

DISPLAYING, SERVING & DISCARDING

FOOD DISPLAY CONTROLS

- Monitor temperature to ensure foods are kept out of Danger Zone
- Never mix old food with new food. Discarding old food before replacing with fresh food keeps any potential contaminants in the old food from getting into the new food
- Serving utensils should be replaced with clean and sanitized ones frequently
- The handles of utensils used to serve out food should never come in contact with the food. Serving utensils should be stored separate from food to prevent contamination
- All food on display must be covered and protected from contamination
- When working with food in front of customers, sneeze guards should always be used to protect food from contamination
- Refrigerate any leftovers immediately. These foods should be labeled with instructions for prompt refrigeration and use-by dates. Don't use the leftovers of a leftover

Added Protections for Catered and Delivered Food

- Catered and delivered food must be transported in covered, insulated containers to keep hot foods above 60°C (140°F) and cold foods below 4°C (40°F)
- Transportation vehicles are considered part of the food premises when delivering food. Ensure they are clean before loading food, dishes and other required supplies
- Do not prepare large amounts of food days ahead of the function. If large batches of food must be cooked and cooled ensure that the food is transferred into shallow containers to allow for quick and proper cooling
- Do not add new food to containers on display. Remove the old and replenish with a fresh supply in a clean container
- Ensure sufficient plates and utensils are available. Remove empty plates from tables to ensure patrons do not refill using a soiled plate



- If ice is used to keep foods cold, it must be made from potable water and handled in a manner to prevent contamination. Melted ice must drain away from food. Containers of food must be completely surrounded by ice. Food must never be placed directly on ice.

SERVING FOOD

Food handlers should avoid directly touching food whenever possible. 'No-touch' techniques are especially important when handling any food that isn't going to be heated or cooked after touching it. Some 'no-touch' techniques include using:

1. Utensils like tongs, spoons, and scoops to act as barriers between hands and the food
2. Napkins or waxed paper sheets to pick up ready-to-eat foods without directly touching the food with hands
3. Gloves instead of bare hands, but gloves will pick up microorganisms the same way hands do so frequent glove changing and hand washing is required
4. If patrons serve themselves, ensure sufficient long handled utensils are available. Have a dish by the food to place the utensil on when not in use to prevent handles from contacting the food and contaminating it



Other Serving Tips:

- Cover cutlery (forks, knives and spoons) and keep glasses upside down if they're not in use
- Use trays to serve
- Don't touch 'the business end' of utensils – the part of the utensil that comes into contact with the mouth or food. Example: end of spoon or fork, top of glass
- Don't put your thumb on top of a plate to hold it. Hold plates underneath with your thumb on the rim
- Never stack plates as the bottom of the plate may be contaminated, this will contaminate the top of food
- Never blow into bags to open them
- Wash hands after clearing tables and before handling dishes and food



HANDLING AND STORAGE OF SINGLE-USE DISHWARE

- As single-use utensils cannot be cleaned and sanitized between uses it is essential they remain protected from contamination until the time of use
- The part of a utensil that goes into a customer's mouth is called the 'business end'. When storing single-use dishware like cutlery and cups, the 'business end' should remain protected at all times
- Plastic forks, spoons, knives, etc. should be stored with handles either facing out or facing the same way so customers can pick up cutlery by the handle
- Single-use cups should be stored upside down so hands do not come in contact with the rim of the cup
- Single-use dishware like take-out boxes should be stored upside down to prevent airborne contaminants from falling into the box



DISCARDING

- Hazardous food held on display longer than 2 hours at room temperature must be discarded
- Any food that has been served but not eaten must be thrown out
- Single service items such as disposable plates, plastic cutlery or chopsticks must be discarded, even if they look like they haven't been used
- Single service items cannot be properly cleaned or sanitized so they can't be re-used

