

PROBATION DEPARTMENT DIRECTIVE

No.: 1420

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Post Until: 01/18/19

SUBJECT: SAFE FOOD HANDLING GUIDELINES FOR WORKPLACE GROUP EVENTS

This policy supersedes Directive 1338 "Workplace Food Safety," issued August 21, 2013.

PURPOSE

The purpose of this policy is to clarify safe food handling guidelines for workplace group events such as potlucks and social gatherings. These guidelines serve to corroborate the importance of food safety during preparation, transportation, storage and serving periods for workplace group events. Handling food properly is essential to ensure appropriate food temperatures are maintained, and to avoid potential hazardous food conditions such as cross contamination. All employees share in the responsibility for the safety and security of the work location.

GUIDELINES

Employees must keep food safe during preparation, transportation and storage for workplace group events and adhere to the following baseline safe food handling guidelines:

- Food brought into Department locations for workplace group events may be from one or more of the following:
 - Catered Food
 - Personal Food
 - Prepackaged Food
- Employees must:
 - Wash hands with soap and warm water for at least 20 seconds before handling food, after handling food, and after using the bathroom.
 - Wear gloves when handling food and near food surfaces. Remove and replace gloves with a clean pair when transitioning or returning to serve food, and when gloves become soiled or contaminated.
 - Clean utensils, appliances and surfaces with hot soapy water before and after use.
- Cook and store food at the right temperature:
 - Use a food thermometer to ensure food is cooked to a safe internal temperature:
 - 145°F for whole cuts of beef, pork, veal, and lamb (then allow the meat to rest for three minutes before carving or eating).
 - 160°F for ground meats, such as beef and pork.

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- 165°F for all casseroles and poultry, including ground chicken and turkey.
 - Refrigerate perishable food within two hours. (If outdoor temperature is above 90°F, refrigerate within one hour).
 - Thaw frozen food safely in the refrigerator, in cold water, or in the microwave. Never thaw food on the counter.
 - When using a microwave, follow recommended cooking and standing times, to allow for additional cooking after microwaving stops. This allows food to cook more completely.
 - Use food thermometers frequently to make sure food is at a safe temperature, and continues to be at that temperature until the food is disposed or returned to appropriate longer-term safe storage.
- Keep hot food HOT:
- Hot food should be held at 140°F or warmer.
 - Use chafing dishes, slow cookers and warming trays to keep food hot.
 - Serve hot food in smaller containers or small plates instead of large platters.
 - Reheat hot food to 165°F. Never re-heat foods more than once.
 - When reheating food, use food thermometers to ensure it remains at a safe temperature.
- Keep cold food COLD:
- Cold food should be held at 40°F or colder.
 - Keep food cold by nesting dishes in bowls of ice or serving in small batches and replenishing from the refrigerator as needed.
 - Use food thermometers to ensure it remains at a safe temperature.
- **Remember:** Employees must discard food left out at room temperature for more than two hours (one hour if the temperature is above 90°F)

Group events such as potlucks and social gatherings incorporate the philosophy of health and wellness in the workplace. Keeping these events enjoyable and safe for everyone is the responsibility of all Probation employees. No employee shall commit any act which may result in contamination or adulteration of any food, food contact surface, food packing material, utensils or equipment.

DEFINITIONS:

Cater - Food that has been purchased from a retail food facility.

Perishable Foods – Food that require refrigeration (may also be labeled “keep refrigerated”). Examples include, but are not limited to food containing meat, poultry, fish, shellfish, eggs or milk products.

Personal Foods – Food that has been prepared, cooked, stored, and transported to the work location event by an employee(s); to be served.

Potentially Hazardous Foods – Food that requires time or temperature control to limit pathogenic (disease causing) micro- organism growth or toxin formation.

Prepackaged Food – Properly labeled processed food that has been prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer; a food facility, or other approved source.

AUTHORITY

- County of Los Angeles Employee Handbook
- Probation Department Policy Manual Section 2200 - Health, Safety and Security
- United States Department of Agriculture, Food Safety and Inspection Service (USDA-FSIS)
- Centers For Disease Control and Prevention (CDCP)
- Civil Service Rule 18.031

All questions and inquiries regarding this policy should be directed to the Human Resources Division at (562) 940-2554.



Terri L. McDonald, Chief Probation Officer