



Safety Awareness Training

**Food & Workplace
Safety**

Cleaning & Sanitizing & Electrical Safety

2024-2025 December Edition

In This Issue

As part of the District's continuing commitment to food and workplace safety, an in-depth training on various safety topics will be discussed and reviewed monthly. Please review the monthly newsletter as to why and how to keep our students, faculty and staff safe.

Training requirements

Food Services Manager or Sr. Food Service Worker duties:

- Allocate 15-30 minutes each month to conduct training
- Conduct a separate 5-minute breakout session on the **Safety Review** topic once or twice a month
- Trainings must be completed each month
- File all training materials in the Miscellaneous Folder
- Store training materials with end of year files at the end of the school year
- Complete the survey on the Food Services website to indicate that training is complete

All employees must:

- Sign the 2-part sign-in sheet. One for the Monthly Safety & Sanitation training and for the other column for Spotlight on Safety breakout session



SAFETY REVIEW: Electrical Safety

- Dangers of mixing water and electricity
- Learn how electrical cords are damaged
- Dos and Don'ts of electrical safety

What is Cleaning & Sanitizing?

Cleaning removes germs and dirt from surfaces or objects. Cleaning requires soap/detergent, water and scrubbing to remove germs. This process does not necessarily kill germs but will lower their numbers and the risk of spreading infection.



Disinfecting kills germs on surfaces or objects. Disinfecting uses chemicals to kill germs. This process does not clean dirty surfaces or remove dirt; however, kills germs on a surface after cleaning and lowers the risk of spreading infection.

When To Wash, Rinse, And Sanitize

Food contact surfaces such as: sinks, tables, serving counters, utensils, thermometers, carts, racks and stationary equipment should be cleaned and sanitized regularly.

Before and after each use:

Anytime you begin working with another type of food.

When you are interrupted during a task.

At the start of the workday and at the end of the day.

DRY YOUR HANDS!!

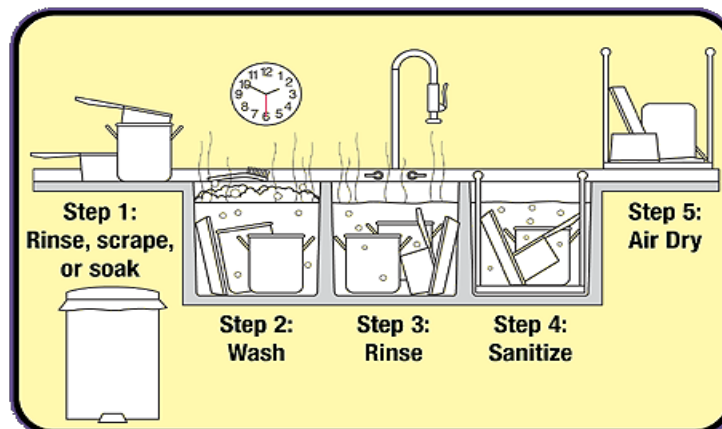
You're 1000 times likely to spread more bacteria with damp hands. Use paper towels or hand dryers to dry your hands to help create a hygienic environment.



Helpful
Tips

The 5 Steps of Cleaning And Sanitizing

- Step 1:** **Scrape** and rinse the surface to remove food, debris, etc. Pre-soak, if necessary.
- Step 2:** **Wash** items with dish detergent. Use hot water (at least 110°F) and detergent to remove debris. Use a scouring pad or a brush to remove debris. Change the detergent solution when the suds have disappeared, the water is dirty, or water has cooled to below 100°F.
- Step 3:** **Rinse** items using hot water (at least 110°F) to remove detergent and all traces of debris. Change rinse water when dirty or becomes full of suds.
- Step 4:** **Sanitize** the clean items using either heat or chemicals at the appropriate concentration level, per manufacturers instructions. Use test strips to check sanitize solution Ph levels.
- Step 5:** **Air dry** items upside down to drain away remaining liquids. Using towels to dry items may lead to re-contamination.



SAFETY REVIEW

Electrical Safety

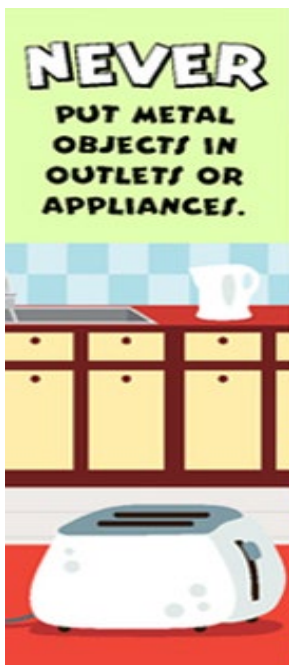


Electrical Safety Do's

- ❖ Cover all electrical outlets and wall switches with cover plates and replace any cover plates that are damaged.
- ❖ Make sure all electrical devices are in good repair – if a damaged wire touches a tool or appliance, it would be the same as touching a bare wire.
- ❖ Use extension cords only on a temporary basis in extenuating circumstances.
- ❖ Use a quality surge protector with enough sockets for every component.
- ❖ Keep all electrical devices away from water sources.

Electrical Safety Don'ts

- ❖ Yank electrical cords from the wall; it can damage both the plug and outlet.
- ❖ Use damaged or brittle electrical cords.
- ❖ Attempt to fix an electrical appliance or tool while the units is plugged in.
- ❖ Plug one extension cord into another.
- ❖ Overload circuits or outlet.
- ❖ Spray outlets and light switches with liquids.
- ❖ Touch anything electrical with wet hands.
- ❖ Use a machine or equipment that smokes, sparks, smells, or shocks.



Focus of the Month

Tips and Tools for Building and Grounds Cafeteria Duties

Staying on top of things helps the operation run smoothly. This month, focus on cleaning and sanitizing. To maintain cleanliness, always store items on shelves and keep items off the floor. Store clean mops upright or use mop hooks to allow them to air dry and prevent mold growth. Prioritize organization by designating a place for everything—an organized space is a clean space!

- Daily Cleaning Check: Ensure floors are thoroughly cleaned properly every day. If they’re not, let the Plant Manager know!
- Follow Up: If the issue persists, don’t hesitate to follow up with your plant manager.
- Escalate if Needed: If the situation continues, bring it to the school Principal’s attention.
- Keep Communication Open: Make sure to follow up with the Principal and Plant Manager after addressing the issue.
- Reach Out for Help: If communication issues persist contact your AFSS for assistance.
- Build Relationships: Maintaining a working relationship with your Plant Manager is key to a smooth operations
- Click on the link to the right to view M&O Custodial Cleaning Responsibilities on the FSD website.

M&O Custodial Cleaning Responsibilities

Food Services Staff

Food Services Staff

Daily Updates

Substitutions

Menu

Training

Food Services Resources

Combi Oven Resources

FS Tutorial Videos

SOP

Human Resources

M&O-Maintenance and Operations

How To-Unbolt or Disconnect Equipment Items

M&O Custodial Cleaning Responsibilities

M&O Online Service Request

M&O Ticket Log Sheet

M&O Food Service Request Crafts List

M&O vs Food Services Responsibilities

Pest Control Inspection Log

Pest Management Reference Guide

AFSS: Please review the focus of the month in your monthly meeting.

Managers: Please post in a visible area and discuss with your crew.