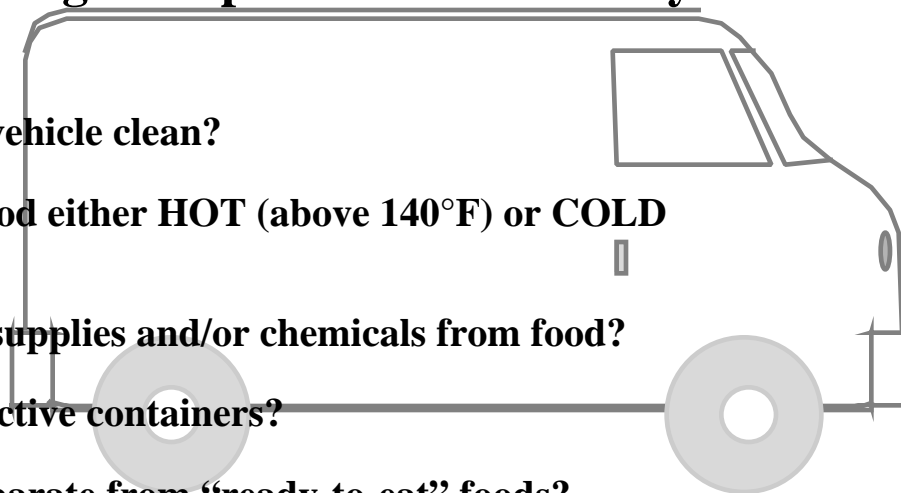


TRANSPORTATION & DISTRIBUTION

S.T.R.E.T.C.H. CFS-656
FOOD SAFETY NO.1

While food is being transported to and from your facility, do you:

- **Keep the delivery vehicle clean?**
- **Keep perishable food either HOT (above 140°F) or COLD (below 40°F)?**
- **Separate cleaning supplies and/or chemicals from food?**
- **Store food in protective containers?**
- **Keep raw foods separate from “ready-to-eat” foods?**

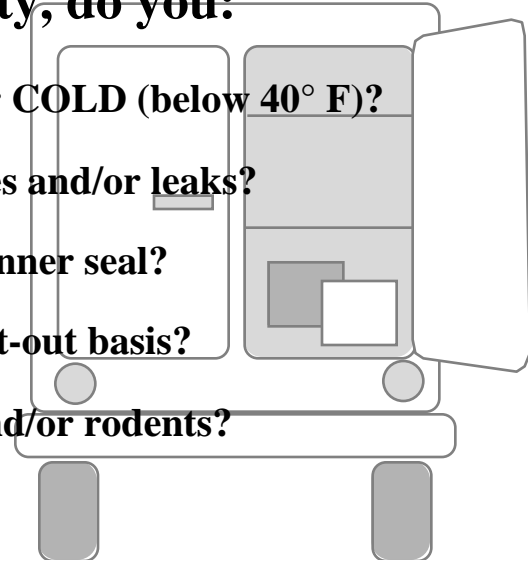


RECEIVING

S.T.R.E.T.C.H. CFS-656
FOOD SAFETY NO.2

When food arrives at your facility, do you:

- **Make sure food is HOT (above 140° F) or COLD (below 40° F)?**
- **Reject cans that have serious dents, bulges and/or leaks?**
- **Accept only packages with an unbroken inner seal?**
- **Date items to ensure use on a first-in, first-out basis?**
- **Make sure there are no signs of insects and/or rodents?**



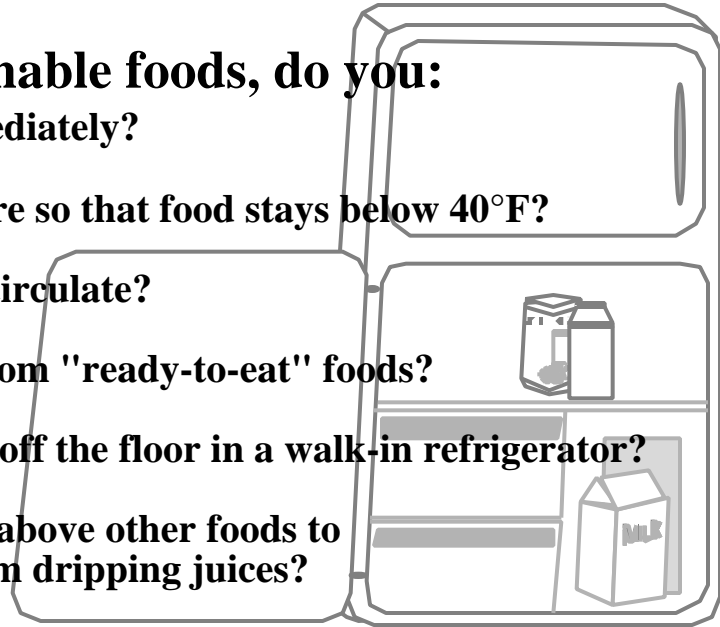
STORAGE

REFRIGERATOR

S.T.R.E.T.C.H. CFS-656
FOOD SAFETY NO.3

When handling perishable foods, do you:

- **Store perishable food immediately?**
- **Set refrigerator temperature so that food stays below 40°F?**
- **Space food so that air can circulate?**
- **Keep raw foods separate from "ready-to-eat" foods?**
- **Store food at least 6 inches off the floor in a walk-in refrigerator?**
- **Store "ready-to-eat" foods above other foods to prevent contamination from dripping juices?**
- **Rotate food to use the oldest first?**

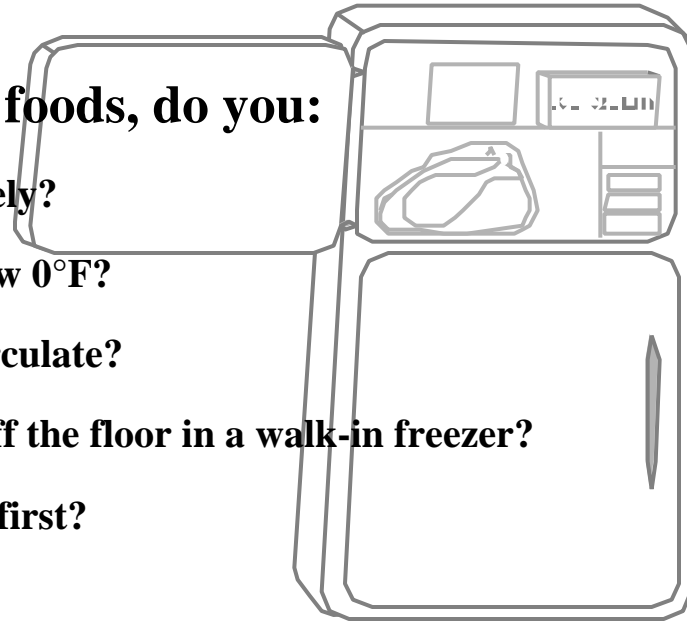


STORAGE FREEZER

S.T.R.E.T.C.H. CFS-656
FOOD SAFETY NO.4

When handling frozen foods, do you:

- **Store frozen foods immediately?**
- **Set freezer temperature below 0°F?**
- **Space food so that air can circulate?**
- **Store food at least 6 inches off the floor in a walk-in freezer?**
- **Rotate food to use the oldest first?**



STORAGE SHELF STABLE

S.T.R.E.T.C.H. CFS-656
FOOD SAFETY NO.5

When storing shelf stable foods, do you:

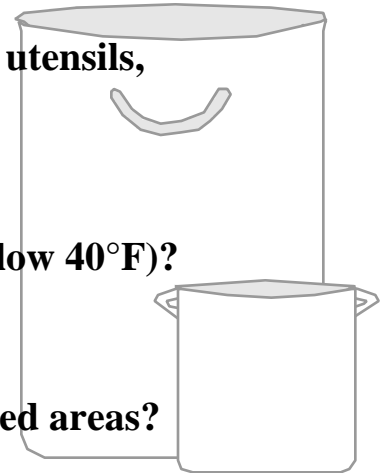
- **Store food at least 6 inches off the floor?**
- **Store bulk foods in food-grade plastic and/or air tight containers?**
- **Store food products away from chemical or other non-food items?**
- **Rotate food to use the oldest first?**
- **Monitor for signs of insects and/or rodents?**
- **Keep the storage area clean?**



FOOD REPACKAGING

When you repackage food, do you and/or your workers:

- Wash hands frequently and properly?
- Wear clean aprons and hair restraints?
- Frequently clean and sanitize preparation surfaces, utensils, pots and pans?
- Keep raw food separate from “ready-to-eat” food?
- Keep perishables **HOT** (above 140°F) or **COLD** (below 40°F)?
- Use food-grade packages?
- Eat, drink, smoke, or chew tobacco only in designated areas?
- **Assign workers with contagious illnesses to non-food handling tasks?**

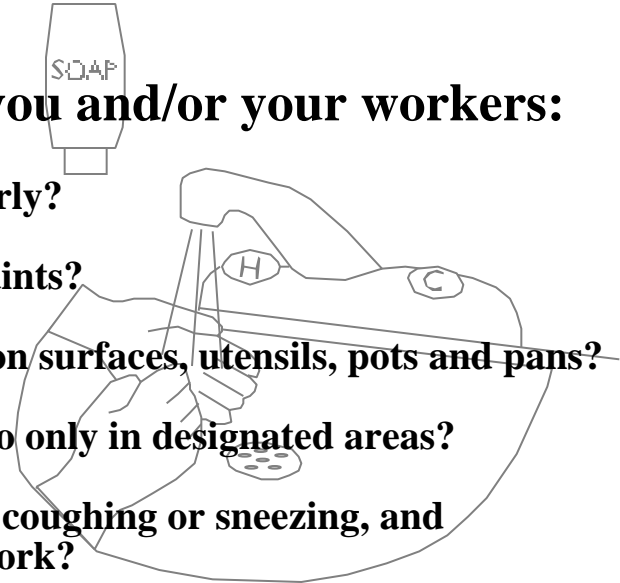


FOOD PREPARATION PERSONAL HABITS

S.T.R.E.T.C.H. CFS-656
FOOD SAFETY NO.7

When preparing food, do you and/or your workers:

- Wash hands frequently and properly?
- Wear clean aprons and hair restraints?
- Clean and sanitize food preparation surfaces, utensils, pots and pans?
- Eat, drink, smoke, or chew tobacco only in designated areas?
- Cover your nose and mouth when coughing or sneezing, and wash hands before returning to work?
- Assign workers with contagious illnesses to non-food handling tasks?

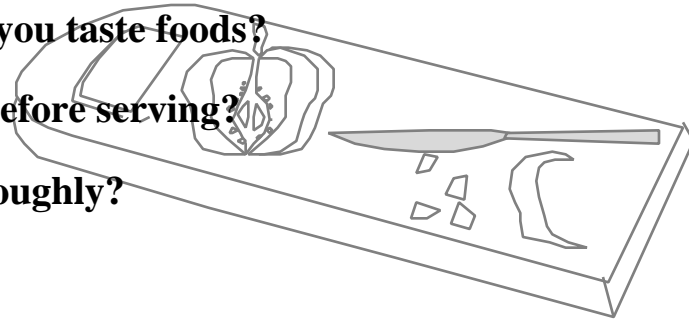


FOOD PREPARATION

S.T.R.E.T.C.H. CFS-656
FOOD SAFETY NO.8

When preparing food, do you and/or your workers:

- **Keep raw foods separate from “ready-to-eat” foods?**
- **Use different cutting boards for raw meat, and cooked meat and vegetables?**
- **Use a clean spoon each time you taste foods?**
- **Wash fruits and vegetables before serving?**
- **Cook meat and poultry thoroughly?**



THAWING FOOD

When thawing foods, do you and/or your workers:

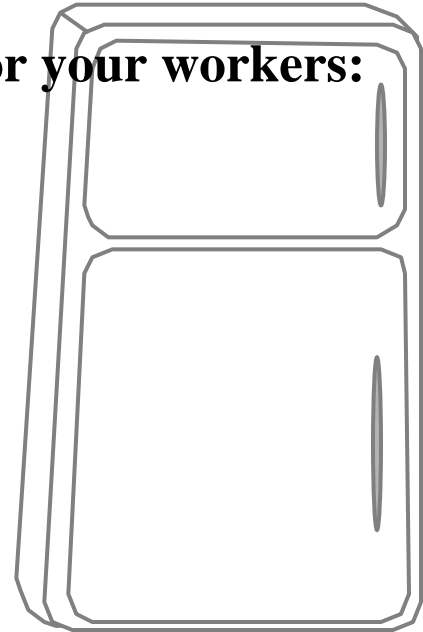
- **Thaw foods in the refrigerator**

OR

- **In watertight plastic bags under cold water, changing the water every 20 minutes**

OR

- **In the microwave and cook immediately?**

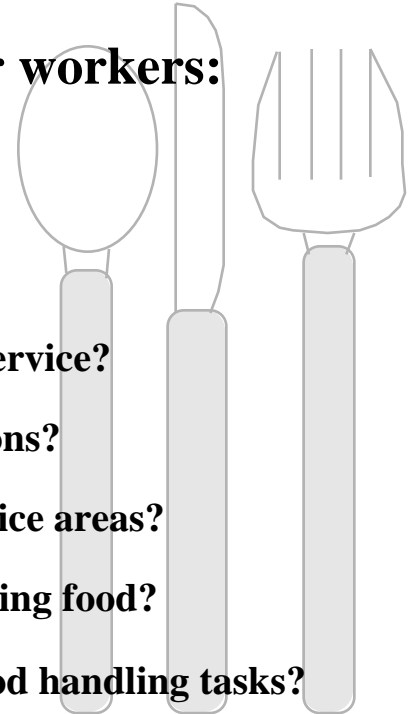


SERVING FOOD

S.T.R.E.T.C.H. CFS-656
FOOD SAFETY NO.10

When serving food, do you and/or your workers:

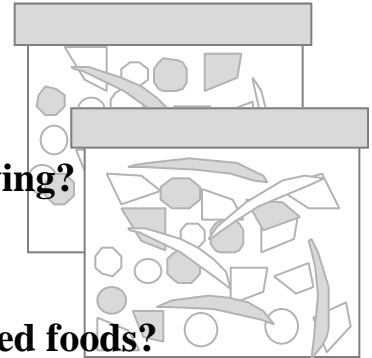
- **Wash hands frequently and properly?**
- **Wear clean aprons and hair restraints?**
- **Use a thermometer to ensure HOT food remains above 140°F and COLD food below 40°F during service?**
- **Cover serving dishes to protect food between patrons?**
- **Wash and sanitize dishes, tableware, and food service areas?**
- **Use suitable utensils or disposable gloves for handling food?**
- **Assign workers with contagious illnesses to non-food handling tasks?**



LEFTOVERS

When handling leftovers, do you and/or your workers:

- **Discard perishable foods that have been at room temperature for 2 hours or more?**
- **Divide leftover foods into small containers or quick-chill in an ice bath before refrigerating?**
- **Refrigerate leftover foods immediately?**
- **Reheat leftover food to at least 165° F before reserving?**
- **Discard leftovers that have been reheated once?**
- **Keep reheated leftovers separate from freshly cooked foods?**
- **Thaw frozen leftovers in the refrigerator or heat without thawing?**



MEAL PROGRAMS

GROUP HOMES

S.T.R.E.T.C.H. CFS-656
NUTRITION NO.12

When planning meals for your guests, do you:

- **Include food from all groups within the Food Guide Pyramid?**
- **Select foods moderate in fat, sugar, and salt?**
- **Provide menu variety?**
- **Provide for special needs (i.e. vegetarian, pregnant women, young children, elderly, diabetic, etc.)?**

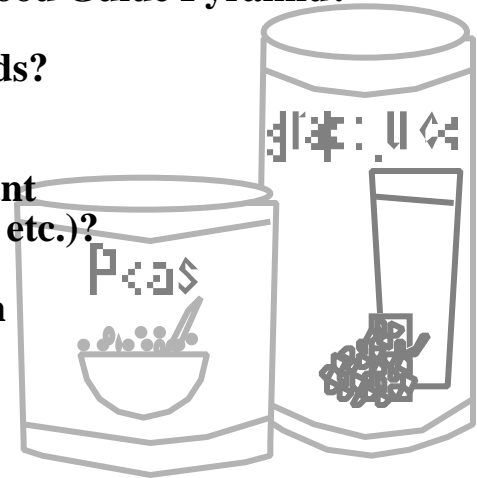


FOOD PANTRIES

S.T.R.E.T.C.H. CFS-656
NUTRITION NO.13

When preparing food bags for your guests, do you:

- Include food from all groups within the Food Guide Pyramid?
- Provide recipes/instructions for using foods?
- Modify food bag contents to reflect client needs/preferences (i.e. vegetarian, pregnant women, young children, elderly, diabetic, etc.)?
- Limit the amount of foods that are high in fat, sugar, or salt?

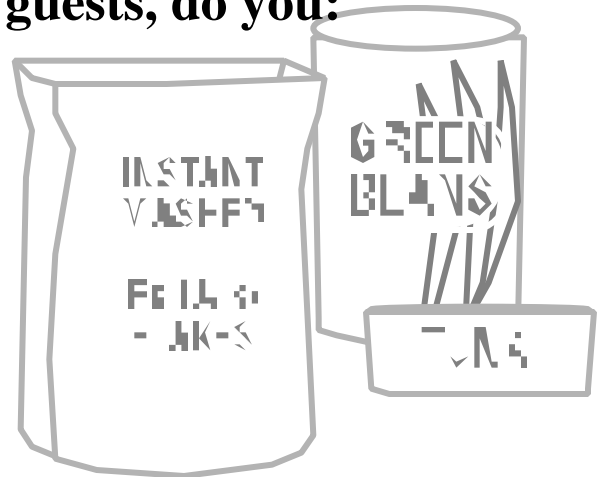


MEAL PROGRAMS SOUP KITCHENS

S.T.R.E.T.C.H. CFS-656
NUTRITION NO.14

When planning meals for your guests, do you:

- **Limit the use of fat, sugar, and salt?**
- **Provide menu variety?**
- **Include food from all groups within the Food Guide Pyramid?**



FOOD BANKS

S.T.R.E.T.C.H. CFS-656
NUTRITION NO.15

When working with your member agencies, do you:

- **Provide food from all groups within the Food Guide Pyramid?**
- **Help agencies select/identify foods from all groups within the Food Guide Pyramid?**
- **Encourage agencies to try new foods?**
- **Supply agencies with information on using new foods?**

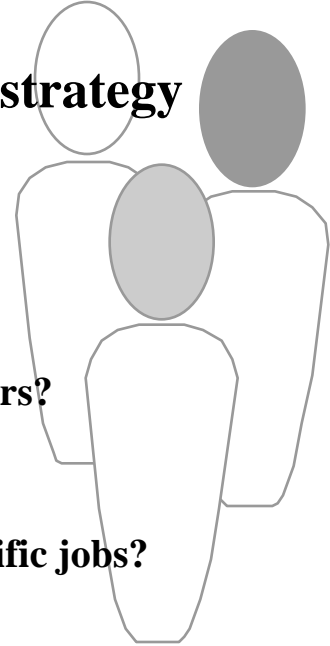


RECRUITING VOLUNTEERS

S.T.R.E.T.C.H. CFS-656
VOLUNTEER MANAGEMENT NO.16

When you consider your organization's strategy for recruiting volunteers, do you:

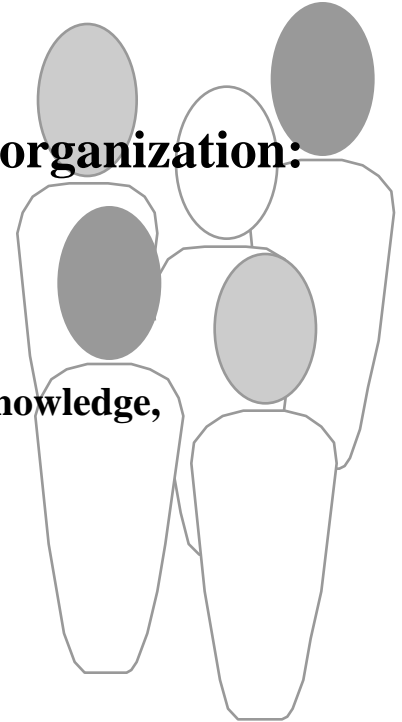
- **Identify jobs volunteers can do?**
- **Write a job description for each job?**
- **Use a variety of methods to reach potential volunteers?**
- **Tap into a variety of volunteer pools?**
- **Find volunteers with competence and skills for specific jobs?**



RETAINING VOLUNTEERS

In working with volunteers, does your organization:

- **Match volunteer skills with appropriate jobs?**
- **Provide training for each job?**
- **Provide opportunities for volunteers to increase knowledge, skills, and job opportunities?**
- **Give volunteers feedback about job performance?**
- **Provide appropriate supervision for volunteers?**



RECOGNIZING VOLUNTEERS

S.T.R.E.T.C.H. CFS-656
VOLUNTEER MANAGEMENT NO.18

Does your organization:

- **Let volunteers know they are appreciated?**
- **Incorporate staff and volunteer recognition as part of your program philosophy?**
- **Provide immediate and continuous recognition for volunteers?**
- **Make sure that the recognition matches the job?**

