

# Food Manager's Certification



The City of Englewood's Health Code 13-12(a) states, "Every retail food establishment within the City of Englewood shall have at least one (1) Certified Food Service Manager on its premises at all times during operation."

This requires that every food establishment must have a Certified Food Manager available during business hours. If there are shift changes at your establishment, a Certified Food Manager must be available during each shift. The certified retail food establishment manager shall be the contact person responsible for communications with representatives from the Health Department.

According to Chapter 24 guidelines and the Englewood Health Code, any establishment without a current Certified Food Manager will be adequate cause to place your establishment automatically on a Conditionally Satisfactory Rating. You can also be issued a summons for operating without a current Certified Food Manager.

It is the establishment's responsibility to ensure their Food Manager's certifications are current and up to date. Please check for the expiration dates on the certificates because Englewood health inspectors will be checking for your current certifications. This Ordinance is not new to the Health Code; it has been in place for numerous years to mandate establishments understand and follow the State Sanitary Code of New Jersey, which has recently changed, and keep its patrons safe.

In order to receive a "Food Protection Manager Certificate", the Person Charge or PIC must pass a food safety certification exam. The FMC can be obtained by contacting:

- ServSafe ([.servsafe.com](http://.servsafe.com)) and "locate a class"
- New Jersey Restaurant Association ([.njra.org](http://.njra.org)) and "calendar & seminars or 800-848-6368"
- Paster Training Inc (610-970-1776 x116 for a list of locations"



NOTE: The "Food Program Manager Certification is independent of the typical "food handler" training program.

# NOTICE

**EMPLOYEES  
MUST WASH  
HANDS BEFORE  
RETURNING  
TO WORK**



Hand washing is the best method of preventing illness. Hands are the number one cause of food-borne illness in retail food establishments. Whether it is cross contamination between tasks or improper handling of foods with bare hands, the hands are the biggest mode of transmission of illness.

According to the Chapter 24 code, all establishments must have a hand wash sink conveniently available in the food prep area. These hand sinks must always be functional with available hot water, soap, and paper towels. No common towels, bar soaps or other communal items are allowed. A sign must also be posted to remind workers to wash hands when returning to work.

Before starting to wash your hands, make sure the paper towels are prepared at the towel dispenser so they are easy to grab after you wash your hands. Use water as hot as you can tolerate and run your hands under the water. Pump the soap into your hands and scrub your hands together, focusing between fingers, on the nail beds, the thumbs; those are the areas of the hands that are often missed during hand washing. Rub hands together to produce a good lather, and scrub for **no less than 20 seconds** (hint: you can also sing through “Happy Birthday” two times). Rinse well with hot running water.

Grab a couple of paper towels, dry your hands, and then turn off the faucet using the used paper towel.



Hand washing should be performed any time a food worker re-enters the kitchen. Even if a worker uses the restroom and washes his/her hands there, they are required to wash their hands in the prep area upon returning.

Hand washing also needs to be done between tasks. This means that if a worker is going from prepping vegetables to cutting steak, they must wash their hands.

Hands must also be washed with **EVERY** glove change. Gloves must be used when handling ready-to-eat foods, like sandwiches or salads. Gloves must be changed when changing tasks; for instance, from taking money to prepping deli sandwiches. Gloves are necessary to protect food from viruses that remain on your hands after washing.

*In closing: Use hot water to wash hands, lather for 20 seconds, use paper towels, wash when returning to work, or changing tasks and/or changing gloves. Change gloves between tasks and use when working with ready to eat foods. Follow these simple guidelines and you could prevent food-borne illness in your establishment!*



# Wash, Rinse, and Sanitize

Often, employees in a food establishment utilize the three compartment sink improperly. It's important to realize that each compartment should have its own designation.

- **First Compartment:** This is where the washing of kitchen cookware and utensils takes place. Care must be taken to remove all organic matter and residue as this may interfere with the sanitizing process later.
- **Second Compartment:** Is used for RINSING. Only clean water should be used in this section. Be sure to eliminate all traces of detergent.
- **Third Compartment:** STRICTLY FOR SANITIZING. This can be achieved in two ways:
  - Immersion of the cleaned equipment for 30 seconds in a hot water bath (at least 170°F)
  - OR -
  - Immersion in a solution of water and an approved sanitizing agent for one minute. The following sanitizing agents may be used:

	<b>Chlorine (Bleach)</b>	<b>Iodine</b>	<b>Quaternary Ammonia</b>
<b>Minimum Concentration</b>	50 parts per million (ppm)	12.5 ppm	200 ppm
<b>Temperature of Water</b>	75°F	75°F	75°F
<b>Length of Immersion Time</b>	1 minute	1 minute	1 minute (some products may take longer)
<b>Response to Organic Matter &amp; Residue</b>	Quickly inactivated	Less effective	Not easily affected

**NOTE: Please be aware that when using a sanitizing agent, you are responsible for having the corresponding test strips for measuring and maintaining proper sanitization.**

# Sanitizing Buckets & Wiping Cloths



A wiping cloth in the food prep area can serve one of two functions. It can kill disease causing bacteria on your food contact surfaces and equipment or it can spread these germs throughout your kitchen. Whether they do one or the other depends on how YOU handle them. Follow these simple rules to assure a safe food environment.

## The Do's

**STORE** wiping cloths in fresh solutions of sanitizer located near the food prep and service areas

**CHECK** the concentration of the sanitizer regularly to make sure that it maintains the manufacturer's recommended strength (200ppm for bleach)

**USE** fresh laundered cloths every day and a fresh cloth as often as necessary.

**USE** wiping cloths frequently on your equipment and counters to keep contamination under control.

## The Don'ts

**NEVER** use wiping cloths for large cleaning tasks, such as wiping up spills on the floor. Keep wiping cloths separate from other cleaning rags

**DON'T** add detergent to bleach for better cleaning ability. The soap may tie up the sanitizer, making it ineffective. Better to clean first, then sanitize.

**DON'T forget to use them OFTEN!**





## Keep the Holidays Happy Put Food Safety First!

The season for fond memories, gift giving, hosting parties and family gatherings with good food is just around the corner. How time flies! As you prepare your festive holiday spreads remember to keep food fresh and safe to eat. If food containing harmful bacteria is consumed, it could cause food borne illness. So, when planning a big feast, follow this safety checklist.

### Temperature

- Remember to keep cold foods cold – 41°F and below and to keep hot foods hot – 135°F and above

### Combat Cross-Contamination

- Store poultry, raw meat, and seafood on a plate or tray (in that order from bottom to top) or on the lowest possible refrigerator shelf so raw juices don't drip onto other foods.
- Use one cutting board and one set of utensils for raw meat products and another one for salads and other ready to eat foods, or thoroughly wash and sanitize the cutting board and utensils in between each use.
- Never place cooked food on a plate that previously held raw meat, poultry, or seafood unless the plate has been washed and sanitized.

### Clean Up

- Thoroughly wash your hands with soap and water for 20 seconds before and after handling raw products
- Use plastic or other non-porous cutting boards. Cutting boards should be run through the dishwasher or washed, rinsed, and sanitized after each use.
- Don't spread bacteria with dirty sponges, dishcloths, or towels. Bacteria often thrive in the moist areas of these items where bits of food may also exist. Use paper towels, soap, and hot water to clean food preparation surfaces.



## Reminders

- Every establishment in Englewood MUST have a Certified Food Manager on site and at all times. State rule becomes effective JANUARY 2, 2010.
- Hand washing should be conducted in a timely manner. Staff must wash hands whenever entering the kitchen, between glove changes, and whenever switching from one task to another.
- Remember to properly Wash, Rinse, and Sanitize all equipment
- Keep wiping cloths in sanitizing buckets when not in use and check the concentration throughout the day
- Put food safety first this holiday season.

**Sources:** New Jersey Department of Health and Senior Service – Chspter 24 of the New Jersey State Sanitary Code; [.CDC.GOV.FOODSAFETY/ORG](http://CDC.GOV.FOODSAFETY/ORG) (Holiday Tips); [.google.com](http://google.com) (images)

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