



Sample Food Safety & Sanitation Plan

Organization: Nanaimo Food Share, Nanaimo, BC

Before starting any kitchen work, wash hands

When you are dealing with ready to eat potentially hazardous foods (i.e. egg salad, raw protein or rice salad) – bare hand contact with foods should be avoided – prior to starting work or after a source of contamination (i.e. washroom/ touching raw chicken, etc) hands must be washed.

Always use a clean thermometer for moderating temperature.

We will be offering: cook-chill and no cook food

Menu: Chicken Noodle Soup / Whole Wheat Bread / Nanoose Edibles Leafy Green Salad / Lemon Roast Garlic Dressing / Cherry Tomatoes / Carrots Sticks / Celery Sticks / Cucumber Rounds / Broccoli / Apple Salad / Grapes / Mixed Dried Fruit / Rice Salad / Egg Salad

We will be ordering from: Fresh Point, Quality Foods and Nanoose Edibles

Item Storage: All items will be stored in the coolers at Nanaimo Foodshare, transferred in iced coolers and stored in either the schools cooler or in the iced coolers used for transferring the food

Menu items will be prepared by:

No cooked food - Leafy Greens / Cherry Tomatoes / Carrots Sticks / Celery Sticks / Cucumber Rounds / Broccoli / Apple Salad / Grapes washed and cut on a white plastic cutting board, placed in a clean container, wrapped and placed in a cooler at 4c or below.

Mixed Dried Fruit - placed in a clean container, wrapped and placed in a cooler at 4c or below.



Cook chill food - Chicken Noodle Soup / Rice Salad / Egg Salad. Eggs will come from Fresh Point and Nanoose Edibles. The egg salad will be made a day before the salad bar at Nanaimo Foodshare. The eggs will be cooked and then cooled to below 4C then made into the salad, then placed in the cooler until served. The rice salad will be made at Nanaimo Foodshare the day before the salad bar is served, the rice will be cooked then cooled to below 4C then the salad will be made, then placed in the cooler until served.

All Cooked chilled Food is to be mix or served with a spoon, tongs or while wearing gloves. The Final end cooking time temperature is 165F (74C) or higher for at least 15 seconds To cool 140F(60C) to 70F(21C) within 2 hours and from 70f(21C) to 40F(4C) within an additional 4 hours—for a total cooling time of 6 hours. Cool under refrigeration with a ice wand Stir frequently. Corrective measure if procedure is not followed is to discard product.

No Dressings will have any raw egg in them.

Leftovers: anything that has been out on the salad bar will be thrown away, any soup reheated will be thrown away, all items not used and still below 4c will be used the next day in the school lunch program.

- Clean & sanitize all work surfaces, utensils & hands.
- Wash all fruits and vegetables
- Each salad bar item must have its own tong, spoon etc.
- Replace an empty or almost empty container with fresh one: do not put fresh product in a used container.
- Do not combine leftovers with new products.
- Keep all soap & bleach in a separate bin

Sanitation plan

Kitchen cleaning: Floors will be swept and moped every day. The cleaner used to mop the floor is Green Clean. Garbage is removed every day. Washrooms are cleaned and sanitized by a professional cleaned once a week.

Equipment at Nanaimo Foodshare: 3 fridges / 3 freezers / 2 gas stoves / salad bar / dishwasher. All equipment will be washed with hot soapy



water, rinsed, air dried and sanitized. All equipment will be washed and sanitized after it is used or once a week.

Cleaning and sanitizing requirements for equipment and the facility: Equipment will be washed in a high temperature dishwasher. They will either be washed and packed for transportation at the school's or washed at Nanaimo Foodshare.

Cleaning and sanitizing agents used: household bleach / Joy dish detergent. 100ppm bleach concentration for sanitizer, and verify with test strips as household bleach comes in many strengths.

- Sanitizing: 1/4tsp household bleach to 750ml water for water bath.
1/8tsp spray bottle
- Clean and sanitize cloths after each event.

Pesticides: A professional exterminator will be used if ever required.

Name:

Signed:

Date:

Restaurant name:

Address:

Phone number:

Fax number: