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10 Rules of Safe Food Handling

1. **Strict personal hygiene is required from all employees.**
2. **Clean & sanitize** food contact surfaces and equipment ***before and after every use***, after any interruption in the preparation and service process, and at least every four hours during continual use.
3. **Identify** all potentially hazardous foods (*high in protein or carbohydrates*) and document your food handling procedures. Make these written procedures part of employee training, everyday tasks and regular self-inspections.
4. **Purchase** food and other supplies only from reputable, approved suppliers.
5. **Store** raw foods away from prepared and ready-to-eat foods. 6" above the floor and 2" away from walls. Avoid cross-contamination from hands, equipment and utensils.
6. **Prepare** food, observing the rules for time and temperature control. Thaw frozen foods in a refrigerated unit. Batch process all *potentially hazardous food* within one hour at room temperature then re-refrigerate if necessary before cooking. (Maximum 4 hours in total time between 4°C/40°F and 60°C/140°F).
7. **Cook or heat process** foods too *above* the recommended minimum internal cooking temperature. Use an industry approved, accurate thermometer to confirm internal temperature.
8. **Hold** – keeping hot foods hot and cold foods cold. Prepare and hold hot foods at 60°C/140°F or hotter and hold cold foods at 4°C/40°F or colder.
9. **Cool** hot foods to 4°C/40°F or colder *within four hours*, then wrap, label, date and store in a refrigerated unit *after* food is cooled.
10. **Reheat** food to a *minimum* internal temperature of 74°C/165°F for at least 15 seconds, within 2 hours.

Note: If in doubt – throw it out!

POST THIS CHART IN YOUR WORKPLACE