

## KITCHEN FOOD HANDLING/PREPARATION POLICY AND PROCEDURES

**Date Policy and Procedures Established: July 26, 2022**

**Date Policy and Procedures Updated: February 27, 2024**

### Hand Hygiene

All staff must clean their hands with ABHR, or wash their hands, if soiled using the designated hand-washing sink, before and after:

- entering the kitchen,
- handling hazardous or raw food
- handling kitchen waste or general garbage
- cleaning countertops and other surfaces, equipment etc.
- using non-latex gloves
- sneezing or coughing
- smoking
- using the washroom

### Clothing

All staff who are preparing food in the kitchen must wear:

- an apron covering their clothing – which is regularly changed.
- a hair net to cover their hair.
- non-latex gloves when handling, cleaning and disinfecting, handling meats and when they have cuts or wounds – gloves changed with each task. Gloves are stored to prevent cross contamination.
- non-skid comfortable footwear

### Cleaning and Sanitizing

All staff will wash and clean all surfaces i.e., countertops, chopping boards etc. are washed and disinfected before and after food preparation using the following procedures:

#### Non-Food – Single use, non-latex gloves

- Wash the surface with soapy water using a **RED** cloth.
- Wipe table with Accel Prevention Wipe
  - Leave for 1 minute.

#### Food – Single use, non-latex gloves

- Wash the surfaces with soapy water using a **RED** cloth.
- Wipe surface with Accel Prevention Wipe
  - Leave for 1 minute.
- Wipe surface with wet **BLUE** cloth
- Dry the table with a paper towel if necessary.

#### Floors – Cleaned Regularly

- Patriot 3/Patriot 2 Disinfectant – Use chemical gloves, protective eyewear.
- ¼ cup of Patriot to 7 litres of water, 1:124
  - Ensure the surface stays wet for 5 minutes.
- Wash floor with clean mop, when necessary, and at the end of the day

#### Dishes

- Dishes and utensils are washed, rinsed and then sanitized in the dishwasher after every use.
- Sani-Clean 5000 – No special equipment
  - Dishwasher, wash cycle
- Sani-Clean Liquid Rinse Additive – No special equipment
  - Dishwasher, rinse cycle

#### Garbage/Re-cycling containers are cleaned and sanitized on a regular basis.

- Wash the garbage with soapy water using a **RED** cloth.
- If the surface is clean/not soiled, wash the surface with a different cloth.
- Wipe surface with Accel Prevention Wipe
  - Leave for 1 minute.

**Fridges, freezer, dishwasher and stove are cleaned on a regular basis.**

- Wash the fridge, freezer with soapy water using a **RED** cloth.

**At Eglinton and St. Monica's at least one staff member will be certified as a Food Handler and will supervise the storage and serving of food, etc.**

### **Food Handling/Preparation**

**Food will be prepared/cut etc. in CECC's kitchen by at least one certified Food Handler then sent to the classrooms/St. Monica's ready to serve.**

- Vegetables and fruit are washed in a designated sink with fresh water.
- Frozen foods thawed in the fridge or microwave.
- Food is cooked thoroughly, the internal temperature of hot foods is checked and recorded on form posted on the kitchen notice board.
  - Fish – 158 degrees
  - Whole Poultry – 180 degrees
  - Parts of Poultry/Ground Meats – 165 degrees
  - Food containing eggs, poultry, meat, fish – 165 degrees.
  - Pork and pork products – 160 degrees
  - Hamburgers, no poultry – 160 degrees – juices should run clear, and meat is brown/grey.
- Hot foods maintain heat of 60C (140F) during transportation and holding.
- The white flour sack towels are used in preparing fish. They will be laundered immediately after the preparation.
- If the freezer malfunctions and kitchen staff are not aware of the malfunction time, food is discarded. If the kitchen staff are aware, food is cooked and served – changes are recorded on the menu. If there is too much food to cook, it is given to parents/guardians and or CECC employees to take home.

### **Water Flushing**

- At the beginning of each week, before the children enter the building (7 a.m.), the cook at Eglinton, will flush the taps in the kitchen and classrooms, for 5 minutes or until the water runs clear. They will record, on the kitchen's notice board, the time and date.
- At St. Monica's, one of the early staff will flush the classroom taps for five minutes or until the water runs clear at the beginning of the week and record the time and date on the appropriate form posted near the sink.

### **Fridge Temperatures**

- The cook will daily check the temperatures of the kitchen and classroom fridges and freezers. She will record the temperatures on the form on the kitchen notice board. The record will include any action taken if the temperature in the fridge is not -4°C or the freezer is not -18°C.
- At St. Monica's, one of the early staff will check the temperature of the classroom fridge & freezer at the start of each day. They will record the temperature and any action necessary on the form posted near the sink.

### **Menus**

- Cook(s) and Director(s) prepare seasonal menus – winter, spring/summer, and fall. Menus rotate.
- Menus are posted in the kitchen and each classroom. Copies of menus are available for parents/guardians upon request, they are also posted on CECC's website.
- Meal planning is in accordance with the Child Care and Early Years Act and Canada's Food Guide
- CECC, when possible, provides whole grain, organic and locally grown foods on its menus. No over processed foods and no juices.
- Information regarding dietary restrictions recorded by parents/guardians is incorporated into menu planning/food preparation.
- With every snack or lunch, each child with an allergy or dietary restriction will receive their own labelled container of food. Staff and student teachers will check the label before serving. If more than one child has the same dietary restriction food may be served in a labelled communal container.

## **KITCHEN FOOD HANDLING/PREPARATION POLICY AND PROCEDURES**

### **Menus**

- Menus offer a variety of food that accommodates the dietary needs of the children i.e., vegetarians, children with allergies etc. No food is served that contains nut/nut by-products or pork/pork by-products.
- Substitution of food to accommodate dietary needs is similar in appearance to the food other children eat i.e., macaroni and cheese – the cheese is substituted with a meat alternative, spaghetti sauce – the meat is replaced with a meat substitute.
- A list of children with special diets/allergies is dated and posted in the kitchen and classrooms.
- CECC employs a nutritionist to review the menus, once a year.

### **Food Storage**

- Food items are stored in designated cupboards/bins.
- Food items that are removed from the original package are labeled with ingredients, cooking instructions and date in a plastic zip lock bag, or plastic closed container.
- Stored foods are rotated and used by date closest to expiry.
- Cupboards, shelves are routinely cleaned and disinfected. Staff document completion of these tasks on a form posted on the kitchen's notice board.

### **Dishwasher Daily Routines**

- The staff will re-store cold food that has not been served to the children.
- Before using the dishwasher
  - staff must fill and empty the machine until the appropriate temperature minimum of 140 degrees is reached.
  - At the beginning of the day, chlorine must be tested to ensure potency of 1:100 parts and bottles must be checked to ensure that chemicals are being supplied to the machine.
- Thoroughly wash and rinse dishes before they are put in the dishwasher.
- At the end of the day, the strainer on the machine must be cleaned of debris, water drained, and machine turned off.
- Clean & sanitize counters – See Washing and Cleansing All Surfaces\* above.
- Wash the floor to prevent slipping.
- The person responsible for washing the dishes and cleaning the surfaces each day will document completion of these tasks on a form posted on the kitchen's notice board.

All record forms, once full, are stored in a binder and kept in the kitchen for two years. They will then be shredded.

## Hand Hygiene

All staff must clean their hands with ABHR, or wash their hands, if soiled using the designated hand-washing sink, before and after:

- cleaning countertops and other surfaces, equipment and toys etc.
- handling and serving foods
- handling waste or general garbage
- Using non-latex single use gloves
- sneezing or coughing
- smoking
- using the washroom

## Cleaning and Sanitizing

All staff will wash and clean all surfaces i.e., countertops are washed and disinfected before and after food preparation using the following procedures:

### Non-Food – Single use, non-latex gloves

- Wash the table/surface with soapy water using a **RED** cloth.
- Wipe table with Accel Prevention Wipe
  - Leave for 1 minute.

### Food – Single use, non-latex gloves

- Wash the table/surface with soapy water using a **RED** cloth, if the surface is messy.
- If the table is clean/not soiled, wash the table/surface with a **YELLOW** cloth.
- Wipe table with Accel Prevention Wipe
  - Leave for 1 minute.
- Wipe table with wet **BLUE** cloth
- Dry the table with a paper towel if necessary.

## Floors

- Patriot 3/Patriot 2 Disinfectant – Use chemical gloves, protective eyewear.
- ¼ cup of Patriot to 7 litres of water, 1:124

## Food Handling

- Clear counter prior to food service
- Lunch and snacks are served in a family **style** setting – serving dishes have sufficient food for one – two portions per child – extra food is left on the countertop to replenish serving dishes.
- Lunch - Hot foods that are leftover, including the food not served to the children are not served again – returned to the kitchen.
- Snack foods that have been served to the children discarded. Other foods, fruit and vegetables etc. may be served again, if they have not been served to the children - returned to the kitchen
- Provide sufficient utensils to ensure educators/children may serve food without handling, tongs etc.
- Drinking water is available at snack and lunch times.
- Use scissors specified for milk bags.
- Dirty dishes separated from clean – placed in the appropriate bin.
- With every snack or lunch, each child with an allergy or dietary restriction will receive their own labelled container of food. Staff, student teachers will check the label before serving. If more than one child has the same dietary restriction food may be served in a labelled communal container.

## Menu and Allergies

- Menus and menu change, and allergy sheets are posted in each classroom.
- Check food against allergy sheets.
- Record any changes to the daily menu on the menu changes sheet.

## Storage

- Extra food is stored in a closed container – labels need to be on food packages.
- Extra dishes and utensils stored in each classroom.