



**QA - HEALTH & SAFETY  
HACCP - Food Preparation Handout**

*CODE:* 11.02.007

*EDITION:* 1

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## Outline

1. Food preparation
2. Cross-contamination
3. Thawing food
4. Minimizing time at ambient temperature
5. Dealing with risks
6. Essentials of Food Hygiene

## Food Preparation

Food preparation mistakes may be irreversible and expensive, careful preparation is the key to serving safe food. This includes time and temperature control and strict compliance with food safety procedures, including avoiding cross-contamination with bacteria and foreign material

### Minimizing Advance Preparation of Food

Preparing food in advance is the most common cause of food poisoning, so avoid unnecessary advance preparation. Storage time between preparation and consumption must be as short as possible

Food Danger Zone is between **4°C and 65°C**

### Guidelines for Food Preparation

Some foods are at higher risk during preparation than others and include foods which:

1. Possess natural contaminants (such as fresh fish)
2. Have multiple preparation steps and handling
3. Are exposed to kitchen temperatures (TDZ) for long periods
4. Have gone through a number of temperature changes
5. Are prepared in large quantities

Throughout preparation, food is unavoidably at highest risk of contamination for several reasons:

6. When preparation takes place at room temperature (Temperature danger zone (TDZ)
7. Food workers' coughs, sneezes and direct contact introduce additional risk hazards
8. Food such as salads, dairy products, raw chilled foods, sandwiches, cold meats, fresh fruits and vegetables, desserts and so on are served directly from preparation to the table; safe and sanitary handling of these is especially important because there is no opportunity to destroy harmful micro-organisms with heat

### Causes of Cross-Contamination

- Direct cross-contamination between raw food and ready-to-eat food during transit, storage or preparation
- Indirect cross-contamination via equipment, chefs cloths or food handlers



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**Guidelines on Preventing Cross Contamination**

- Raw meats, shell eggs and unwashed raw vegetables can contain harmful bacteria
- These raw foods can be made safe by cooking which kills bacteria
- In the case of salad vegetables, bacteria can be removed by peeling, trimming and thorough washing
- However, the bacteria on these foods can be spread to ready-to-eat foods either by direct contact or via chefs and objects in the kitchen

**Guidelines on Preventing Cross Contamination**

**Personnel:**

- Food handlers must maintain good personal hygiene at all times
- Chefs must avoid using a chefs cloth for wiping hands and then dishes as this leads to cross-contamination risks
- Food handlers must thoroughly wash hands after handling raw foods and before touching other foods or equipment

**Equipment:**

- Use separate refrigerators for raw and ready-to-eat food where possible
- Where this is not possible store raw food in the bottom of a shared refrigerator below ready-to-eat foods
- Raw food that is being defrosted must be stored on the bottom shelf of the refrigerator
- Store food containers off the floor to prevent them picking up dirt which could be transferred to work surfaces
- Raw food stored in freezers must be adequately wrapped to prevent leakage. Store raw food apart from ready-to-eat food in a freezer
- Food must only be washed in a designated and labeled food preparation sink. Sinks used for food and the surrounding areas that may be affected by splashing must be thoroughly cleaned and disinfected after use
- Separate areas must be provided for preparing raw foods and ready-to-eat foods, using preparation tables exclusively for each.
- Separate designated equipment must be used for raw and ready-to-eat foods. Where this is not possible, equipment must be thoroughly washed and disinfected between use

- Foods being cooked must be kept separate from raw foods
- Wash-hand basins are for hand washing only and must be accessible and provided with hot and cold water, liquid bactericidal soap and paper towels
- It is important to reduce the handling of ready-to-eat food. This can be achieved by using disposable gloves, tongs and serving spoons.
- Food must not be prepared far in advance of service
- Prepare raw high risk food and low risk food in separate areas
- Use separate clean and sanitized utensils for the preparation of raw and cooked food
- Limit the exposure of food to ambient temperatures during preparation
- Chefs must adopt high standards of personal hygiene: wash hands before handling food and between handling raw and cooked food
- Exclude all staff with food poisoning symptoms

#### **Guidelines for Avoiding Contamination in Food**

Foreign material is unacceptable in any food. Some instances are difficult to trace but most are preventable. Common examples are:

- Broken glass and crockery from breakage's
- Nuts, bolts, screws and similar that have worked loose and fallen off equipment
- Packing material
- Jewelry
- Hair from inadequate food handler head covering

#### **Thawing of Frozen Food**

- Frozen food must be thawed carefully to prevent contamination and spoilage
- Frozen food that needs thawing must be thawed under refrigeration at 5°C or less, with the product used as soon as possible.

### Guidelines for thawing food

1. Thawing under refrigeration at a temperature of 5°C is the best way to thaw frozen food
2. It minimizes loss of quality and exposure to contamination and is good for almost all frozen foods, especially poultry, fish, shellfish and large cuts of meat
3. Not to place raw food for thawing above ready-to-eat food for thawing in a refrigerator. Store raw food on the lowest shelf to prevent dripping onto other foods
4. Never refreeze food
5. Thaw joints of meat and poultry thoroughly before cooking because the liquid from thawing may contain large numbers of food-poisoning bacteria
6. Take great care when thawing to prevent the liquid contaminating work surfaces or other food
7. **Thawing under (drinkable) cold running water**  
it is not recommended thawing potentially hazardous foods under cold running water. This method does not work for large cuts of meats.
8. Use a large cleaned and sanitized sink used only for thawing
9. Use a good water flow, strong enough to wash off loose particles of skin or dirt
10. Do not let water splash on other food or food contact surfaces
11. Foods need to be protected from water damage by being tightly wrapped or placed in watertight containers
12. Remove food from the sink as soon as it is thawed.
13. The food must be prepared and cooked immediately after thawing

### Use of eggs

1. Eggs contaminated with Salmonella can cause food poisoning.
2. To avoid incidents associated with eggs the following precautions must be followed:
3. Use approved supplier of eggs
4. Eggs must be used as quickly as possible after delivery
5. Eggs must be kept in a refrigerator at 5°C after delivery

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6. For egg sandwiches, eggs must be well cooked. The sandwiches must be held in a refrigerator until the needed for service
7. Mayonnaise must not be made in-house. Hotels must use prepared mayonnaise from a reputable supplier

### **Minimizing Time at Ambient Temperature**

1. Keeping food at ambient (room) temperature for the least possible time is good catering practice.
2. Organize preparation so that food returns to temperature controlled storage as quickly as possible.
3. The danger zone is between 9°C and 63°C. The temperature between 21°C and 60°C is especially dangerous because microorganisms grow rapidly when food is warm.
4. Keep hot food hot and cold food cold
5. Use accurate thermometers and monitor the temperatures and amount of time that food is kept at various stages of preparation and service
6. Certain dishes require a thermometer to be inserted into different parts, especially the thickest part; the temperature of the equipment (for example the oven) is not the best temperature check
7. Monitoring the internal temperature of the product is always the safest way to make sure that food has been heated thoroughly
8. Cool food rapidly if it is not going to be eaten straight away
9. Never leave foods out at ambient temperature for more than 2 hours
10. Follow proper procedures for thawing, cooling, reheating, displaying and holding food

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### **Guidelines for dealing with a glass/crockery break**

When a violent or explosive breakage occurs, the following action must be taken:

1. All food preparation in the vicinity of the incident must be stopped immediately
2. The supervisor must be informed of the incident immediately
3. No food must be allowed to move forward until it has been inspected and cleared by the Executive Chef
4. Any foods affected by the breakage must be placed aside and immediately labeled "Contaminated Food Not To Be Used"
5. All glass and crockery fragments must be cleared up into a 'breakage bin'
6. All preparation surfaces involved must be wiped down with a damp cloth and sanitized

### **General**

1. Arrange equipment so that it and surrounding areas can be easily cleaned and sanitized. Do not leave spaces or cracks under, behind, or besides equipment that can harbor insects and micro-organisms
2. Keep food processing equipment out of traffic areas and maintain proper workflow
3. Keep refuse and waste handling out of production areas and do not store soiled equipment or linen in or near food production areas

### **Guidelines on the Essentials of Food Hygiene**

Throughout food preparation, hotels must monitor:

1. Employee health, personal hygiene
2. Proper time and temperature control of food
3. Cleaning and sanitizing of utensils, equipment and all food contact surfaces
4. Food handlers may wear single use gloves; however, these must not be used instead of proper hand washing

### **Guidelines on the Essentials of Food Hygiene**

Throughout food preparation, hotels must monitor:

Hands must be washed regularly and frequently paying particular attention to finger nails and especially after:

- ✓ Visiting the toilet
- ✓ Cleaning
- ✓ Handling raw meats and vegetables
- ✓ Handling packaging
- ✓ Handling waste materials and refuse containers

### **Guidelines on the Essentials of Food Hygiene**

#### **Employees entering a food room must not:**

1. Wear hanging jewelry
2. Cough or sneeze over food
3. Eat or chew gum in a food room
4. Spit in a food room, bite their nails or lick their fingers
5. Advise if they have any skin, nose, throat, stomach or bowel trouble or infected wound They must cover cuts and sores with a waterproof dressing
6. Food handlers must not taste food using their fingers

#### **Protective Clothing**

1. The Executive Chef must ensure that protective clothing is worn and stored correctly:
2. All food handlers must wear suitable, clean protective clothing that must be changed daily and more often if soiled
3. Food handlers must wear suitable head coverings to ensure hair and dandruff does not contaminate food or surfaces
4. Protective clothing must only be worn for catering duties and not in other departments
5. Staff must not take protective clothing home
6. Visitors must wear protective coats and hats when visiting food areas