

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **USING SUITABLE UTENSILS WHEN HANDLING
READY-TO-EAT FOODS**

PURPOSE: To prevent foodborne illness due to hand-to-food cross-contamination.

SCOPE: This procedure applies to foodservice employees who prepare, handle, or serve food.

KEY WORDS: Ready-to-Eat Food, Cross-Contamination

INSTRUCTIONS

Train food service employees on using the following procedures:

1. Use proper hand washing procedures ([refer to Food and Nutrition Procedure H-2](#)) to wash hands and exposed arms prior to preparing/handling food or at anytime when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. When working with ready-to-eat foods, use suitable utensils such as:
 - Disposable gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons and spatulas (All unpackaged food must be served with proper utensils and not with hands)
4. Wash hands:
 - before starting to work
 - before handling food
 - when changing tasks
 - when moving from one food preparation area to another



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- before putting on or changing gloves
- after returning from the restroom
- after sneezing, coughing or using a tissue
- after touching hair, face or body
- after eating, drinking, chewing gum or using the cellphone during your break
- after handling raw meats, poultry or fish
- after any clean up activity such as sweeping, mopping or wiping counters
- after contact with chemicals
- after picking up things off the floor
- after touching dirty dishes, equipment or utensils
- after contact with milk crates
- after handling trash
- after any time the hands may have become contaminated
- anytime a glove is torn, damaged or soiled
- After reentering the kitchen area from other parts of the school

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MONITORING

The food service manager/satellite assistant will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

CORRECTIVE ACTION

1. Retrain any food service employee found not following the procedures.
2. Discard ready-to-eat food touched with bare hands.

VERIFICATION AND RECORD KEEPING

The food service manager/satellite assistant will verify that foodservice employees are following this procedure by visually observing employees during all hours of operation. The food service supervisor will review the [HACCP Food Safety Checklist](#) to verify that monitoring is being conducted. The [HACCP Food Safety Checklist](#) is to be kept on file for a minimum of five (5) years.

For Action By: Principals, Food Service Managers, Satellite Assistants and All Food Service Employees

Refer Questions to: Department of Food and Nutrition

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