

Wheeling – Ohio County Health Department

City County Building – Room 106

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FOOD SERVICE EMPLOYEE GUIDE

HANDWASHING PROCEDURE

Lather hands and exposed portions of arms. Vigorously rub together for at least 20 seconds, paying particular attention to areas underneath fingernails and between fingers. Rinse with clean water. Dry thoroughly with single service paper towel or hand drying device.

WHEN TOWASH HANDS

- Before beginning work or when changing tasks
- After using the toilet room
- When soiled or contaminated
- After touching bare human body parts (except clean hands & arms)
- Before putting on gloves
- After caring for or handling service animals or aquatic animals
- When switching between raw & ready-to-eat food
- After coughing, sneezing, using a tissue or tobacco, eating, drinking
- After handling soiled equipment or utensils
- After engaging in other activities that contaminate the hands

WHERE TO WASH HANDS

Use handwashing sinks only. Do NOT wash hands in food prep sink, utensil washing sink, service sink, or mop sink. A sink used for food preparation or utensil washing, or a service or mop sink, may not be provided with hand cleanser and hand drying supplies.

GLOVES

If used, single-use gloves shall be used for only one task, used for no other purpose, and discarded when damaged or soiled, or when interruptions occur in the operation. Handwashing is still required and necessary to prevent food contamination.

FINGERNAILS

Keep fingernails trimmed, filed, and maintained so edges and surfaces are cleanable and not rough. No fingernail polish or artificial fingernails when working with exposed food, unless wearing intact gloves in good repair.

JEWELRY

No jewelry on hands or arms except plain ring such as wedding band.

EATING, DRINKING, USING TOBACCO

Only in designated areas. Exception: Closed beverage container, with lid and straw, allowed if handled to prevent contamination of employee's hands; the container; and exposed food, equipment, utensils, linens, and single service articles.

HAIR RESTRAINTS

Food employees shall wear effective hair restraints (hats, hair coverings or nets, beard restraints, clothing that covers body hair, etc.). Exception: Does not apply to counter staff who only serve beverages and wrapped foods, or to hostesses and wait staff if they present a minimal risk of contaminating exposed food, equipment, utensils, linens, and single service articles.

STORAGE OF IN-USE UTENSILS

During pauses in food preparation or dispensing, utensils shall be stored:

1. In the food with the handles above the top of the food and the container;
2. In non-potentially hazardous food, with handles above top of food within containers that can be closed, such as bins of sugar, flour, cinnamon, etc.;
3. On clean portion of prep table or cooking equipment only if the utensil and the table or equipment are cleaned and sanitized as required;
4. In running water for moist food such as ice cream or mashed potatoes;
5. In a clean, protected location for non-potentially hazardous food, such as ice scoops; or
6. In a container of hot water at 135°F or above; container must be cleaned regularly, at least every 24 hours.

WIPING CLOTHS

- Cloths used for wiping food spills shall be used for no other purpose.
- Cloths used for wiping food spills shall be:
 - Dry and used on tableware and carry-out containers; or
 - Wet and cleaned, stored in a chemical sanitizer, and used on food and nonfood-contact equipment surfaces.
- Keep separate dry or wet cloths used with raw animal foods; separate sanitizing solution required.
- Dry cloths and wet cloths used with fresh sanitizing solution shall be free of food debris and visible soil.