans or bottles)	3 months
	Regular (cans or bottles)	9 months
Condiments & Snacks		
Beef Jerky		12 months
Chocolate Syrup		2 years
Condiments (bbq sauce, jam/jelly, ketchup, mayo, mustard, salsa, salad dressing, syrup, olive/vegetable oil)		12 months
Cookies, Packaged		2 months
Crackers (Saltines, Ritz, Triscuits, etc.)		8 months
Evaporated Milk		12 months
Granola Bars (Nutrigrain, Nature Valley, etc.)		12 months
Microwave Popcorn		18 months
Peanut Butter		9 months
Popcorn (dry kernels)		2 years
Slim Jims		18 months
Vegetable Oil Spray		2 years
Vinegar		2 years

All information taken from the Food Marketing Institute www.fightback.org and
Feeding America's "Donor Requirements & Restrictions"

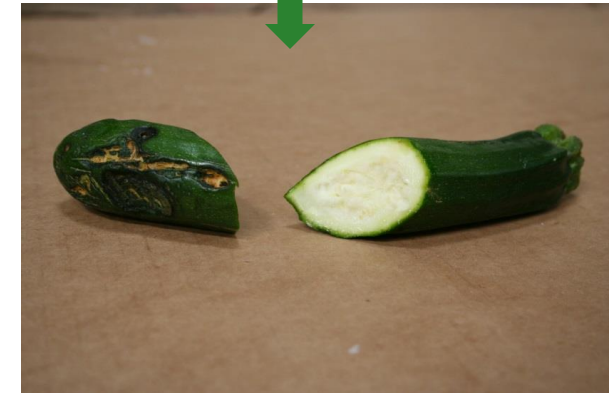
Bakery Items			
Product	Shelf Storage Past Code Date	Refrigerator Storage Past Code Date	Freezer Storage Past Code Date
Bagels	1 day	7 days	2 months
Bread	4 days	14 days	3 months
French, loaf, etc.	1 day	14 days	2 months
Cakes	2 days	7 days	2 months
Chiffon, sponge	2 days	7 days	2 months
Chocolate (unfrosted)	2 days	7 days	4 months
Pound cake	4 days	7 days	6 months
Cookies	3 weeks	2 months	10 months
Croissants	1 day	7 days	2 months
Danish	2 days	7 days	2 months
Muffins	2 days	7 days	2 months

Refrigerated Foods Extensions	
Product	Storage Life Past Code Date
Beverages	
Juices	
Citrus juices, pasteurized (orange, grapefruit, etc.)	7 days
Orangettes, Naked Juice (100% juice and smoothies)	consume by code date
Funches, juice blends	14 days
Dairy Products	
Butter	1-3 months
Cheeses	
Hard cheese (cheddar, swiss, etc.)	6 months
Shredded cheese (parmesan, mozzarella, etc.)	1 month
Cottage cheese	21 days
Cream cheese	60 days
Dips (sour cream based)	14 days
Eggs (whole)	5 weeks
Eggbeaters (egg substitute)	60 days
Margarine	6 months
Milk (all varieties)	7 days
Sour cream	21 days
Whipping Cream/Aerosol Whipped Cream	30 days
Yogurt	10 days
Deli Products	
Fruit, cut	consume by code date
Hot Dogs, Lunch Meats (bologna, Ham, etc.)	consume/freeze by code date
Lunchables	consume/freeze by code date
Pesto	consume/freeze by code date
Salsa	consume by code date
Dough Products	
Cookie dough	consume/freeze by code date
Pasta (fresh)	2 days
Pie Crust (ready-to-bake)	consume/freeze by code date
Tube Cans (biscuits, rolls, pizza dough, etc.)	consume by code date
Soy Products	
Dips (soy/tofu based)	7 days
Soy milk	7 days
Tofu (all varieties)	21 days

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Feeding America's "Donor Requirements & Restrictions"

Receiving and Storing Food: Sorting Produce

- Remove produce with abnormal color or smells
- It is often possible to remove outer leaves of lettuce or cut out a bad part of a zucchini
- If more than 30% of a product shipment is bad, call your Food Bank Neighborhood Representative and we will try to come pick it up
- Thank you for your help with and encouragement of gleaning!



Receiving and Storing Food: Boxed and Dry Goods

- Even if product has tears on outer packaging, if inner packaging is in tact, it is good to use/eat
- For products without an inner bag (flour, sugar), if there is a tear, do not distribute
- Check for tears, rips, spills, stains, rodent activity, missing or incomplete labels



Receiving and Storing Food: Canned Goods

The San Francisco Marin Food Bank tries to use as much donated food as possible. Just because an item is not “sellable” does not mean that the quality of the product is compromised.

However, severe dents may indicate the possibility for a break in the can which may make product unsafe. The lining could be compromised, meaning pathogens could have gotten into cans.

Slight dents are ok!

NOT OK:

- severe dents where two sides of can are touching
- dents along side seam or rim of can
- sharp dents parallel to rim
- leaking cans
- bulged or puffed ends

REJECT CANS WITH:

- rust
- dirt that cannot be removed
- no label
- loose tops
- punctures or pin holes
- miswelded side seams

Receiving and Storing Food: Glass, Plastic, Jars, Bottles, and Cans

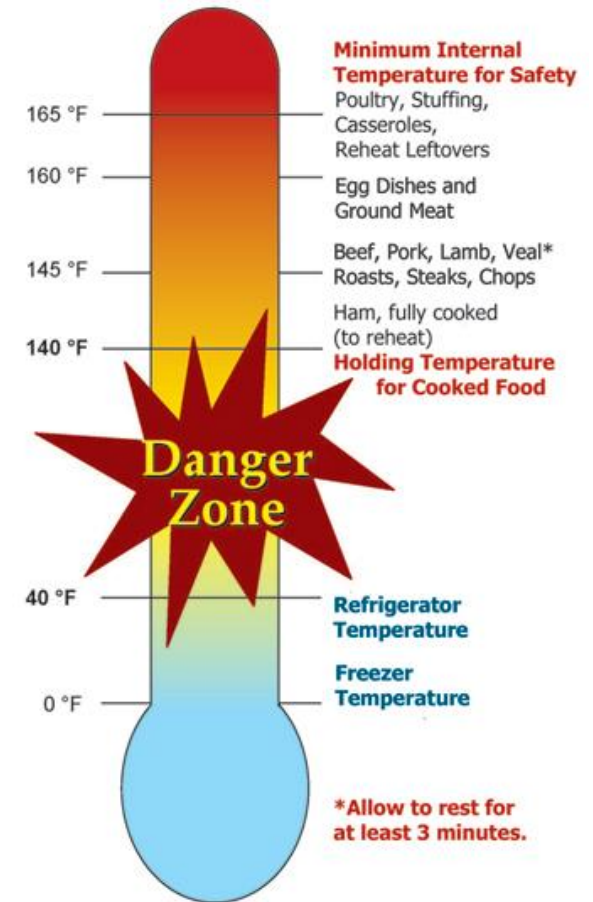
Do not distribute:

- Containers with loose caps or bulged safety seals
- Cracked or chipped bottles or jars
- Home-canned or jarred items
- Any containers with evidence of insect activity
- Any product with mold or unusual product separation
- Please note that the seal on this bottle
(pictured at right) is missing, making it unsafe to distribute



Receiving and Storing Food: Meat and Poultry

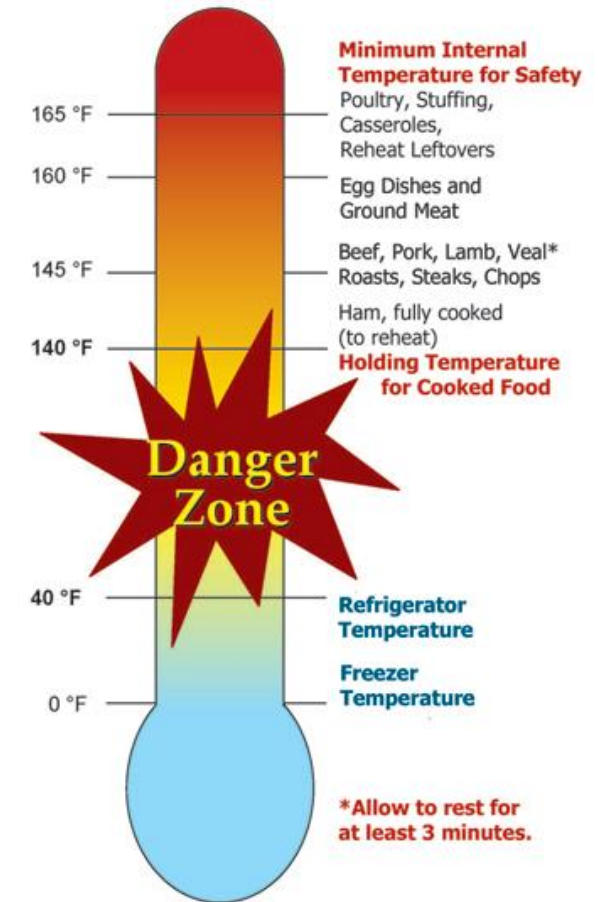
- If product is received frozen, transport to freezer immediately and do not allow product to thaw
- If product is fresh, freeze/refrigerate immediately, if it is not being distributed within two hours
- Please note: If product is thawing during distribution, participants should not re-freeze the product
- Remember, we want to keep food out of the Temperature Danger Zone: which is 41°-135° F, where bacteria can grow most rapidly



Receiving and Storing Food: Meat and Poultry

(Continued)

- Maintain freezer at 0°F or below
- Inspect packaging for rips or tears, and dispose of poultry with compromised packaging
- Keep meat and poultry separate from other foods to prevent cross-contamination
- Clean and disinfect all areas that come in contact with meat or poultry juices



Receiving and Storing Food: Ready to Eat Foods

Items donated from grocery stores:

- These products (such as sandwiches, wraps, salads, etc.) may have a short shelf life, and need to be consumed ASAP
- Remember we want to avoid keeping all perishable foods in the Temperature Danger Zone (41-135 degrees F) for longer than 4 cumulative hours
- Also check canned and dry foods closely for compromised packaging



Receiving and Storing Food: Handling Protein

Cross contamination can happen when bacteria from raw eggs or meat comes into contact with other foods or surfaces.

- Try to avoid allowing meat and eggs to drip or leak onto raw produce and other food items
 - Use separate bags for protein items
 - Wash reusable shopping bags regularly
- Do not recycle boxes that previously held protein to prevent cross contamination
- Gloves on properly washed hands can help minimize spread of bacteria, but gloves must be changed frequently and before handling other items



Receiving and Sorting Food: Quiz

1. Why shouldn't we distribute cans with severe dents?
 - A) The inside lining could be compromised and pathogens may have gotten into the can
 - B) They are ugly
 - C) They weigh more than non-dented cans

2. What do "best by" dates on products indicate?
 - A) Peak flavor and quality of a product
 - B) The safety cutoff of a product
 - C) The best foods to pair with a product

3. At what temperature range does bacteria grow most rapidly (also called the "Temperature Danger Zone")
 - A) 0-40° F
 - B) 41-135° F
 - C) 135-165° F

** Answers are found on the next slide. Challenge yourself to answer each question before flipping slides!*

Receiving and Sorting Food: Quiz

1. Why shouldn't we distribute cans with severe dents?

A) The inside lining could be compromised and pathogens may have gotten into the can

2. What do "best by" dates on products indicate?

A) Peak flavor and quality of a product

3. At what temperature range does bacteria grow most rapidly (also called the "Temperature Danger Zone")

B) 41-135° F

Preventing Contamination of Food

Preventing Contamination of Food

- Pathogens are germs that cause disease and are often hard to see, smell or taste
- They are a common contaminant of food.
- Other types of common contaminants include:
 1. Biological: Pathogens, insects, rodents, birds, etc.
 2. Physical: Wood, metal, glass, paint chips, hair, etc.
 3. Chemical: Cleaning chemicals, maintenance chemicals, pest control chemicals, etc.

All contaminants have the potential to cause illness or injury.

Preventing Contamination of Food

- **Cross Contamination** occurs when pathogens or chemicals are transferred from one surface to another
- **Storage:** Store ready to eat foods, fruits, vegetables, and dairy ABOVE uncooked meats, eggs, fish and other potentially hazardous food items
 - This storage method prevents food from dripping any juices on other foods and contaminating them

Store food **SEPARATELY** from non-food items such as:

Cleaners, Containers, Dish Rags, Medicine, Toiletries, Toilet Paper, Tissue, Cooking Vessels



If shelving space is limited within storage and separate storage is not possible, make sure cleaners are on the bottom level. This prevents chemical contamination.

Remember:

- All cooked food should be in a sealed container or covered in plastic wrap.
- When using cutting boards, be sure to separate protein items (meat, eggs) from fruits and vegetables (use separate cutting boards)

Preventing Contamination of Food

Keeping food off of the floor decreases the likelihood that it will come into contact with pests/ pathogens.

Store all food:

- 6 inches away from the floor and
- 4 inches away from the walls

Rotate food (FIFO):

- First in, First out
- In other words, use the food that will expire first
- This will ensure food is used within its code date extension window



Preventing Contamination of Food: Quiz

1. How far should food be stored off the floor and away from the wall to prevent contamination?
 - A) 6 inches off floor and 4 inches from wall
 - B) 10 inches off floor and 8 inches from wall
 - C) Food can touch floors and walls
2. What is FIFO?
 - A) A dog's name
 - B) Feeling Iffy, Feeling Off
 - C) First in First Out (Items that are placed first should be the first ones distributed to participants)
3. Why do meats and raw eggs need to be stored at the bottom of the fridge?
 - A) So you remember to use them before their code date extension window expires
 - B) So you remember to add protein to your meals
 - C) So they do not drip any juices and contaminate other food

** Answers are found on the next slide. Challenge yourself to answer each question before flipping slides!*

Preventing Contamination of Food: Quiz

1. How far should food be stored off the floor and away from the wall to prevent contamination?
A) 6 inches off floor and 4 inches from wall
2. What is FIFO?
C) First in First Out (Items that are placed first should be the first ones distributed to participants)
3. Why do meats and raw eggs need to be stored at the bottom of the fridge?
C) So they do not drip any juices and contaminate other foods.

Pest Control

Pest Control: Rodents, Insects, Birds

Like humans, pests look for shelter, food or water. They harm food by depositing contaminants from their bodies and depositing their waste in the food.

Do the following to avoid pest problems:

Deny pests entry to the facility:

- Seal doors, windows, vents, holes and cracks
- Inspect all incoming materials

Deny pests of food, water, and hiding places:

- Dispose of garbage quickly and correctly
- Store food and supplies properly
- Eliminate standing water
- Make sure all waste bins have lids

Pest Control: Rodents, Insects, Birds

How can you tell if your site has a pest problem?

- Oily markings on walls
- Droppings
- Gnaw marks
- Food product infestation



If your site does have an infestation, do not attempt to handle pests yourself!
Work with a licensed Pest Control Operator (PCO) to eliminate pests that enter facility:

- Make sure your PCO is licensed, certified by your state, and insured.
- Do not store pesticides at your facility.
- Call in PCO when problems develop.



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Alert the Food Bank to any outbreaks. We will work with you to find a solution!

Pest Control: Quiz

1. Who should take care of any rodent or insect infestations?
 - A) Pest Control Operators ONLY
 - B) Agency staff
 - C) Volunteers

2. Which of these are ways to prevent pests from entering your facility?
 - A) Waste bins have lids and garbage is disposed of quickly
 - B) doors and windows are sealed, incoming materials are inspected for signs of pests
 - C) All of the above

3. What should you do if you suspect a pest infestation at your facility?
 - A) Attempt to get rid of the pests yourself
 - B) Call a licensed and insured pest control operator as well as the food bank to address the problem
 - C) Do nothing; the pests will move on eventually

Pest Control: Quiz

1. Who should take care of any rodent or insect infestations?

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2. Which of these are ways to prevent pests from entering your facility?

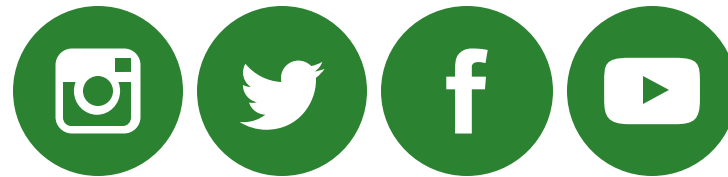
C) All of the above

3. What should you do if you suspect a pest infestation at your facility?

B) Call a licensed and insured pest control operator as well as the food bank to address the problem

Thank you!

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#FoodForAll
#EndHungerTogether