# Sanitation and Safety AUXFS





Human Resources Directorate – AUXFS Division U.S.C.G. Food Services Assistance & Training Team Revised FEB2014

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## **Purpose of the Training**

- The Coast Guard Food Services Program and the AUXCHEF Program requires annual sanitation training.
  - To provide information and guidance on sanitation, food safety, and workplace safety.
  - To inform AUXFSs of Coast Guard policies on food service sanitation and safety.
  - To emphasize the principles of food safety.
  - · Maintain good personal hygiene.
  - · Avoid cross-contamination.
  - · Cook and hold food at proper temperatures.

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## References

- AUXCHEF Training and Qualifications Guide, 23 FEB 2010 and companion Power Point
- FOOD SERVICE SANITATION MANUAL, COMDITINST M6240.4, 31AUG1993
- COAST GUARD FOOD SERVICE MANUAL, COMDTINST M4061.5, March 2009
- FOOD SERVICE PRACTICAL HANDBOOK, COMDTPUB P4061.4
- Professional Cooking, Seventh Edition by Wayne Gisslen

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# UNIT SANITATION & SAFETY RESPONSIBILITIES

- Unit Command
- Food Service Officer (FSO)
- All Food Services Personnel
- Medical Personnel

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#### UNIT COMMAND Commanding Officer/Officer-in-Charge (CO/OIC)

- Safeguard the health of personnel by careful inspection of the sanitation of the unit and by preventing unnecessary exposure to disease or unsanitary conditions.
- Assign sanitary inspection duties to the medical department representative or designee if available.

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#### FOOD SERVICE OFFICER (FSO)

- Oversee procurement, receipt, inspection, and storage of wholesome food items within his/her respective food service activity.
- Oversee food service operation, with responsibility for the prevention of food-borne illnesses which may result from improper cleanliness and sanitary maintenance of food, machinery, and personnel.

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#### ALL FOOD SERVICES PERSONNEL

- Store, prepare and serve food according to sanitation and safety policies.
- Maintain safe and sanitary conditions in the galley and mess

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#### MEDICAL PERSONNEL

- · Conduct weekly sanitation inspections.
- Conduct medical screening of military/civilian food service personnel for disease or unclean habits that could result in food-borne illness.
- Establish food service sanitation training program (either quarterly or semi-annually).

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#### **KEEPING FOOD SAFE**

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#### **HOW FOOD BECOMES UNSAFE**

4 groups of micro-organisms can contaminate food

#### 1. Bacteria

- Harmless
- Beneficial
- Undesirable
- Disease-causing (leading cause of food-borne illnesses)

TIME SPENT IN DANGER ZONE (41-140 DEGREES) SHOULD BE NO MORE THAN 4 HOURS (CUMULATIVE TIME to prevent contamination

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#### 2. Viruses

- Not as dangerous as bacteria
- Usually contaminate food by poor personal hygiene

#### 3. Parasites

- Live inside or outside of the body
  - Protozoa, roundworms, and tapeworms
- Usually contaminate food by poor personal hygiene

#### 4. Fung

Responsible for food spoilage but not food-borne illnesses

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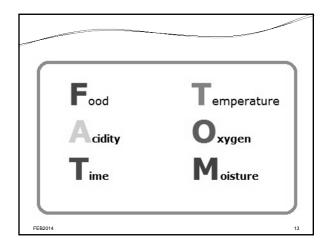
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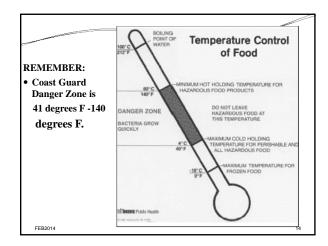
# $\frac{\underline{SIX~(6)~CONDITIONS}}{microorganisms~to~grow} that~allow food-borne$

#### • FATTOM

- Food foods high in protein & carbs provide energy.
- Acidity -foods with little or no acidity.
- <u>Time</u> bacteria grow fastest at unsafe temperatures. Food should be removed from the **DANGER ZONE** within 2-4 hours.
- <u>Temperature</u> **DANGER ZONE** 41 140 degrees F is where food-borne microorganisms grow best.
- Oxygen bacteria grow with or without it.
- <u>Moisture</u> water is essential for the growth of food-borne pathogens. The higher the moisture, the faster bacteria grow.

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#### **Food-borne Illness**

An illness that results from eating contaminated food caused by improper handling, preparation or storage of food.

- Infection caused by bacteria.
- <u>Intoxication</u> caused by toxins (poisons) that the bacteria produce.
- Natural Poisons some foods are naturally poisonous.
- <u>Chemical Poisons</u> caused by interaction of food and equipment or exposure to insecticides and other chemicals.

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#### **Prevention Methods**

- Minimize time spent in **DANGER ZONE** (41-140 degrees).
- Cook and store food at proper temperatures.
- Practice good personal hygiene.
- Avoid cross-contamination.
- Buy food only from known, approved sources.
- Do not bring home-cooked food to the unit.

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#### **Prevent Chemical & Physical Hazards**

- · Use only food-grade containers.
- Store chemicals in their original containers away from food prep areas.
- Do not use a glass to scoop ice.
- Don't chill glasses, etc. on ice that will be used for drinks
- Don't store tooth picks or non-edible garnishes where they can fall into the food.
- Clean can openers after each use.
- Remove staples, nails, etc. from boxes when food is received.

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# **Keeping Food Safe**

#### **Avoid Food-borne Contamination**

- Food is contaminated when it contains hazardous substances.
- Main source of contamination is microorganisms.
- There are others:
- Other toxins
- Chemicals
- Physical (hair, bones, etc.)
- Allergies

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#### **Cross Contamination**

- CROSS CONTAMINATION IS A MAJOR CAUSE OF THE SPREAD OF BACTERIA –preventing it will help prevent illness and food spoilage.
- It is the movement of bacteria from one food to another or from a piece of equipment to a work surface.
- It occurs any time a contaminated food comes into contact with a non-contaminated food, equipment, or work

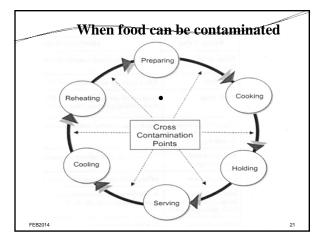
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#### Ways to avoid cross-contamination

- Use one set of boards, utensils and containers for each food group.
- Clean and sanitize boards, knives, work surfaces, equipment and utensils after each task or between different food.
- Store raw meats on bottom shelves in containers and ready-toeat foods on top shelves.
- The higher the final cooking temperature, the lower on the shelves when the food is raw.
- Keep food products away from chemicals and cleaning supplies.
- Don't put containers that have been on the floor onto a counter.
- Wash hands frequently.

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#### **Preparing food**

- Pay attention to cleanliness of equipment and surfaces.
- Keep food out of the **DANGER ZONE**, watching time and temperature.
- Prepare in small batches so that the food can be replenished more often during service to avoid food being in the DANGER ZONE for too long.

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#### **Cooking Food**

Pay attention to internal temperature and amount of time the temperature is held.

Some guidelines from the CG Sanitation Manual:

- Ground beef should be cooked to 155 degrees for 15 seconds or until juices run clear.
- $-\underline{\text{Beef and pork}}$  should be cooked to 145 degrees. Hold the pork at that temperature for 3 minutes.
- Poultry, stuffing, stuffed meat/fish or stuffings with meat/fish/seafood shall be cooked immediately after prep to a temperature of 165 degrees for 15 seconds.

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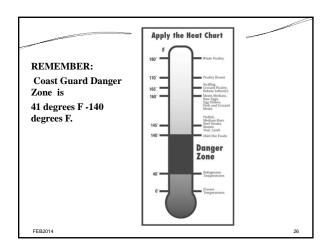
#### Cooking eggs

- Scrambled eggs shall be cooked to 155 degrees and until there is **no visible liquid egg.** 
  - Scrambled eggs shall be cooked in batches of not more than 3 quarts.
- Shell eggs "cooked to order" shall be cooked until white is firm and yolk is set – no sunny-side eggs.
  - · Easy over or steam under a lid.



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# Serving raw eggs and foods containing raw eggs is PROHIBITED



#### **Holding food (during serving)**

- Keep hot food HOT and cold food COLD.
- Keep food out of the **DANGER ZONE**.
- Hold hot food at 140 degrees or higher, setting the temperature of the steam table at 160 degrees or higher
- Hold cold food at 41 degrees or less, setting the temperature of the cold food table at 32 degrees or less.
- Check internal temperatures every 15 minutes.
- Discard food which has been in the DANGER
   ZONE for more than 4 hours.

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#### **Serving Food**

- Use long-handled, clean utensils with a separate utensil for each food.
- Use tongs, forks, ladles, spoons, etc. to serve.
- Pay attention to portion size.
- Serve in small batches to reduce waste.
- Replace utensils every two hours.
- Wear gloves. Don't touch prepared food with bare hands.

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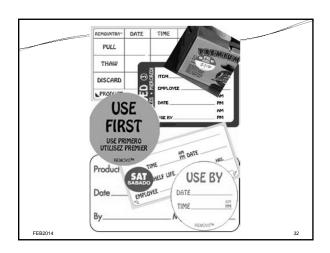
#### **Cooling Food**

- Cool food as quickly as possible food should be cooled outside of the DANGER ZONE within 2-4 hours.
- Between 140 to 70 degrees w/in 2 hours.
- From 70 to 41 degrees w/in total 4 hour period.
- Some methods of cooling:
  - Portioning out into shallow, chilled pans.
  - Pan of 3 inches or less/1 gallon or less.
  - Place cooking container in cold running water (shore units only) or ice bath.
  - Use containers that facilitate the transfer of heat.

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#### Storing Food

- Proper storage is essential to avoid food spoilage and severe illness
  - · Label food with name, date prepared, date to discard (within 24 hours).
  - · Use oldest food first.
  - Discard food after expiration date.
  - Transfer food properly between containers.
  - Keep food out of DANGER ZONE.
  - Make sure refers (41 degrees) and freezers (0 degrees) are at proper temperature.
  - · Store food only in designated areas with food 6" off deck.



#### Leftovers

- Cool leftovers within 4 hours.
- Use within 24 hours.
- Do not freeze leftovers.
- Some things cannot be leftovers:
- Food that was on the serving line.
- Food with ingredients that have been peeled, chopped, sliced, etc. by hand after cooking.
- Salads and highly perishable foods.
- · Creamed foods
- Label and store on top shelf.
- Plan a creative meal using the leftovers.

#### Thawing and Reheating Food • Best to thaw food in refrigerator.

- Ideal thawing temperature is 36 -38 degrees F.
- Thaw under cold running water (70 degrees or below).
- Do not let the food get into the DANGER ZONE.
- · Shore units only!
- Do not thaw on counters.
- If the microwave is used to thaw, cook product immediately.
- REHEAT cooked food to a 165 degrees for 15 seconds and hold at 140 degrees.

#### Receiving and Inspecting Food

- The FSO will give instructions for receiving and storing the food.
- Food should come from approved sources only (by USDA).
  - Farm stands, etc. not acceptable.
- · All food received should be in undamaged packaging, properly labeled, at the correct temperature and in acceptable condition.
- Milk should be received at 45 degrees or less.

#### **Thermometers**

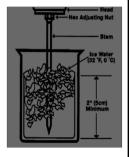
- They are critical for food preparation and safety.
- Used to calculate the internal temperature of the food.
- ALWAYS CARRY A INSTANT READ THERMOMETER.
- They should be easily readable and numerically scaled.
  - · Digital is best.
- Always clean and sanitize the thermometer after use.
- · Routinely calibrate your thermometer.
- It should be accurate to (+ -) 3 degrees.
- · Digital ones don't need calibration.



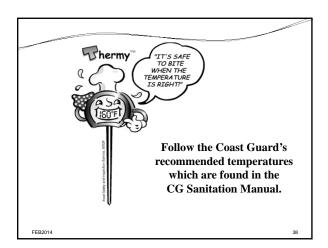


#### How to calibrate a non-digital thermometer – Ice Point Method

- Fill container with crushed ice.
- Submerge thermometer in ice for 30 seconds.
- · Check temperature.
- If not within +/- 3 degrees of 32 degrees then.
- Adjust thermometer to correct temperature.
- This is the preferred method.



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#### **Temperature Logs**

- Logs are kept on all freezers and refers.
- Temperature should be checked at least daily.
  - The refers should be at 32-41 degrees.
  - The freezers should be at 0 degrees or lower.
  - · Check inside and outside thermometers.
- Notify the FSO, OOD, or OIC if there is a problem with the temperatures.

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# Cleaning and Sanitizing

- <u>Cleaning</u> –cleans off only top particles of a surface but leave bacteria.
- Sanitizing actually kills bacteria.
- There are six steps needed for clean equipment:
  - Sorting
  - Scraping
  - Washing
  - Rinsing
  - SanitizingAir drying
- Store equipment upside down.

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#### More on Cleaning and Sanitizing

- Equipment, tableware, and utensils are cleaned and sanitized in the Scullery area of the Mess after each meal or as needed during prep.
  - The FSO will provide instructions on equipment.
  - Some units may have duty/mess cooks to help with this task.

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#### More on Cleaning and Sanitizing

- Clean and sanitize boards, knives, work surfaces, equipment, and utensils after each task or between different foods.
  - Use paper towels or clean, sanitized towels or disinfectant wipes.
  - Sanitizing solution 1 tablespoon of bleach in 1 gallon of water then air dry (always).
- Put solution in small bucket and/or spray bottle.

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#### **Cleaning and Sanitizing Equipment**

- <u>Manual</u> requires 3-compartment sink for washing dishes, etc. by hand
  - Sink 1 (washing) not less than 110 degrees with soap;
  - Sink 2 (rinsing) 120-140 degrees;
  - Sink 3 (sanitizing) 171 degrees or greater; sanitizing solution or bleach not needed if temperature is above 171 degrees
- · Pre-soak utensils before washing
- · Air dry utensils and equipment



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- <u>Mechanical</u> cleans and sanitizes equipment and utensils in scullery.
- Some pre-rinsing and washing needed.
- · Pre-soak utensils.
- Air dry utensils and equipment.

**Prohibited Cleaning Products** 

utensils, or other food-contact surfaces.

must be discarded after showing wear.

• Metal polish may not be used on food-contact

• Sponges and cleaning cloths can't be used on food

contact surfaces. However, sanitized wiping cloths

• Steel-wool can not be used for cleaning equipment,

• Metal sponges and "greenies" may be used, but

• Follow the instructions carefully.



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#### Frequency of Cleaning and Sanitizing

- Grills, Galley equipment, and mess deck cleaned and sanitized, after each meal.
- Tables and tableware:
  - · after each meal.
  - thoroughly scrubbed after the evening meal.
- Slicers, mixers & can openers, after each use.
- Milk machines & toasters, after each meal.
- Coffee Makers once a day.
- Exterior of all condiment dispensers (sugar, salt, & pepper), after each meal.
- Ice accumulation in freezers and refrigerators must not exceed 1/4 inch on coils.

surfaces.

may be used.

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#### **Prohibited Materials**

- Wood and wood wicker products not allowed for cooking or serving.
- Cast iron skillets are not used for cooking.
- Silver plated bowls and pitchers not used to serve acidic food or beverages.
- Metallic coatings may not be used for food-contact surfaces.

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#### **Sanitizing Solutions**

- Chlorine-bleach is the most common.
- Iodine
- Quaternary ammonium (commercial solution)
  - Follow manufacturers recommendations for proper H<sub>2</sub>O temperatures and pH, solution strengths & immersion times.

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#### Pest Control

• Pests such as Cockroaches, Flies, Rats/Mice, and Stored Product Pests are a health hazard in galleys and messes.



- Keeping the galley and mess clean reduces the threat from these pests.
- A unit should have a **Pest control program** in place in the event of an infestation of roaches, bugs, or rats or other insects.

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- Garbage and refuse shall be kept in <u>covered</u>, durable, insect resistant, and rodent-proof containers that do not leak and do not absorb liquids.
- Plastic bags and wet-strength paper bags may be used to line these containers, and may be used for storage inside food service establishments when protected from insects and rodents.



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#### Stored Product Pests (SPP)

- Special emphasis should be placed on evaluating the commonly infested products: grits, cornmeal, farina, fry mix, pasta, barley, cookie and cake mix, flour, beans and peas, spices, cereal.
- Recognize the signs of insect infestation.
- Immediately remove infested product and either freeze for at least 96 hours or discard.
- Render all infested stores as unusable by cutting bags open, crushing pasta, etc.

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#### Animals in the Mess/Galley



- Many units have pets as part of the crew HOWEVER
- Live animals are not permitted in the mess/galley except:
  - Working dogs accompanying security or police officers while conducting a mission. Otherwise left at the door.
  - Support/service animals accompanying a handicapped person.

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# Personal Hygiene and the Food Handler

Food handlers can contaminate food:

If they are ill or injured. or

If they do not practice good personal hygiene

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Food Service Personnel are the most important link in the transmission of food-borne illnesses.

They are the first line of defense in avoiding such illnesses.

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#### Be a safe food handler

- Practice good personal hygiene and cleanliness.
- Don't prepare or serve food when ill or injured.
- Wash hands frequently.
- Follow health and safety practices.
- Don't touch face, hair, nose, etc. unless you wash your hands immediately after.
- Don't wear a dirty uniform.
- Don't cough or sneeze without covering mouth and washing your hands.

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#### **Good Practices**

- Eat only in designated areas.
- Don't use tobacco while preparing or serving food.
- Avoid contaminating hands with soiled tableware and kitchen equipment.
- Conform to good hygiene practices.
- Don't store personal items in the galley or mess.

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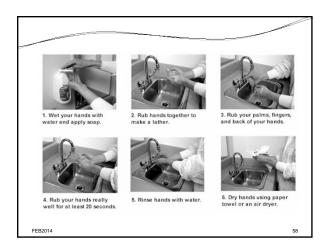
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#### Keep your hands clean

- Wash with hot water and soap for at least 20 seconds. Rinse thoroughly and dry with paper towels.
- · Always wash hands.
  - Before starting work.
  - After activities that could contaminate food.
  - During work as necessary.
- Wash your hands in a hand-washing sink, not one used for food preparation.

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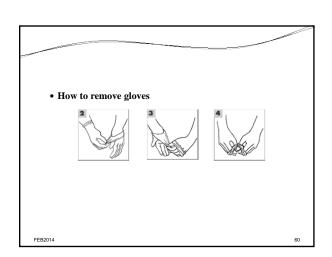
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#### Wearing gloves

- Not a substitute for hand washing.
- Worn when handling food that will not be cooked.
- Change gloves
- · When they are soiled.
- Before starting new task.
- · At least every 4 hours.
- After handling raw meat and before handling cooked food.
- IMPORTANT if you cut your hand, stop the bleeding, bandage the wound, and WEAR GLOVES.

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#### **Grooming Standards**

- Follow Chapter 10 of the Auxiliary Manual.
- Always wear washable or disposable hair restraints or covers
- Nails should be short and clean.

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#### **Clothing Guidelines**

- Wear clean, approved Auxiliary and AUXCHEF uniforms, as authorized by the Auxiliary Manual.
- Wear safety shoes or boots. Clogs and athletic shoes are acceptable.
- Wear a white apron.
- Wear an approved clean cover.
  - The CG requires a white paper hat.
- Do not wear jewelry while preparing or serving food

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#### **Health Standards**

- You must be in good health and physically fit for AUXFS duty.
- Report any illness or injury to the FSO or unit OIC.
- You must have HEP A shot and Health Screening.
  - Have your signed PQS form and HEP A shot record with you to show the unit FSO or OIC.

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#### **WORK PLACE SAFETY**

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# Safety in the Workplace

- The workplace place must be safe.
- An unsafe condition exists when there is the potential for serious injury.
- Observe and act on safety precautions.
  - Be Proactive (to prevent or avoid unsafe conditions before they happen).
  - Be Reactive (to deal with unsafe conditions after they happen).

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#### • The safe workplace is one that monitors:

- Preventing cuts,
- · Preventing burns,
- · Preventing fires,
- · Preventing injuries from machines and equipment,
- · Preventing falls, and
- Preventing strains and injuries from lifting.

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#### **Basic Safety Precautions**

- Be observant and work smart.
- Know the emergency numbers and contacts.
- Know the locations of first aid equipment and fire extinguishers.
- Use safe work procedures and wear the correct
- Use the proper tool for the job and use it correctly.
- Use a tool only for the job it was made for.
- Make sure that equipment is in good condition and report any problems.
  - Use protective equipment or clothing if needed.

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#### Safety Tips

- Keep breakable items away from food production areas.
- Open lids away from you to allow steam to escape.
- Assume a pan handle or pan is always hot. Put a pot holder on pan to show that it is hot.
- Keep pot handles turned in to avoid knocking the pans off.
- Prevent spills and fires.
- Keep a supply of salt or baking soda handy to put out small fires.

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#### Safety Tips (continued)

- Keep the floors clean and clean up spills right away.
- Throw salt on a slippery floor until it can be cleaned.
- Keep drawers and doors closed.
- Check the pilot lights before turning on the gas.
- Unplug appliances when not in use and by grasping the plug, not the cord.
- Get any necessary training (equipment, fire procedures, injury procedures, etc.).

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#### **Treating MINOR Burns and Cuts**

- Minor burns
  - Cool the burn under cool running water for 10-15 minutes.
  - Treat with topical burn ointment or spray. Do not use butter.
  - Cover with a sterile gauze bandage.
  - Take over the counter pain reliever.
- Minor cuts
- Stop the bleeding.
- · Clean the wound.
- Apply antibiotic cream or ointment.
- Cover the wound. Use gloves if going back to work

# REPORT MAJOR BURNS AND CUTS TO THE FSO OR OIC.

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#### Use proper lifting and carrying techniques

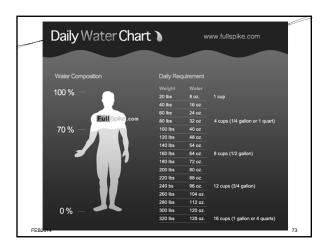


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#### Heat Stress in the Galley

- Exposure to heat can cause illness, from minor to the more serious heat exhaustion.
- Know the signs of heat illnesses, from heat exhaustion to the serious heat stroke.
  - Fatigue, nausea, weakness, headaches, and more.
  - Report any concerns to the FSO or OIC
- Drink lots of water, at least every 15 minutes.
  - If you feel thirsty, you are already dehydrated.
- Take breaks to cool down.

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#### **Toxic and Poisonous Substances**

- Toxic and Poisonous substances such a cleaning chemicals must not be stored in the food prep areas or food storage areas.
  - Such substances must be clearly marked.
- <u>Material Safety Data Sheets</u> (MSDS) must be available in the galley.
  - They provide the proper procedures for handling or working with a particular substance.
    - Including information such as physical, toxicity, health effects, first aid, storage, disposal, protective equipment, and spill/leak procedures.

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CLOROX REGULAR-BLEACH				
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#### **Knife Safety**

- It is important to maintain and use knives properly.
- Use the right knife for the job:
  - paring knives for paring.
  - chef's knife for chopping or mincing.
  - slicing knife for slicing.

A GOOD SHARP KNIFE IS A SAFE KNIFE.

#### Handling a Knife

- Grip firmly, keeping fingers away from the blade.
- Keep sharp edge facing away from you.
- Do not leave knives in sink or where they can't be seen.
- Cut away from your body.
- Don't cut food in your hand.
- If the knife falls, do not try to catch it.

#### · Carrying a Knife

- Carry it low, at your side with the point down.
- Place your other hand below the elbow.
  - This stops the knife from jerking up in the event of a bump.



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#### **Tips on Knife Safety**

- Move slowly when carrying a knife.
- Warn others that you are carrying a knife.
  - Say "knife, knife," when walking.
- Don't hold a knife when carrying something
- When handing a knife to someone else:
  - Point the handle toward the person, or
  - Place knife on surface and let the person pick it up.

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#### **More Knife Safety Tips**

- Never try to open a can or bottle with a knife or use a knife as a screwdriver.
- Don't use a knife to cut string, bones, metal, or paper.

#### • Always use a cutting board.

- Keep it firmly in place by planting a damp paper towel underneath to keep it from moving around the countertop.
- Make sure the board is big enough for the task.

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#### More knife safety tips

- Never cut anything while holding it in your hand.
- Hand-wash your knives and dry thoroughly.
- Never put knives into the dishwasher or drop them into a sink filled with sudsy water.
- Always hold a knife by its handle, never the blade.

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#### Storing Knives

- Store in knife rack near where they will be used.
- Keep all knives in permanent place.
- Keep blades protected when not in use.
- Use simple knife guards.
- If you are storing knives in a drawer, make sure to keep them in a separate compartment, away from other utensils.

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#### • Sharpening and Maintaining Knives

- Sharp knives cut more easily, and are safer!
- Test blade for sharpness regularly. If the knife is not cutting easily it needs to be sharpened.
- Use the correct sharpening tool, either a stone or mechanical.
- Use the sharpening tool correctly.
- Use a steel to keep knife sharp.
- Store the sharpened knife safely. Use a knife guard.

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#### **Inspection of Galley and Mess**

- A medical representative or a command-appointed person will conduct a weekly sanitation inspection of the dining facility to determine compliance with the FS Sanitation Manual.
- The inspection will look at food preparation, serving, cleaning, and storage spaces, as well as the FS personnel, including the AUXFSs.
- The findings will be recorded on the <u>Food Service</u> Establishment Inspection Report Form (CG-5145).
  - The unit will have a specific amount of time in which to correct the findings. The amount is determined by the seriousness of the findings.



