

# Food Handling Safety Guidelines for Hospitality Staff

## 1. Personal Hygiene

- Wash hands thoroughly before and after handling food.
- Tie back long hair and wear a clean uniform or apron.
- Avoid wearing jewelry, watches, or false nails during food preparation.
- Report any sickness or open wounds to your supervisor immediately.
- Use gloves or utensils when handling ready-to-eat foods, and change gloves frequently.

## 2. Food Storage

- Store raw and cooked foods separately to prevent cross-contamination.
- Label and date all stored items and use the FIFO (First In, First Out) system.
- Maintain refrigeration at or below 4°C (40°F) and freezers at or below -18°C (0°F).
- Cover all food before storing and avoid overfilling shelves.

## 3. Food Preparation

- Sanitize all surfaces and utensils before and after use.
- Use separate equipment and cutting boards for raw meat, poultry, seafood, and vegetables.
- Cook foods to safe internal temperatures (e.g., 75°C/167°F for poultry).
- Cool hot foods rapidly and refrigerate within two hours of cooking.

## 4. Cleaning & Sanitizing

- Wash utensils, equipment, and work surfaces with hot, soapy water.
- Sanitize with approved food-safe sanitizers.
- Change dishcloths, towels, and sponges regularly.
- Dispose of waste promptly and keep bins covered.

## 5. Allergen Control

- Be aware of the most common allergens and how to avoid cross-contact.
- Label allergen-containing foods clearly.
- Clean and sanitize all surfaces between prepping allergen-free and allergen-containing foods.
- Always respond seriously to guests' allergy-related inquiries.

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### Remember:

- Always adhere to local food safety regulations and policies.
- When in doubt, seek guidance from your supervisor or food safety manager.