

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

Enabling Objectives:

Instructor preparation:

- 1.1 **STATE** the health requirements.
- 1.2 **IDENTIFY** the proper personal hygiene practices.
- 1.3 **DESCRIBE** proper hand washing procedures and practices.
- 1.4 **STATE** eating, drinking, and tobacco use policies for food service spaces.
- 1.5 **EXPLAIN** the types of inspections.

- A. Review Assigned Trainee Material
- B. Reference publications:
 1. NAVMED P-5010 (Ch 1)
 2. NAVSUP 486
- C. Training materials required:
 1. Power Point Presentation

Trainee preparation material:

- A. Trainee Support Materials: None
- B. Reference Publications

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

1. Introduction

Show Slide 1-1-1

Establish contact.

Introduce yourself and give any background on yourself that might be of interest.

Establish readiness.

Motivating statements.

Tell the trainees how they will use the course material.

Tell the trainees why they need to know the lesson material.

Review objectives.

Show slides 1-1-2

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

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RELATED INSTRUCTOR ACTIVITY

2. Health Requirements

a. Medical Screening

Show slide 1-1-3

(1) All food employees shall be medically screened for evidence of communicable disease prior to initial assignment in food service

Show example of SP 600 Medical Screening, Appendix C

(2) The health screening does not normally include a physical examination but shall be sufficient to detect evidence of diseases that may be transmitted through food

(3) The health screening may be conducted by a physician or a non-physician health care provider such as:

(a) Environmental Health Officer

(b) Nurse Corps Officer

(c) Preventive Medicine Technician

(d) Independent Duty Hospital Corpsman

(e) Civilian Nurse

(f) Civilian Environmental Health Technician

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

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RELATED INSTRUCTOR ACTIVITY

- (4) Civilian food employees may be screened by local military medical facilities or they must present documentary evidence, acceptable to the local medical authority, that a complete and thorough health screening has been accomplished
- (5) Employees are required to report any past or current illnesses or symptoms which they experience

b. Exclusions and Restrictions:

Show slide 1-1-4

- (1) Symptoms associated with an acute gastrointestinal illness including
 - (a) Diarrhea
 - (b) Fever
 - (c) Nausea/Vomiting
 - (d) Jaundice (yellowing of the skin, eyes)
 - (e) Sore throat with fever
- (2) A lesion containing pus such as a boil or infected wound that is open or draining and is:
 - (a) On the hands or wrists, unless an impermeable cover

Explain what the signs & symptoms of jaundice are

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

such as a finger cot or stall protects the lesion and a single-use glove is worn over the impermeable cover

(b) On exposed portions of the arms, unless the lesion is covered by a dry, durable, tight-fitting bandage

(3) Personnel experiencing persistent sneezing, coughing, or a runny nose that causes discharge from the eyes, nose, or mouth may not work with exposed food, clean equipment, utensils, and linens, or unwrapped single-service or single-use articles

(4) Prohibited diseases:

(a) *Salmonella typhi*

(b) *Shigella* species

(c) *Escherichia coli* O157:H7

(d) Hepatitis A virus

c. Reinstatement:

(1) The person in charge (PIC) may reinstate an excluded food employee with approval from the local medical authority

Show slide 1-1-5

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

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- (a) The employee must provide written medical documentation from a licensed physician or the local military medical authority
- (b) The documentation must specify that the excluded employee may work in an unrestricted capacity in a food establishment because the employee is free of the infectious agent of concern

3. Personal Hygiene

Show slide 1-1-6

a. Eating, Drinking, and Tobacco

- (1) An employee shall eat, drink, or use any form of tobacco **only in designated areas** where the contamination of exposed food, clean equipment, utensils, and linens, or unwrapped single-service and single-use articles can not result.
- (2) A food employee may drink from a closed beverage container if the container is handled to prevent contamination of:
 - (a) The employee's hands
 - (b) The container

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

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(c) Exposed food, clean equipment, utensils, linens, and unwrapped single-service and single-use articles

b. Hair Restraints:

(1) Food employees shall wear hair restraints such as:

(a) Washable or disposable hats (washable hats must be laundered regularly)

(b) Hair coverings or nets

(c) Beard restraints (beard snoods)

(2) This criteria does not apply to food employees that pose minimal risk for foodborne illness such as

(a) Counter staff who only serve beverages and wrapped or packaged foods

(b) Hostesses

(c) Wait staff

c. Handwashing

(1) Procedure

Show slide 1-1-7

Show slide 1-1-8

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

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- | | |
|--|--------------------------------|
| <ul style="list-style-type: none">(a) Includes cleaning hands and exposed portions of arms(b) A hand cleaning compound is required(c) Vigorously rub together the surfaces of lathered hands and arms for at least 15 seconds(d) Thoroughly rinse with clean water(e) Particular emphasis should be placed on the areas underneath the fingernails and between the fingers(f) Hand sanitizers may be used in addition to regular hand washing | <p>Bar soap not authorized</p> |
| <p>(2) Frequency (how often to wash hands):</p> <ul style="list-style-type: none">(a) After touching bare human body parts other than clean hands and clean, exposed portions of arms(b) After using the bathroom(c) After coughing, sneezing, using a handkerchief or disposable tissue | <p>Show slide 1-1-9</p> |

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

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- (d) After using tobacco, eating, or drinking
 - (e) After handling soiled equipment or utensils
 - (f) Immediately before engaging in food preparation including working with exposed food, clean equipment, utensils, unwrapped single-service and single-use articles
 - (g) During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks
 - (h) When switching between working with raw foods and working with ready-to eat foods
 - (i) After engaging in other activities that contaminate the hands
 - (j) After caring for, or handling, authorized support animals (e.g. seeing eye dog)
- (3) Handwashing Facilities:
- (a) Food employees must clean their hands in a hand washing lavatory

Show slide 1-1-10

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

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(b) FE should not clean hands in either a sink used for food preparation or in a service sink

Hand dryer or paper towels required at every station. Bar soap not authorized.

(c) FE should not clean hands and exposed portions of arms in a curbed cleaning facility used for the disposal of mop water and similar liquid waste

(4) Signs requiring handwashing must be posted in food service areas and heads

d. Fingernails:

Show slide 1-1-11

(1) Trimmed short and filed

(2) Maintained so that edges and surfaces are cleanable and not rough

e. Jewelry:

(1) While preparing food, jewelry on arms and hands is not authorized with the exception of a plain wedding band or similar plain band

f. Clothing and Personal Effects

(1) Clean uniforms required

Show slide 1-1-12

(2) Change uniform when soiled or use outer covering over clothing to prevent soiling of uniform

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

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(a) Change outer covering when moving from raw food operation to a ready-to-eat food operation

(3) Clothing and personal effects of food service personnel must not be kept in food preparation and serving areas

(4) Personnel will not use food preparation and serving areas to change their clothes

4. Inspections:

a. Frequency, Exemptions, Circumstances & Reports

Show slide 1-1-13

(1) Frequency

(a) The PMA will inspect all food establishments at least once each month

(b) When a food establishment exceeds critical violation limits the PMA must promptly notify the CO and increase the frequency of inspections for the food establishment until the compliance history significantly improves

(c) Special requests by management for more frequent inspections by the PMA should be given favorable consideration as workload permits

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

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- (2) Exemptions From Monthly Inspections
 - (a) May be granted by the installation PMA to food establishments that have demonstrated by past performance, current training, and effective management that the exemption will most probably not adversely affect overall sanitary conditions
 - (b) In all cases Navy and Marine Corps food establishments must be inspected at least once each quarter
 - (c) Written exemptions are not required

Show slide 1-1-14

- (3) Circumstances
 - (a) Generally, inspections are unannounced to obtain a more accurate assessment of normal operating practices and conditions
 - (b) Exceptions include construction and pre-operational inspections, HACCP studies, and follow-up inspections requiring the presence of specific personnel from the establishment
 - (c) Full documentation should be maintained on each inspection as a part of the establishment's official agency record

Show slide 1-1-15

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- | | |
|--|---|
| (4) Reports: | Show slide 1-1-16 |
| (a) Detailed reports are prepared at the conclusion of each inspection and presented to the PIC | Original to CO
Copy to PIC
File copy to PMA |
| (b) Non-compliance with a written standard is categorized as critical or non-critical | Show example of Inspection Form from appendix |
| (c) Repeat items are also noted | |
| (d) The NAVMED P-5010-1 section violation is included in the report citation section | |
| b. Types of Inspections (categorized by purpose): | Show slide 1-1-17 |
| (1) Pre-operational Inspection: | |
| (a) A pre-operational inspection shall be conducted to ensure the establishment is built or remodeled in accordance with the approved plans and specifications | |
| (b) The PMA should have plans and specification documents available prior to and during the inspection | |
| (2) Routine Inspection: | |

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

- (a) A full review of the food establishment operation and facility and their impact on food safety is conducted
 - (b) Includes assessment of food employee and management health, practices, and knowledge of food safety; food flows, source, storage, thawing, preparation (including cooking temperatures and times) and post-preparation processes; equipment and facility construction; cleaning and sanitizing processes, water sources; sewage disposal; and vermin control
- (3) Follow-up Inspection:
- (a) PMA personnel shall verify that critical violations have been corrected at the time of inspection or within 10 days of the initial routine inspection
 - (b) Follow-up inspections concentrate on the critical violations previously reported
- (4) HACCP Inspection
- (a) HACCP plans are reviewed differently than other routine inspections

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

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- (b) HACCP critical limits must be routinely monitored and recorded by the establishment and elements of the plan must be verified by the inspector
 - (c) Copies of the HACCP plan must be available during these inspections
- (5) Complaint Inspection
- (a) Consumer complaints received by the PMA about a food establishment requires investigation
 - (b) Quick response is required for complaints related to foodborne illnesses since personal memories of the foods eaten may fade quickly and food and environmental samples become too difficult to collect
 - (c) HACCP principles can be used to supplement traditional investigation procedures
 - 1 Focuses attention on foods epidemiologically linked with foodborne illness

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

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(d) Other food items should not be discounted as potential foodborne illness sources. As more information becomes available, those items not historically linked to foodborne illness may be implicated.

(e) Consumer complaints about food establishments should be evaluated in terms of public health significance before scheduling inspections.

For example, allegations about an establishment purchasing shellfish from an illegal source should receive higher priority than unsanitary public restrooms.

5. Summary and review:

Show slide 1-1-18

a. Health requirements:

- (1) Medical screening
- (2) Exemption from food service work
- (3) Reinstatement

b. Personal hygiene:

- (1) Eating, drinking, and tobacco use
- (2) Hair restraints

LESSON PLAN

FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION

B-322-2101

Topic 1.1 Personal Hygiene & Environmental Health Requirements

Class Period: 1.0

Lab Period: 0.0

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RELATED INSTRUCTOR ACTIVITY

(3) Hand washing

(4) Fingernails

(5) Jewelry

(6) Clean clothing

c. Inspections:

(1) Frequency, exemptions, circumstances and reports

(2) Types of inspections

Show slide 1-1-19

WHAT'S THE MOST IMPORTANT THING A FOOD
EMPLOYEE CAN DO TO PREVENT FOODBORNE ILLNESS?

Show slide 1-1-20

WASH YOUR HANDS!

Show slide 1-1-21

Questions?

Show slide 1-1-22

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

Enabling Objectives

- 1.6 **DEFINE** Prime Vendor concept
- 1.7 **LIST** the types of food inspections
- 1.8 **EXPLAIN** criteria used to accept or reject perishable subsistence items
- 1.9 **STATE** criteria used to accept or reject semi-perishable items
- 1.10 **DESCRIBE** general storage requirements for subsistence items

Instructor Preparation

- A. Review Assigned Trainee Material
- B. Reference Publications:
 - 1. NAVMED P-5010, Chapter 1
 - 2. AR 40-28
 - 3. FM A-30
- C. Training Materials Required:
 - 1. Power Point Presentation

Trainee Preparation Material:

- A. Trainee Support Materials: None
- B. Reference Publications: None

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

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Lab Period: 0.0

DISCUSSION POINT

1. Introduction

RELATED INSTRUCTOR ACTIVITY

Show slide 1-2-1

Establish contact.

Introduce yourself and give any background information that might be of interest.

Motivating statements.

Tell the trainees how they will use the course material.

Tell trainees why they need to know the lesson material.

Review objectives.

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LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

2. Prime Vendor concept and practices

Show slide 1-2-3

a. Procurement of food items:

- (1) Subsistence Prime Vendor (SPV) is a major food supply reengineering effort within the Department of Defense
- (2) A single distributor serves as the major provider of food to various customers within a geographical region or zone
- (3) Some of the commands serviced include:
 - (a) Galleys/dining facilities
 - (b) Ships
 - (c) NEX/AAFES
 - (d) Clubs
- (4) Food will no longer be delivered from a Defense Supply Center (DSC) warehouse
 - (a) The Prime Vendor will deliver food directly to the customer within 48 hours of ordering

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

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- (b) Customer determines the number of deliveries and the day of the week the deliveries should be made
- (c) The ordering activity may accept or reject product at the time of delivery

(5) Prime Vendors will be selected based on best value criteria and contracted by Defense Supply Center Philadelphia (DSCP) for the region or zone

(6) Basic concepts:

Show slide 1-2-4

- (a) All food will originate from an approved source
- (b) Vet inspection not required
 - 1 Items suspected of being unwholesome will not be accepted without the concurrence of the responsible PMA
- (c) Fitness for human consumption is still required on local purchases not delivered by SPV

b. Approved sources

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (1) All food delivered by SPV will originate from facilities listed in The U.S. Army Veterinary Services “DoD Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement.” Website address:

<http://phc.amedd.army.mil/topics/foodwater/ca/Pages/DoDAApprovedFoodSources.aspx>

Exceptions include products listed in other publications and are therefore considered exempt:

Show slide 1-2-5

(a) USDA Publications

Show slide 1-2-6

- 1 Meat and Poultry Inspection Directory
- 2 Plants operating under USDA Poultry and Egg-Grading Products Inspections Programs

(b) FDA Publications

- 1 Sanitation Compliance and Enforcement Ratings of Interstate Milk Shippers List (IMSL)
- 2 Dairy Plants Surveyed and Approved for USDA Grading Service
- 3 Interstate Certified Shellfish Shippers List

(c) USDC Publications

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

1 Approved List of Fish Establishments and Products

(d) Miscellaneous

1 Certain foods imported by distributors or brokers into U.S. (AR 40-657)

2 Plants located in U.S. that process food known to possess little or no potential health hazards (NAVSUPPUB 4355.4, AR 40-657, MCO P10110.31)

3. Acceptance authority(AA)

Show slide 1-2-7

a. Acceptance will be performed at the food establishment or the location chosen by the activity

(1) Each activity is responsible for accepting or rejecting supplies at receipt

(2) The ordering activity shall designate in writing those individuals authorized to accept or reject delivered supplies

(a) This receiving official, or AA, has the final authority for accepting or rejecting a product

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(b) Suspected unwholesome products of any kind will not be accepted without the concurrence of the responsible PMA

b. PMA and AA should liaison with local food personnel including, Army Veterinary Services, USDA, and USDC inspectors to maintain current resources

4. Inspection of food items

Show slide 1-2-8

a. Army Veterinary Inspectors (AVI) and the Navy PMA will assume a new role in support of food inspection and the acceptance of subsistence delivered to DOD activities under SPV. AVI will perform five types of inspections:

(1) Cursory: Inspections at receipt for obvious defects and wholesomeness

(2) Routine: Inspections for all terms of the contract

(a) Performed at the receiving facility

(b) May include cooking and taste testing

(3) Special: Inspections for all terms of the contract; initiated at the request of the Army Vet Services and/or Navy Supply, or the customer

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (4) Surveillance: Inspections of subsistence held in storage for an extended period of time
- (5) Wholesomeness: Inspections of subsistence in cases of possible contamination
- b. The person in charge (PIC) must ensure that a sanitation inspection of the delivery vehicle is conducted and all items are inspected for the following:
 - (1) Sanitation of conveyance: clean, free of trash and debris, no contaminants or unpleasant odors, and the product is not stored on the deck
 - (2) Temperature of conveyance: should be taken to ensure proper shipping
 - (a) Required for refrigerated and frozen shipments
 - (b) Temperature should be measured at three sites within the truck: one towards the front, one in the center, and one near the rear
 - (c) The thermometer should remain in place in the vehicle for at least 10 minutes
 - (d) Temperatures above acceptable limit should initiate corrective action, such as increased inspections

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(3) Temperature requirements

(a) Chill:

1 PHF at 41°F or below, unless specified by law governing its distribution (shellfish, eggs)

2 Dairy and eggs at 41°F or below

(b) Freeze: below 0°F

(4) Count: Ensure proper number of cans or cases, correct poundage, etc.

(5) Condition: Product should be in excellent condition and of high quality

(6) Identity: Product should be the item ordered or an authorized substitute

c. AVI are responsible for providing timely wholesomeness determinations on food items delivered to, and accepted at, SPV delivery points

Show slide 1-2-9

(1) When products of questionable quality are identified prior to acceptance, receiving individual may request AVI or the PMA to provide guidance

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

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RELATED INSTRUCTOR ACTIVITY

- d. Inspection of food items conducted without the assistance of AVI or the PMA should be approached using common sense and knowledge obtained through food service sanitation training
- 4. Receipt of perishables
 - a. Meats and poultry
 - (1) The Federal Meat Inspection Act and the Poultry Products Act provided for the inspection of all meats, meat products, poultry and poultry products as an official service of the USDA for interstate shipment (all products procured by Armed Forces must originate from a plant under the supervision of the USDA)
 - (a) Guidelines for receipt inspection of meats and poultry are contained in NAVSUPPUB 486
 - (b) Fresh meat is normally firm and elastic to the touch, reasonably dry, free from slime, abnormal odors and discoloration
 - (c) Most meat is received frozen and must be checked for signs of re-freezing:
 - 1 Blood in bottom of the box

Show slide 1-2-10

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- 2 Changes in the shape of the box
- 3 Discoloration of meat (greenish/brownish)
- 4 Excessive ice formation

b. Fish

Show slide 1-2-11

- (1) All fish must be legally caught or harvested and obtained from a source listed in the Directory of Sanitarily Approved Establishments or USDC Approved List of Fish Establishments and Products
- (2) Fresh fish will have:
 - (a) Bright red gills
 - (b) Prominent clear eyes

c. Firm elastic flesh

- (1) Frozen fish must be received frozen:
 - (a) Inspect for re-freezing
 - (b) Soft flabby flesh

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (c) Sour odor
- (d) Off color
- (e) Wrapping paper slimy
- (f) Ice crystallization

d. Shellfish

Show slide 1-2-12

- (1) Un-shucked: fresh only
 - (a) Name of stock shipper
 - (b) Kind and quantity of stock
 - (c) Certificate must be maintained for 90 days
- (2) Shucked: fresh or frozen
 - (a) Non-returnable package
 - (b) Name and address of stock shipper, packer, and shucker
 - (c) Certificate number maintained for 90 days
- (3) Fresh crustaceans (lobster, crabs)

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

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(a) Must be received alive

(b) Do not use if received dead

e. Fruits and vegetables

Show slide 1-2-13

(1) Inspections are based on USDA Standards for Grades.
For additional information refer to NAVSUPPUB 486

(2) Appearance: is an indication of the quality of the fruit
but it is not a sufficient guide for accepting or rejecting
fresh produce

(3) Blemishes: may indicate poor quality or the beginning
of decay. Taste is the best indicator. Inspect all product
in a case; items on the bottom layer may be of poor
quality or decaying

(4) Size: unusually large fruit and vegetables may be
coarse, tasteless and woody. Organoleptic testing is the
best indicator

f. Milk and dairy

Show slide 1-2-14

(1) Only Grade A pasteurized fluid milk and fluid milk
products from approved plants will be used or served

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (2) Dry milk and dry milk products will be made from pasteurized milk and milk products
- (3) Milk and fluid milk products for drinking purposes will be procured and served in the original, unopened individual container of one pint or less, packaged at the milk plant, or be procured in containers approved for use with bulk milk dispensers
 - (a) Inspectors must assure that milk and milk products are from an approved source and delivered in containers which are
 - 1 In good condition
 - 2 Properly sealed
 - 3 Acceptable taste
 - 4 Proper temperature of 41°F or less
 - g. Butter: should be received in clean, unbroken cases, with uniform color and firm texture
 - h. Shell eggs: should be received clean, intact and may not exceed the restricted tolerances for US Consumer Grade B as specified in 7 CFR 56

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

5. Receipt of semi-perishable subsistence

a. Canned products

Show slide 1-2-15

(1) Labeling:

(a) List of contents either on label or on the end of the can

(b) Top/bottom can code: provides a means to trace or recover suspected hazardous foods

(2) Exterior Can Defects:

(a) Dents:

1 Involving the end or side seam

2 Dent that causes buckling of the countersink

3 Dent that causes defect of interior can coating

(3) Pinholes:

(a) Tiny holes in can

(b) Caused by high acid content

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(4) Swellers:

- (a) One or both ends of can bulge out and cannot be compressed
- (b) Caused by gas formed by bacterial action inside the can
- (c) Exceptions: (natural swellers)
 - 1 Coffee
 - 2 Syrup
 - 3 Molasses

(5) Springers:

- (a) One or both ends of can bulge out but yield to pressure
- (b) Caused by overfilling or gas formation due to bacterial action

(6) Flippers:

- (a) The ends are flat but when brought down sharply on flat surface one end will bulge

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(b) Caused by chemical or bacterial action

(c) Cans or food within them that are abnormal in appearance should not be opened, tasted, or served

b. Dry foods:

Show slide 1-2-16

(1) Labeling: ensure that the contents are in the original container or package

(2) Inspect for the following defects:

(a) Tears, rips

(b) Dampness

(c) Rodent or insect infestation

(3) Any item found with any of these defects, or pest infestation, should be rejected

6. Food storage

a. General storage requirements

Show slide 1-2-17

(1) Only food items may be stored in food storage areas

(2) On some ships medical supplies may be stored in

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

refrigerated food storage spaces if kept locked and no other space is available

- (3) Decayed/spoiled food items must be identified and culled frequently
- (4) Foods or containers of food must not be stored close to steam pipes or other sources of heat which will reduce the shelf life of the product
- (5) Containers of prepared food must be stored at least 6 inches off the floor, 4 inches away from walls and adjacent stacks and must be placed on easily cleanable racks, or similar structures to permit adequate air circulation within the storage space
- (6) Food should be rotated on a first in, first out basis. This ensures that the oldest food items are used first
- (7) Insects and rodents must be excluded from food storage spaces. Pierside inspections are necessary to help prevent introduction of insect and rodent pests into shipboard storage spaces
- (8) All broken bags of grain, flour, sugar, etc. must be promptly cleaned up and the remaining product rebagged and sealed

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (9) All items should be inspected regularly for signs of spoilage, damage, insect infestation or rodent contamination
- (10) In order to maintain the product for the optimum period of time and to prevent unhealthy conditions, temperature levels must be properly maintained

(a) Frozen: Frozen foods below 0°F

Show slide 1-2-18

(b) Fresh: 32 - 40°F

(c) Eggs/Dairy: 41° or less

b. Product compatibility

Show slide 1-2-19

- (1) Fresh fruits and vegetables should be grouped by type to promote maximum quality. Some products produce gasses or odors which may adversely affect others. Compatibility groups are listed in DOD 4145.19-R-1

c. Proper air circulation

- (1) To promote proper air circulation, food items must be stored on easily cleanable shelving, 6 inches above the floor and away from walls and cooling coils
- (2) At least 6 inches of clearance must be

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

maintained between the tops of the stacks and the openings of the air ducts

(3) At least 4 inches of clearance must be maintained between food products and walls.

(4) Proper circulation of air is necessary to maintain the desired temperature throughout the meat and poultry reefer or freezer storage space

d. Refrigerated storage spaces must be maintained as follows:

(1) Temperatures must be held within the appropriate ranges. Any prolonged deviation of more than four hours from recommended storage temperatures must be promptly reported to the PIC, Food Service Officer and MDR for appropriate action

(2) Frost or glaze must not be allowed to accumulate to more than 1/4 inch thickness on the coils

(3) Interior surfaces must be routinely washed with warm water and hand dishwashing detergent and rinsed with warm, potable water

(4) An easily readable, non-mercuric thermometer must be provided for each refrigerated storage space

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(5) Temperature logs must be maintained for all bulk cold storage spaces. Accurate entries will be made at least twice daily

7. Storage of semi-perishable product

Show slide 1-2-20

- a. The term "semi-perishable" refers to food items that are canned, dried, dehydrated or otherwise processed to the extent that such items, under normal circumstances, are stored under controlled conditions of temperature, humidity, and air circulation
- b. Package interiors must be checked on a routine basis. Torn or broken bags of food must be immediately used, transferred to insect-proof containers or surveyed
- c. Heavily infested food

8. Summary

Show slide 1-2-21

- a. Prime Vendor Concept and Practices
- b. Inspection of Food Items
- c. Receipt of Perishables

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.2 Inspection and Storage of Food

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- d. Receipt of Semi-perishables
- e. Storage of Food Items

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

Enabling Objectives:

- 1.11 **DESCRIBE** the proper food preparation procedures for raw animal products, eggs, fruits and vegetables, and home cooked food
- 1.12 **STATE** the time and temperature requirements for advanced preparation foods, leftovers, and thawing
- 1.13 **DESCRIBE** the proper food serving requirements

Instructor Preparation:

- A. Review Assigned Trainee Material
- B. Reference Publications:
 - 1. NAVMED P-5010, Chapter 1
- C. Training Materials Required:
 - 1. Power Point Presentation

Trainee Preparation Material:

Trainee Support Materials: None

Reference Publications: None

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

1. Introduction

RELATED INSTRUCTOR ACTIVITY

Show slide 1-3-1

Establish contact.

Introduce yourself and give any background information that might be of interest.

Motivating statements.

Tell the trainees how they will use the course material.

Tell the trainees why they need to know the lesson material.

Review enabling objectives.

Show slide 1-3-2

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

2. Minimum Food Protection Measures

Show slide 1-3-3

- a. Apply good food sanitation practices
- b. Maintain high standards of personal hygiene
- c. Keep potentially hazardous foods (PHFs) refrigerated or heated to temperatures that minimize the growth of pathogenic microorganisms
- d. Inspect food products for wholesomeness, temperature and sanitary condition prior to acceptance
- e. Cook PHFs appropriately to kill harmful microorganisms
- f. Provide adequate personnel, equipment, and facilities to ensure sanitary operation
- g. Prevent rodent and insect infestation or contamination, as well as contamination of food with toxic chemicals
- h. Use properly designed, cleaned, and sanitized equipment for its intended use

Show slide 1-3-4

Show slide 1-3-5

3. Food Preparation

Show slide 1-3-6

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- a. Cook raw animal products by conventional oven to specific internal temperatures

(1) Poultry, stuffing and stuffed meats

(a) Cooked immediately following preparation

(b) 165°F for 15 sec

(c) Poultry can be stuffed, however, it must reach an internal temperature of 165°F. Stuffing must be removed immediately and stored at 135°F or higher until served

(d) Stuffing should be cooked separately

Show slide 1-3-7

(2) Pork and game animals - 145°F for 15 seconds

(3) Ground beef and ground meats – 155°F for 15 seconds

(4) Roast beef and corned beef - 145°F for 4 minutes

- b. Microwave cooking of raw animal products

Show slide 1-3-8

(1) Covered to retain surface moisture

(2) Frequently rotate or stir during cooking process to compensate for uneven distribution of heat

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (3) Heated to internal temp of 165°F
- (4) Allowed to stand for 2 minutes after cooking to obtain temperature equilibrium

Show slide 1-3-9

c. Eggs

- (1) Raw eggs and food containing raw eggs are prohibited
- (2) Recipes calling for uncooked eggs (e.g., mayonnaise, eggnog, ice cream, Caesar salad dressing, hollandaise sauce) will be prepared using only pasteurized frozen table eggs
- (3) Substitute pasteurized eggs for shell eggs when preparing food items for a highly immunocompromised or otherwise susceptible population.

Show slide 1-3-10

- (4) Shell eggs made to order will be cooked to an internal temperature of 145°F for 15 seconds or until white is firm, not running, and the yolk is set
- (5) If scrambled eggs are made from fresh shell eggs, the following applies:
 - (a) Cook in small amounts (no more than 3 quarts) to internal temperature of 155°F for 15 seconds and until there is no visible liquid

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (b) Hold at 135°F or above
- (c) Don't combine freshly cooked eggs with eggs already on the steam table. A clean, sanitized container is required for every 3 quarts of scrambled eggs

Show slide 1-3-11

d. Fruits and Vegetables

- (1) Fresh fruits and vegetables should only be procured from approved sources.
 - (a) Break apart vegetables to increase contact area
 - (b) Thoroughly wash in potable water
- (2) Those of unknown origin:
 - (a) Break apart vegetables to increase contact area
 - (b) Thoroughly wash in potable water
 - (c) Chemically disinfect for 1-2 minutes in 50 ppm Free Available Chlorine (FAC)
 - (d) Thoroughly rinse with potable water before cooking or serving

Examples: night soil, E. coli, Hepatitis A

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (e) Vegetables such as lettuce, cabbage, celery, etc., must be broken apart before disinfection

Show slide 1-3-12

e. Home cooked food

- (1) Not authorized in a food establishment. This requirement does not apply to:

- (a) Chapel suppers
- (b) Family child care homes
- (c) Neighborhood cookouts
- (d) Unit bake sales

- (2) Home canned food is prohibited at all command functions

Show slide 1-3-13

4. Safe Holding Temperatures for Cooked Food

a. General guidelines

- (1) Food which is not served immediately after cooking must be held at 135°F or above or rapidly cooled to 41°F or below

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (2) PHFs held out of this range for longer than 4 hours must be discarded
- (3) PHF ingredients which are to be consumed without further cooking such as salads, sandwiches, filled pastry products, and reconstituted foods must be chilled to 41°F or lower prior to preparation

Show slide 1-3-14

b. Advanced Preparation Food

- (1) Advance preparation is food prepared for future service beyond a specific meal
- (2) HACCP principals should be followed, and if required by the PMA, a HACCP plan must be written
- (3) If advance preparation foods include PHFs they may not be retained as a leftover
- (4) Must not be placed in “Hot Holding”
- (5) Must be cooled to 41°F within the following time constraints:
 - (a) From required cooking temp to 70°F within 2 hours; and

Example: Preparing a casserole for a weekend meal that will only need to be heated in an oven prior to serving.

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(b) From 70°F to 41°F within 4 hours (total 6 hour period)

Show slide 1-3-15

(6) Rapid cooling will be accomplished by one of the following:

(a) Ice bath and agitation

(b) Portioning into 3" product depth or less in shallow pans

(c) Using pre-chilled pans for portioning product

(d) Circulating cold water in steam jacket or kettles

(e) Rapid chill reefer to reduce temperature prior to placement into a standard reefer

(f) Immerse cooking dish in cold running water with product agitation

Show slide 1-3-16

(g) Spreading sliced items in shallow pans and then refrigerating

(h) Distributing product among several reefers

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (i) Using metal stainless steel or aluminum containers
- (j) Reducing content of water and adding ice after cooking
- (k) Utilizing ice-type paddles
- (7) Protect from contamination by following methods:
 - (a) Hot foods may be loosely covered or uncovered if protected from overhead contamination during cooling period to facilitate heat transfer
 - (b) Tightly cover food after it reaches 41°F
 - (c) PHF that will be transported must be pre-chilled and held at 41°F or below
 - (d) Label “Advance Preparation Food,” requires date and time of preparation and discard
 - (e) May be held at 41°F or below for 72 hours from original time of preparation
- (8) Reheating of advance preparation food items consisting of PHF:

Show slide 1-3-17

Show slide 1-3-18

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(a) Will not take longer than 2 hours for all parts to reach a minimum of 165°F for 15 seconds

1 Exceptions include whole or unsliced beef roasts (cooked to 145°F), or

2 Food taken from commercially processed hermetically sealed containers

(b) Held at 135°F for less than 5 hours

(c) PHF items that are prepared in advance but not reheated for service, must be held at 41°F or below or served within 2 hours of removal from refrigeration

Show slide 1-3-19

(d) A waiver for freezing of limited menu items, that are advance preparation foods (egg rolls) may be authorized by the PMA under certain conditions but may require a HACCP plan

c. Leftovers

Show slide 1-3-20

(1) Any unserved food remaining at the end of the meal period is considered a leftover

(2) Food that has been on the serving line is not a leftover and must be discarded

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(3) Non-potentially hazardous food (i.e., individual, commercially-packaged crackers and condiments), may be recovered from the serving line but not individual trays

Show slide 1-3-21

(4) Potentially hazardous leftovers

(a) Food with commercially prepared chopped or ground meat ingredients may be saved as a leftover

(b) PHF leftovers must have been held at safe temperatures of “hot holding” at 135°F or above, or cold holding at 41°F or below

(c) Must not have been placed on the serving line

This includes things such as ham for omelets, tuna salad, potato salad, etc.

(d) Food item was not previously cooked, chilled and reheated

Show slide 1-3-22

(e) Hot items to be retained cold must be chilled in the following manner:

1 Chilled from 135°F to 70°F within 2 hours; and

2 From 70°F to 41°F within the total 4 hour time frame

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- 3 Any food not meeting time or temperature requirements will be discarded
- (f) PHF leftovers must be labeled “LEFTOVER – USE WITHIN 24 HOURS” with the date and time of both preparation and discard on the label
- (g) Leftover foods may be retained for 24 hours chilled (41°F or below) or for 5 hours heated (135°F or above). The time limit begins when food is removed from hot holding, and total duration allowed in temperature danger zone is 4 hours
- (h) Freezing of leftovers is prohibited
- (i) Follow advance preparation rules when reheating
- (j) Prohibited leftovers
 - 1 Foods composed of ingredients which have been peeled, sliced or diced by hand must never be saved as a leftover
 - 2 Anything recovered from serving line, except

Show slide 1-3-23

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

non-PHF's (e.g., individual commercially packaged crackers, condiments, etc.).

3 PHF's kept between 41⁰F – 135⁰F

4 Foods not chilled to 41⁰F or below within 4 hours

Show slide 1-3-24

(5) Commercial meat, cheeses and salads

(a) All meats and cheeses must be consumed within 7 calendar days of opening, and maintained at 41⁰F or below

(b) Inspect visually upon each use and discard if deterioration is noted

(c) Use all salads, including the contents of a master container, within 72 hours of opening

(d) Label each package with date/time of opening and discard date/time

Show slide 1-3-25

d. Thawing procedures

(1) Ideally, food should be thawed under refrigeration at a temperature of 36°-38°F in original containers or wrappers

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (2) Do not thaw by exposure to excessive heat or warm air currents
- (3) Frozen food may be thawed in a microwave oven as part of continuous cooking process
- (4) At shore facilities food may be thawed under running water:
 - (a) Water temp must be 70°F or below
 - (b) Must have sufficient water velocity to dislodge loose particles in an overflow
 - (c) No portion of ready-to-eat or raw animal food can be thawed above 41⁰F
 - (d) Regarding raw animal food: thawing, preparation, cooking and cooling process may not exceed 4 hours total time
- (5) Aboard ships during emergency situations, when equipment such as microwave ovens and refrigeration are inoperable, food may be thawed at room temperature, under certain conditions:
 - (a) All other options must be exhausted

Show slide 1-3-26

Show slide 1-3-27

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (b) Frozen food is thawed in the galley or meat prep space
- (c) Room temperature does not exceed 80°F
- (d) Meat, poultry, and fish must remain in original container
- (e) Take precautions to ensure PHF does not remain at room temp once thawed, cook immediately
- (f) PMA must be notified

Show slide 1-3-28

5. Food Serving

a. Serving lines

- (1) Must be equipped with a functional sneeze shield
- (2) Food on the serving line must be maintained at a temperature \geq above 135°F or \leq 41°F
- (3) Temperatures of food on the line should be checked frequently

Show slide 1-3-29

b. Salad bars

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (1) May be self service
- (2) Must have a functional sneeze shield
- (3) All items must be pre-chilled to 41°F or below
 - (a) Placed in pans on a bed of ice
 - (b) Placed on an electrically refrigerated salad bar unit
 - (c) Vegetable items may be kept until the end of the day as long as a visual inspection is made during the day to ensure wholesomeness
- (4) PHF on the salad bar
 - (a) Place in small quantities
 - (b) Replenish in clean containers, do not add new material to existing containers
 - (c) PHF must be discarded at the end of the meal period
- (5) Salad Dressings

Show slide 1-3-30

Sprouts are considered a PHF

Show slide 1-3-31

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (a) Non-commercially prepared salad dressing placed in bowls must be discarded at the end of the meal period
- (b) Commercially prepared salad dressing packaged in small bottles are exempt from discarding as long as they are refrigerated between meals
- (c) Some commercial brands of mayonnaise and salad dressing are exempt from refrigeration during meal periods.
 - 1 Must be placed in containers with National Safety Foundation (NSF) approved dispensing pump
 - 2 Must be refrigerated between meal periods
 - 3 Must discard after 48 hours
 - 4 Pump must be cleaned and sanitized immediately prior to being placed on container
- (d) Single serve mayonnaise and salad dressing do not need refrigeration

Show slide 1-3-32

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(6) Utensils

(a) Adequate amount

(b) Utensils must be stored in food with handles extended or in running water

Show slide 1-3-33

c. Self Service Items

(1) Authorized for self service

(a) Bread, butter, crackers, relishes, condiments, and beverages

(b) Desserts portioned in individual dishes

(c) Individually wrapped portions of ice cream

(d) Cookies

(e) Fruit (fresh, canned, stewed, and frozen)

(f) Soft ice cream from dispensing machines

Show slide 1-3-34

d. Family Style Service (for small wardrooms, U.S. Naval Academy, etc.)

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (1) Must be authorized by the PMA
- (2) Strict compliance with 4 hour rule
 - (a) Foods should be placed for service in small quantities immediately prior to a meal
 - (b) Adequate utensils supplied
 - (c) Serving bowls will not be refilled
 - (d) Salad items pre-chilled to 41°F or lower and placed on ice
 - (e) PHF discarded after meal
 - (f) Bulk ice cream may not be served family style

Show slide 1-3-35

6. Summary and review
 - a. Minimum Food Protection Measures
 - b. Food Preparation
 - (1) Cooking raw animal products
 - (2) Eggs

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 1.3 Food Preparation and Serving

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (3) Fruits and vegetables
- (4) Home cooked foods
- c. Safe holding temperatures
 - (1) General guidelines
 - (2) Advanced preparation foods
 - (3) Leftovers
 - (4) Thawing procedures
- d. Food Serving
 - (1) Serving lines
 - (2) Salad bars
 - (3) Self service items
 - (4) Family style service

Show slide 1-3-36

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

Enabling Objectives:

- 1.14 **LIST** general safety precautions necessary to maintain a safe working environment.
- 1.15 **EXPLAIN** specific safety precautions associated with food service operations and **IDENTIFY** specific safety precautions equipment
- 1.16 **IDENTIFY** specific safety precautions associated with sharp blades, mechanical, electrical, and physical hazards including heat and noise
- 1.17 **DESCRIBE** potential of fire hazards within the food service operation and methods of prevention and control

Instructor Preparation:

- A. Review Assigned Trainee Material
- B. References Publications:
 - 1. NAVSUPINST 4061.1 series
 - 2. NAVSUP 486
 - 3. OPNAVINST 5100.23 series Safety Afloat
- C. Training Materials Required:
 - 1. Power Point Presentation

Trainee Preparation Material:

- A. Trainee Support Material: None
- B. References Publications: None

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

1. Introduction

RELATED INSTRUCTOR ACTIVITY

Show Slide 1-4-1

1. Establish contact
2. Introduce Yourself and give any Background on yourself that might be of Interest.
3. Establish Readiness
4. Motivating Statement.
5. Tell the trainee how they will use The course material.
6. Tell the Trainees why they need to know the lesson material.
7. Review objectives.

Show Slide 1-4-2 & 1-4-3

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

1. General Safety Precautions

Show Slide 1-4-4

a. Equipment Operating and Safety Precautions

- (1) Following appropriate operating precautions and safety instructions from the manufacturer, NAVSUP 486, or NAVSUPINST 4061.11 series
- (2) Operating instructions and safety precautions posted conspicuously on or near food service equipment.
- (3) Provide on-the-job-training in proper use and maintenance of equipment.
- (4) If unfamiliar with equipment, proper operation of maintenance procedures, **STOP!** Do not attempt to operate, seek assistance.
- (5) Unauthorized personnel shall not attempt to operate.
- (6) Ensure all guards are in place to prevent personal contact with pulleys, belts, gears, and chain
 - (a) Do not wear loose clothing, ties, gloves, or jewelry while operating equipment.
 - (b) These items can be caught in moving parts of equipment and cause serious injury.

Show Slide 1-4-5

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(7) Ensure safety interlocks are maintained in working condition at all times on the following equipment.

(a) Vegetable chopper

(b) Meat Tenderizer

(c) Bread Slicer

(d) Dough mixing machine

(e) Food Processor

(8) Do not bypass or disable any safety procedures or mechanism.

(9) Make sure all equipment repairs and servicing is accomplished only by authorized personnel.

Show Slide 1-4-6

(10) Never leave hot plates, pots, griddles or fryers unattended when in use

(11) Ensure door latches of walk-in refrigerators and freezers have properly installed and operating interior door release mechanisms with operating instructions conspicuously posted.

b. Facility Safety

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (1) Keep decks dry and grease free to reduce slip hazards.
- (2) Keep deck areas clear of obstructions (equipment, boxes, cans, miscellaneous materials) which can create a trip hazard.
- (3) Supervisors must maintain appropriate working atmosphere (i.e., no **HORSEPLAY!**)

Show Slide 1-4-7

c. Safe lifting Procedures

- (1) Do not lift heavy and/or large bulky items alone; ask for help.
- (2) Proper lifting procedures
 - (a) Bend knees, keep back straight
 - (b) Keep load centered in front of you
 - (c) Lift from knees/legs; do not bend at the waist and lift.

Show Slide 1-4-8

3. Blade and specific Equipment safety

Show Slide 1-4-9

a. Knife Safety

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (1) Hold knives firmly, ensure grip is not wet and/or greasy
- (2) Store in knife rack or knife cabinet
- (3) Do not store in drawers or on magnetic bars
- (4) Never carry a knife while carrying another object
- (5) Do not place knife in sink until ready to wash
- (6) Use metal glove when de-boning meat
- (7) When using a cleaver, keep free hand as far as possible from the cleaver's arc

Show Slide 1-4-10

b. Meat slicer, vegetable chopper, food processor, and meat tenderizer safety

- (1) An interlock switch must be installed and capable of preventing operation if equipment is open
- (2) A toggle switch guard should be installed to prevent accidental operation
- (3) Ensure all guards and attachments are properly assembled prior to operation

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (4) Use plunger or slide to feed meat and vegetables into the cutting/chopping/grinding areas - Do NOT use your fingers!!!
- (5) Exercise extreme caution when cleaning or working near an unprotected blade
- (6) Secure power and ensure all moving parts have stopped before attempting to open, clean blockage, or clean equipment
- (7) After cleaning, always replace blade guard as quickly as possible-Do not leave an unguarded blade unattended

Show Slide 1-4-11

c. Dough Mixing Machines

- (1) Never attempt to cut dough while agitator is moving
- (2) Never attempt to knead or feel the consistency of dough while machine is operating.
- (3) Never attempt to clean out bowl in the tilt position by reaching into unit while agitator is revolving.
- (4) Do not use broken or damaged whisk/dough hook.

Show Slide 1-4-12

d. Food Mixing Machine

- (1) Use Proper machine speed for specific operation.

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(2) Never place hands into the bowl while machine is in operation

(3) Do not allow whisk/dough hook, etc., to contact bottom of bowl during the mixing operation

e. Steam Jacket Kettles

Show Slide 1-4-13

(1) Hydrostatically tested annually

(2) Ensure pressure gauge is installed and functional

(a) Shore- steam gauge installed on each unit

(b) Ship –one steam gauge on the supply line

(3) Check steam safety relief valve operation prior to opening steam valve

(a) Do not tamper with safety relief valve or tie it closed

(b) Relief valve should have 18 inch chain installed to allow for remote operation

(c) Relief valve tail pipe should be directed down and away from the operator

(4) Do not apply steam to an empty kettle

Show Slide 1-4-14

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (5) Do not put liquids into a hot, dry kettle
- (6) When heating steam kettle, release air and water manually by lifting relief valve
- (7) Do not stand inside copper pit when cooking in steam kettle

F. Deep Fat Fryer

Show Slide 1-4-15

- (1) If frying at high temperature, or performing high temperature thermostat cut out test, use clean fresh grease
- (2) Keep source of water away from deep fat fryers
- (3) know the location of all fire suppression system activation points
 - (a) Fusible link
 - (b) Cylinder firing pin
 - (c) Remote activator at exit from area

g. Microwave Ovens

Show Slide 1-4-16

- (1) Do not operate empty

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(2) Do not operate with large pieces of metal or aluminum foil

(3) Keep interior cavity and door seals free of food residue and debris

h. Garbage Grinder

Show Slide 1-4-17

(1) Do not put hands into grinder when in operation

(2) Do not bypass safety interlocks

(3) Machine must be started with water flowing before waste is fed into the grinder.

(4) Do not put the following in to the garbage grinder:
Metal, wood, cloth, rubber, plastic, and bones larger than ¼ inch diameter or 1 inch

(5) If done accidentally stop grinder immediately, secure power and clear object

4. Electrical Safety

a. De-energize and lock –out/Tag-out

Show Slide 1-4-18

(1) Equipment may have more than one power source

(2) Identify equipment power source to ensure it is not or cannot be energized during the cleaning process

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(3) Ensure equipment is de-energized before disassembly and using water or cleaning products

(a) Shipboard-use tag-out log

(b) Shore-follow prescribed procedures

(4) Follow manufactures instructions

b. General Electrical Safety Precautions

Show Slide 1-4-19

(1) Ensure permanently mounted equipment is hardwired (extension cords are not authorized)

(2) Ensure rubber protective boots are in place

(3) Do not operate equipment with wet hands or a wet decks

(4) Do not remove parts that provide access to electrical or mechanical components unless specifically directed by cleaning instructions

5. Heat Hazards

Show Slide 1-4-20

a. Hot water (Manual Dishwashing)

(1) Water - 170°F

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (2) Use dip baskets or tongs to remove utensils from sink
- (3) Use rubber gloves
 - (a) Do not “dive” into sink with gloves, water will enter from the top.
- (4) Use protective rubber apron
 - (a) To protect body from heat when lifting dip baskets or utensils

b. Heat Stress

Show Slide 1-4-21

- (1) Galley and scullery spaces should be designated as heat stress monitoring areas
 - (a) Alcohol-in-glass dry bulb thermometers should be properly hung at each work station

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (b) Record location temperatures at least every four hours during operation
- (c) If Temperature is above 100°F, contact Medical Department's PMT or IDC to request a heat stress survey
- (d) Follow Medical Departments recommendations for safe working "stay times"

(2) Prevention

Show Slide 1-4-22

- (a) Supply and exhaust ventilation is operating properly
- (b) Hot water and steam pipe lagging is in place

(3) Suggestions for personnel exposed to potential heat stress conditions

- (a) Eat three adequate, well balanced meals per day
- (b) Drink plenty of water (8-8 oz cups)
- (c) Adequate rest (at least 6 hours of uninterrupted sleep every 24 hours)

Show Slide 1-4-23

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (d) Do not increase salt intake (no salt tablets)
- (e) Do not wear starched clothing
- (f) Do not drink commercially prepared electrolyte supplements
- (g) Do not use alcohol

(4) Systemic Heat injury

Show Slide 1-4-24

- (a) Heat rash- “Prickly heat” can inhibit body from releasing heat
- (b) Heat Cramps severe muscular cramps while working or relaxing
- (c) Heat exhaustion-profuse sweating, moist and clammy skin, dilated pupils and fast/weak pulse; normal/sub-normal body temperature
- (d) Heat Stroke – Hot and dry skin, pupils constricted and strong/fast pulse; elevated body temperature – constitutes a medical emergency

6. Fire Hazards

Show Slide 1-4-25

- a. Keep equipment that uses and/or reduces grease clean

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(1) Grease Interceptor Hood

(a) Washdown system - operate daily

(b) Fire damper - operate weekly

(c) System operating properly

1 Water Temperature - 160°F

2 Pressure - 40 psi

3 Detergent injector operable

(2) Exhaust hoods and grease filters - cleaned at least weekly

(3) Exhaust ventilation ducting – at least semi-annually or as often as necessary to prevent accumulation of grease and drift

b. Grease Fires

Show Slide 1-4-26

(1) If automatic extinguisher system fail, activate manual release

(2) If total system fails, use PKP extinguisher

(3) Do not try to smother use water to extinguish a grease fire

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

7. Chemical Hazards of Cleaning/Sanitizing Compound
 - a. Use all cleaning/sanitizing agents in accordance with the label directions
 - b. Do not allow concentrated cleaners/sanitizing agents in contact with skin or eyes, always wear proper personnel protective clothing
 - c. Mixing
 - (1) Do not mix scaling compounds with detergents containing chlorine or sanitizing agents, toxic gases may be formed
 - (2) Do not mix detergents or sanitizing agents with anything but water
 - d. Ship - store oven cleaners and other products in aerosol cans in the hazardous material/flammable liquid storeroom
8. Noise
 - a. Noise producing equipment (dishwashers and grinders) should have a noise survey performed by an IHO to determine if/when hearing protection is required
 - (1) General Rule - if you cannot carry on normal conversation at a distance of three feet, it is probably a noise hazardous area

Show Slide 1-4-27

Show Slide 1-4-28

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANGERS CERTIFICATION

B-322-2101

Topic 1.4 General Safety in Food Service Areas

Class Period: 1.0

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(2) Wear approved hearing protection in noise hazardous area (above 84 decibels)

9. Summary

Show Slide 1-4-29

a. General Safety Precautions

(1) Equipment

(2) Facility

(3) Safe Lifting Procedures

b. Blade safety

c. Electrical safety

d. Heat Hazards

Show Slide 1-4-30

e. Fire Hazards

f. Chemical hazards

g. Noise Hazards

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

Enabling Objectives:

Instructor Preparation:

- | | | | |
|------|--|----|--|
| 1.18 | DESCRIBE the 6 steps of the warewashing process. | A. | Review Assigned Trainee Material |
| 1.19 | IDENTIFY proper procedures to use when washing food service utensils and equipment by the manual warewashing process. | B. | Reference Publications:
1. NAVMED P-5010, Chapter 1
2. NAVSUPPUB 486 |
| 1.20 | EXPLAIN proper procedures to use when washing food service utensils and equipment by automatic warewashing machine process. | C. | Training Materials Required:
1. Power Point Presentation |
| 1.21 | DESCRIBE proper maintenance and cleaning procedures for automatic warewashing machines | | |
| 1.22 | IDENTIFY procedures required to clean and sanitize equipment that must be cleaned-in- place | | |
| 1.23 | EXPLAIN proper procedures to be employed in cleaning the general facility | | |
| 1.24 | DESCRIBE the proper methods to store cleaning supplies. | | |

Trainee Preparation Material:

- A. Trainee Support Materials: None
- B. Reference Publications: None

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

1. Introduction

RELATED INSTRUCTOR ACTIVITY

Show Slide 1-5-1

1. Establish contact.

Introduce yourself and give any background on yourself that might be of interest.

Establish readiness.

Motivating statements.

Tell the trainees how they will use the course material.

Tell the trainees why they need to know the lesson material.

Review objectives.

Show Slide 1-5-2 & 1-5-3

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

2. General Warewashing Procedures

a. Six Steps of Warewashing Process

Show Slide 1-5-4

(1) Sorting

- (a) Separate dishware and utensils by type for loading into dishwashing machine
- (b) Rack items to allow water spray to contact ALL surfaces and to allow water to properly drain
- (c) Place flatware in cylindrical containers, food contact surfaces up
- (d) During sorting/washing process, discard items that are broken or damaged

(2) Scrape/Preflush

Show Slide 1-5-5

- (a) Scrape/preflush prior to placing into machine
- (b) Remove food particles from the items

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (c) Use of steel wool is prohibited throughout the food service operation
- (3) Wash – thoroughly wash to remove remaining food residue
 - (a) For manual warewashing, wash cleanest items (cups, glasses, flatware first) followed by the dirtiest/greasiest items (plates, pots & pans)
- (4) Rinse – to remove detergent solution and food particles loosened by washing
- (5) Sanitize
 - (a) Eliminates 99.999% pathogenic organisms
 - (b) Hot water
 - 1 Manual warewashing at 171°F, verify temperature with a thermometer
 - 2 For machine washing, temperature must be a minimum of 165°F for single tank stationary rack and 180°F for all other machines

Show Slide 1-5-6

Discuss methods of calibrating thermometers monthly: Ice water slurry, and boiling water.

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

3 No machine should have water entering at more than 194°F

(c) Chemical sanitizers – use test strips to ensure proper concentration

(6) Air Dry/Storage

Show Slide 1-5-7

(a) Allow items to thoroughly air dry prior to stacking or storing

(b) Dishware and utensils washed, rinsed and sanitized at proper temperatures will air dry quickly

(c) Do not towel dry

(d) Store all dishware and utensils in a clean dry area protected from potential contamination

(e) Do NOT store clean dishware or utensils in a space equipped with a salt water operated waste food pulper (SOMAT®)

b. Three Sink Method

Show Slide 1-5-8

(1) Equipment

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (a) Two or three compartment sink
 - (b) Booster heater for final rinse
 - (c) Thermometers/gauges
 - (d) Dip and drain baskets
 - (e) Approved brushes
 - (f) Approved hand warewashing compounds
 - (g) Arm length rubber gloves
 - (h) Rubber aprons
 - (i) Sanitizing agents
- (2) Wash
- (a) Water temperature of not less than 110°F
 - (b) Change wash water when food particles accumulate or when suds disappear

Show Slide 1-5-9

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(3) Rinse

- (a) Clear water rinse to remove detergent and food residue
- (b) Change when suds or grease accumulate

(4) Sanitize

Show Slide 1-5-10

- (a) Hot water - 171°F for 30 seconds
- (b) Chemical
 - 1) Use test papers to ensure proper strength of solution is available
 - 2) Chlorine – Sodium Hypochlorite (bleach), 100ppm for 10 seconds
 - 3) Iodine - WESCODYNE® minimum water temperature 75°F, Concentration between 12.5 mg/l and 25 mg/l, for contact time as required by manufacturer
 - 4) Navy Food Service Disinfectant

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- 5) Quaternary ammonia – must ensure water hardness is no more than that specified by manufacturer’s instructions; minimum water temperature of 75°F; concentration and contact time as specified by manufacturer.

- c. Two Sink Method
 - (1) Provisions must be made to achieve all steps of warewashing process
 - (2) Be sure to clean sinks prior to the final sanitizing rinse process
 - (3) Same as three sink method

- d. Types of Automatic Warewashing Equipment and Operating Requirements
 - (1) Single Tank Stationary Rack / Single Tank Conveyor
 - (a) Wardroom, CPO Mess
 - (b) Wash – 160°F
 - (c) No rinse cycle – uses dwell cycle
 - (d) Sanitizing rinse – range of 165°-194°F for

Show Slide 1-5-11

Show Slide 1-5-12

Show Slide 1-5-13

Show Slide 1-5-14

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

specified time (see manufacturer's instructions)

(2) Single Tank Chemical Sanitizing

Show Slide 1-5-15

(a) Wash - 120°F

(b) No rinse cycle – uses dwell cycle

(c) Sanitizing rinse – temperature of 120°F with 100 ppm chlorine; replace chlorine solution as required

(3) Multiple Tank Conveyor

Show Slide 1-5-16

(a) Main scullery

(b) May use individual utensil racks or place utensils directly on conveyor

(c) May have prewash section

(d) Wash – follow manufacturer's specifications; 150°F at prescribed conveyor speed (factory set)

(e) Power rinse cycle - 160°F-180°F

(f) Sanitizing rinse - 180°F-194°F;
15-25 psi

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(g) May have drying section

(e) Maintenance and Cleaning Procedures for Automatic Warewashing Equipment

(1) Cleaning Procedures

Show Slide 1-5-17

(a) Clean before use, throughout the day at a frequency necessary to prevent recontamination of equipment & utensils and to ensure that the equipment performs its intended function, and at least every 24 hours

(b) Disassemble upper and lower wash and rinse spray arms to clean

1 Remove end caps

2 Use approved brush to scrub inside surface of spray arms

(c) Remove and clean scrap trays, drain strainers, and divider curtains

(d) Clean interior and exterior of machine

(e) Descale as required

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(2) Maintenance Procedures

Show Slide 1-5-18

(a) Ensure water spray patterns are complete

(b) Verify accuracy of thermometers monthly

3. Clean-in-Place Procedures

Show Slide 1-5-19

a. General Considerations

(1) Safety

(a) Electrical power is secured – TAGGED OUT

(b) Be extremely careful with sharp edges and projections

(2) Cleaning Procedures

(a) Disassemble to permit access to all required parts

(b) Scrape or rough clean to remove food particle accumulation

(c) Clean using swabbing/brushing motion with detergent solution

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(d) Rinse with potable water

(e) Manually swab with approved chemical sanitizing solution

b. Specific Equipment

(1) Refrigerated Spaces (walk-in/reach-in units)

Show Slide 1-5-20

(a) Daily – clean up spills (clean as you go)

(b) Biweekly - Scrub interior surfaces and door gasket with detergent solution and bristle brush; sanitize

(c) Walk-in – Scrub surfaces with baking soda or borax and hot water (half teaspoon of baking soda to each quart of water) exercise caution to ensure scratches do not occur on the finish

(2) Steam-jacketed Kettles

(a) Steam-jacketed kettles must be scrubbed inside and outside after each use with a scrub brush and detergent solution; rinse; sanitize with hot water or chemical sanitizing agent

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (b) Clean strainer; remove and clean draw-off valve, clean draw-off tube with a brush

(3) Meat Slicer

Show Slide 1-5-21

(a) Cleaning Periodicity

- 1 Each time there is a change in processing between types of raw animal products such as beef, fish, lamb, pork, and poultry
- 2 Each time there is a change from raw or ready-to-eat foods
- 3 After any substantial interruption of operations in which contamination may have occurred
- 4 Throughout the day at intervals necessitated by food temperature, type of food, and food particle accumulation
- 5 At end of working day

(b) Cleaning Procedures

- 1 Set index at zero; secure power**

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- 2 Clean blade with a clean detergent/sanitizer soaked cloth wrapped around cook's fork or other extension utensil

(4) Soft-Serve Ice Cream Freezer

Show Slide 1-5-22

- (a) After each use drain freezer compartment and feed hopper of excess product
- (b) Clean hopper, internal food contact areas and exterior surfaces using the specified cleaner in accordance with the manufacturer's instructions
- (c) Prior to use, clean and sanitize using specified sanitizing compound according to the manufacturer's instructions

(4) Utensils and Food-contact Surfaces of Equipment Used in Non-continuous Food Operations

Show Slide 1-5-23

- (a) After each use
- (b) After a substantial interruption of operations in which contamination may have occurred

4. General Facility Cleaning

Show Slide 1-5-24

- a. General

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (1) Use dustless methods – vacuuming, wet cleaning, treated mops, sweep using dust arresting compounds
 - (2) Use service sink to dispose of mop water
 - (3) All sponges and cleaning clothes must be washed and sanitized after each meal period. These may never be used on food contact surfaces such as dishes cutting boards, and prep-tables.
- b. Dining Tables
- (1) During the meal – “two pan method”
 - (a) One pan – mild detergent and water solution
 - (b) Second pan – rinse solution
 - (2) After each meal
 - (a) Wash tables using the “two pan method”
 - (b) Apply an approved sanitizing solution with a sponge or cloth
- c. Refuse Containers

Show Slide 1-5-25

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (1) Empty as necessary and at the end of each day
 - (2) Thoroughly clean inside and outside as needed
 - d. Exhaust Ventilation Systems
 - (1) Grease Interceptor Hoods (GAYLORD®)- operate daily
 - (2) Grease Hoods/Filters – Clean at least weekly
 - (3) Exhaust Ventilation Ducting – clean interior of exhaust ducting IAW PMS requirement (semiannually)
 - e. Decks
 - (1) Clean decks as necessary to remove food debris and residue
 - (2) Clean up spills as they occur
 - (3) Wet cleaning method – provide warning to reduce potential of slipping
 - f. Proper Storage of Cleaning Supplies
- Show Slide 1-5-26
- Show Slide 1-5-27

LESSON PLAN

FOOD SERVICE SUPERVISORS/MANAGER CERTIFICATION

B-322-2101

Topic 15 Facility, Equipment, Cleaning and Sanitizing

Class Period: 1.5

Lab Period: 0.0

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (1) Brooms, swabs, vacuum cleaners, soaps, detergents, and disinfectants should be stored in an orderly manner
- (2) Store all cleaning compounds in original containers or with proper identification labeling
- (3) Store in a ventilated space separate food, equipment, utensils or linens to avoid potential contamination
- (4) Space should have adequate ventilation to prevent malodors and allow gear to dry

5. Summary

Show Slide 1-5-28

- a. General Warewashing Procedures
- b. Manual Warewashing Procedures
- c. Automatic Machine Warewashing Procedures
- d. Clean-in-Place Procedures
 - (1) Refrigerated Spaces
 - (2) Steam-jacketed Kettles
 - (3) Meat Slicers

LESSON PLAN

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DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(4) Soft Serve Ice Cream Freezer

e. General Facility Cleaning

(1) Dining Tables

(2) Refuse Containers

(3) Exhaust Ventilation Systems

(4) Decks

f. Cleaning Gear Lockers

6. Questions?