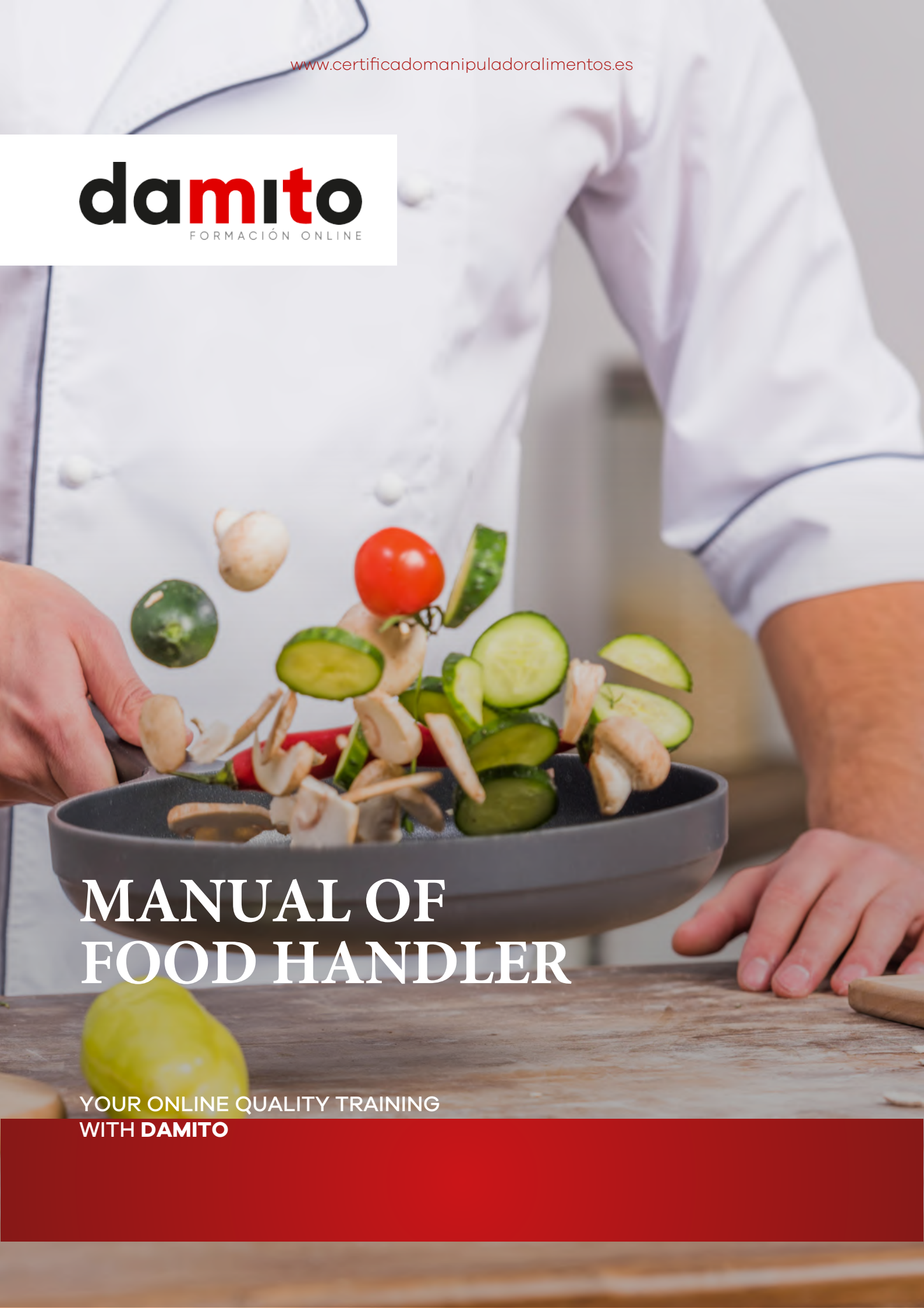
www.certificadomanipuladoralimentos.es

damito
FORMACIÓN ONLINE



MANUAL OF FOOD HANDLER

YOUR ONLINE QUALITY TRAINING
WITH **DAMITO**

damito

CONTENTS

01 INTRODUCTION

A handler is that person who is professionally dedicated to being in contact with food during its transport, storage, preparation, packaging, distribution and sale.
The work of a food handler is extremely important, as it is the first line of defense against infections and poisoning that can be caused by food.
For all this, the training of a food handler is essential.
It is important that the food handler is familiar with the types of infections that contaminated food can cause, how to prevent food from becoming contaminated before it reaches the consumer, and how to distinguish which food is contaminated and which is not.

This manual has been created to provide correct training in all the aspects indicated in the previous paragraph and to be able to obtain the training certificate, however, we want to remember that the training of a handler never ends and it is the companies in the food sector. -tario those responsible for continuing to train and control the level of knowledge of their handlers, that is why it is advisable to renew the training certificate every 4 years.

Finally we want to remember that it is useless to know the various techniques to follow when handling food, if they are not followed later. Therefore, **we ask that the manual be read seriously and its advice put into practice.**

02 BACTERIAL INFECTIONS

Eating contaminated food can cause problems in the body that can lead to death.

Food can be contaminated throughout the process in which the handler is involved. Contamination can be:

A - Contamination by bacteria, viruses, etc.
B - Pollution by toxic waste, pesticides, solvents,...

Escherichia Coli

The most common organisms in handler work are bacteria and yeasts (fungi).

The most dangerous and frequent can be seen in the following table. You have to be especially careful with them and follow the prevention rules indicated.

	Salmonella	Escherichia Coli	Clostridium Botulinum	Estafilo oco
What does it produce ?	High fever, abdominal pain, headache, and diarrhea.	Abdominal pain, bloody diarrhea, lack of fever, seizures...	Botulism is a serious disease whose symptoms are: diarrhea, nausea, vomiting, paralysis,... DEATH.	Diarrhea, vomiting, skin rashes…
More sensitive foods	Eggs, poultry, mayonnaise, clams, raw foods.	Minced meat, milk.	Homemade preserves (jams, mayonnaise,…).	Food at room temperature or near people.
How to remove it ?	Properly cooking food.	It is removed by heat.	Once food is contaminated, it cannot be disposed of. All preserves with an unusual odor, color or flavor must be rejected.	Heating the food above the 70ºC
Prevention	Keep raw food in the fridge and wash your hands very well before handling it.	Maintaining adequate personal hygiene and cooking food.	Keeping the preserves refrigerated, in a dark and dry place.	Preventing people from talking, smoking, coughing, sneezing,... near food.

The most dangerous foods

The following foods are the most easily contaminated, so extreme caution must be exercised when handling and storing them.

 **- Mince**

 **- Poultry meats.**

 **- Milk**

 **- Eggs**

 **- Cakes**

 **- Salads**

Forms of pollution

The most common forms of food contamination are the following:

 **- Contact with other contaminated food.**

 **-Contact with saliva when speaking, coughing or sneezing.**

- Through the dust

- Raw foods that are always contaminated.
- By hands when touching animals or other contaminated things.

03 FACTORS INFLUENCING BACTERIAL CONTAMINATION

Bacterial growth is greatly influenced by some factors, so if we control them, we can avoid infections and poisoning.

The most important factors are:

A- Temperature

The temperature that most favors the growth of germs is around 37 ºC.
Below 4ºC, bacterial growth is reduced, stopping below 0ºC.
Above 50ºC bacterial multiplication also begins to stop and cooking above 100ºC most bacteria and viruses are destroyed

B- Time

The longer a food spends in optimal conditions for bacterial growth, the more dangerous its consumption will be.

C- Humidity

The presence of water favors the growth of bacteria and other organisms, so a good way to preserve food is to dehydrate it (eliminate almost all the water), cure it, season it, etc. All of these methods reduce the amount of water in food, which helps preserve it.

D- Acidity

Increasing the acidity of a food reduces bacterial growth. Normally the acidity is increased by adding weak acids such as lemon, vinegar, etc...

04 PREVENTION: REGULATIONS AND PROCEDURE FOR CLEANING AND DISINFECTION OF COVID-19

The easiest way to prevent an infection of bacterial origin is by following a series of simple rules, which very effectively reduce the risk of food contamination.

WHAT IS TO BE DONE:

- keep raw food and cooked food separate.
- Prevent saliva from reaching food (when speaking, coughing,...)
- Avoid contact with animals when handling food
- Keep food separate from cleaning and disinfection products.
- keep food out of the trash.

WHAT SHOULD NOT BE DONE:

- Utensils that have been used in raw food should not be used in the preparation of food, without washing them beforehand.

Regardless of the PRL measures that have been implemented, as well as the measures related to food handling based on current regulations, given the risk of contagion from COVID19, it is recommended to separate the areas of the different workers by means of markings on the floor. or other similar measures.

Before starting each service you must:

- Perform a general disinfection of work surfaces.
- Put disinfectant soap dispensers next to the sink.
- To dry, paper will be used, which will be disposed of in a non-manually operated rubbish bin with a lid.

At the end of the day, an exhaustive cleaning of work tools and equipment must be carried out with the products recommended or authorized by the Ministry of Health.

The **electronic devices** available for the control of staff hours in the establishment, if this requires contact with the hands (fingerprint reader, code insertion), implement a method that avoids the use of the same surface by different employees. In the event that disinfection is chosen after each use, the availability of a disinfectant solution must be ensured.

The **uniforms** must be washed after the working day at a temperature between 60 and 90º. In the case of table linen, it is recommended that they be disposable.

Cleaning staff must use the appropriate personal protective equipment depending on the level of risk and the result of the occupational risk assessment. At a minimum, staff must wear a mask and gloves.

The **terrace** areas must be organized maintaining the safety distance, more than 1.5 meters between the backs of the chairs and the capacity that the legislation is allowing at all times. A maximum density of 4 clients per 10 square meters is advisable. Tables and chairs will be cleaned with the appropriate products each time the customer table changes, inviting customers to wait without sitting down until it is perfectly disinfected by a member of the staff.

Self-service products (napkin rings, toothpick holders, cruets, oil cans, etc.) must be eliminated, prioritizing single-dose disposables or their service in other formats by the waiters at the customer's request.

Commonly used cards should be avoided to avoid the risk of contagion by this means, being able to use other systems such as blackboard, single-use cards, QR, digitized cards... if this is not possible, the cards must be laminated to be able to be disinfected after each use. In the event that the client uses a common digital device (tablets for example), this must be disinfected to place the order. Disinfectant dispensers should be available in these areas.

In reference to **payment systems**, payment by credit card or other electronic means should be encouraged, preferably with contactless technology (it is only necessary to bring the device closer to the payment terminal such as cards, mobiles...) avoiding, as far as possible possible, the use of cash. If there is an opportunity to pay in cash, it is advisable to be a single worker and use a support medium such as trays, glasses or containers, avoiding possible contamination.

If the restaurant or cafeteria has a take-away service, the establishment must have a space enabled and marked for the collection of orders (eg table, counter, open window, etc.) where the exchange and payment will be made, if applicable. . The safety distance must be guaranteed, it is recommended that this operation be carried out by means of visible marks on the floor or similar or with the provision of protective screens, methacrylate or similar and that the time that the customer remains in the establishment to pick up their order be the bare minimum. Organize the wait avoiding crowds and crossings of customers. It is recommended that the safety distance be marked on the ground or in a similar way, and that there are panels / signage explaining the collection procedure.

In **home delivery** we will take into account the following considerations:

The establishment must have a space enabled for the delivery of the order to the delivery person (bar, table, etc.). Delivery staff will not be able to access the kitchen area under any circumstances.

The establishment must have a space enabled for the delivery of the order to the delivery person (bar, table, etc.). Delivery staff will not be able to access the kitchen area under any circumstances.

For the **delivery service**, the food will be deposited in closed bags, preferably sealed. The bag used for delivery will be cleaned and disinfected inside and outside after each delivery.
The **personnel in charge** of the distribution of orders must:

- Use the individual protection equipment determined after the risk assessment and in the contingency plan. If this service is provided through digital platforms, the restaurant will supervise that the delivery personnel have this equipment.
- Contact must be avoided between the order delivery personnel and the delivery person in the transaction (order form sample, etc.). Once the order has been delivered to the delivery person in the area provided for it, the personnel who deliver the order must wash their hands.
- A system must be established to avoid crowding of delivery personnel.
- The use of payment by electronic means should be encouraged, avoiding establishing contact between customer and delivery personnel and handling cash.
- During delivery to the customer, the safety distance must be maintained in case of not having individual protection equipment (masks).
- The delivery person must sanitize their hands correctly with disinfectant solution during the entire delivery process.
- Delivery personnel will not share elevators at delivery addresses. He will notify the client of his arrival by telephone, indicating that he will leave the order at the door. It is recommended to have single-use, disposable tablecloths where you will deposit them.

In the event that the transportation and home delivery is carried out by personnel external to the establishment (platforms such as Glovo, Uber Eats or similar), in addition to the above, the service provider will be asked for its contingency plan regarding COVID 19.

4.1 Cleaning of the establishment and equipmen

After each cleaning and disinfection, including the public service area, emphasizing tables and chairs and any contact surface between customers, as well as private areas such as kitchens, toilets, lockers, etc., the materials used and the protective equipment used are disposed of safely, proceeding to wash hands afterwards.
Gloves and masks must be disposed of after use at the end of their useful life and according to the manufacturer's instructions. Buckets with lids will be enabled for storage and subsequent management.
Toilets for public use must be disinfected a minimum of 6 times a day.
The cutlery, crockery and auxiliary elements necessary for the service will be stored in closed areas or at least away from the passage of both work personnel and customers.

Decorative elements should be avoided, that is, we will not have these elements on the tables.

4.2 Cleaning and disinfection with Ozone

Ozone is a colorless gas that, in its natural state in high concentrations, can present a bluish appearance, it has been known for almost two centuries, but it has been used in recent times for **cleaning and disinfection of all types of environments at level industrial and private.**

Ozone is found mainly in the atmosphere and is formed in nature from oxygen and the energy generated by electrical storms. This gas is best known precisely for its essential role in the atmosphere as a filter for ultraviolet radiation. Its medical applications are more recent and are fundamentally based on taking advantage of its high oxidizing capacity against biomolecules, thus generating controlled stress that activates endogenous antioxidant responses.

Ozone is effective against most known microorganisms, including viruses. Its specific efficacy against the coronavirus COVID-19 has not yet been able to be detailed, nor are there any studies that support it as it is a virus under study.

There are data that support the effectiveness of ozone treatments for the elimination of other coronaviruses, such as SARS.

An alternative and environmentally friendly cleaning technique is ozone. It is the greatest natural disinfectant, this method is more effective than chlorine and bleach and it reacts faster than chemical agents (such as chlorine) since it does not need to be dissociated before it acquires disinfectant power and in a few minutes we can obtain large results.

Ozone quickly attacks polluting agents when it comes into contact with them, it has **sanitizing and deodorizing properties.** Ozonation can become the best option to eliminate odors after painting your house or doing a job and is the greatest ally against covid-19.

4.2.1 Ozone disinfectant effects

Disinfection is talking about the eradication of pathogenic microorganisms, bacteria, viruses and protozoa in contact with people, objects and clothing.

Active oxygen kills parasitic organisms by cell lysis, attacking their protective membranes with an oxidative mechanism, but the damage produced on microorganisms is not limited to the oxidation of their wall: ozone also causes damage to the constituents of nucleic acids. (DNA and RNA), causing the breaking of carbon-nitrogen bonds, which gives rise to a depolymerization, of special interest in the case of deactivation of all types of viruses. Microorganisms, therefore, are not capable of developing immunity to ozone as they do against other compounds.

Ozone has proven to be one of the greatest disinfectants, both for disinfecting air (environmental health), water (water treatment), food, surfaces and machinery in food industries (hygiene and food safety).

A fundamental advantage is that the ozone in its disinfection process does **not generate any type of chemical residual,** since this gas is converted into oxygen naturally. On the other hand, it must be explained that, thanks to this effect, ozone has deodorizing properties, since it acts on the chemical substances that cause these bad odors.

One of the advantages of cleaning with ozone is that its disinfection process does not generate any type of chemical residue, this gas is naturally converted into oxygen.

4.2.2 Ozone cleaning benefits

Effective disinfection of spaces

This is the main characteristic that differentiates this cleaning method from other similar ones. The use of ozone in cleaning has a bactericidal, virulicidal and fungicidal effect. In other words, it completely eliminates any type of microorganism present in the environment, no matter how hidden it is located.

- ✓ **Purifies the environment**

Using ozone cleaning allows purifying the environment, eliminating not only potentially dangerous germs, but also toxic agents derived from some chemical elements or pollution.

- ✓ **Leaves no toxic residue**

Another of its advantages is that, unlike other gas cleaning techniques, the use of ozone does not leave toxic residues in the environment, since it is a gas that is transformed into oxygen molecules.

- ✓ **Deodorization**

Finally, the role of ozone cleaning in eliminating the most impregnated odors and those that are more difficult to suppress cannot be overlooked. This is due to its natural purifying and bactericidal action, since many of the bad odors come from the normal activity carried out by bacteria in their natural environment.

4.2.3 Ozone cleaning applications in restoration

The **uses of ozone are innumerable**, especially in cleaning and hygiene. More and more companies and individuals discover the benefits of this gas and decide to hire ozone cleaning for their premises, homes, etc.
Due to its oxidizing capacity, as well as its instability, which makes it rapidly revert to oxygen, ozone can be used in any process that requires fast and effective disinfection.
Ozone dissolved in water is used among others for:

- ✓ Purification.
- ✓ The recovery of wastewater for irrigation and recreational uses.
- ✓ Food industry washing of food and work tools in contact with it.
- ✓ Clothes washing, for example: in industrial, community or private laundries.
- ✓ Irrigation water.
- ✓ Gas washing.
- ✓ Ice making.
- ✓ Legionella control.

Ozone in air is used to disinfect indoor environments, in order to ensure the microbiological quality of the air, as well as to control odors, for example:

- ✓ Cold rooms.
- ✓ Dry food disinfection.
- ✓ Gyms.
- ✓ Waste management plants.

As in **food factories,** these rooms are very vulnerable. Kitchens are a source of bacteria and germs due to the high temperatures that are reached, the amount of food there is, etc.
To avoid poisoning, it is essential to carry out cleaning and hygiene tasks correctly.
In some areas inside the kitchen, a lot of unwanted dirt accumulates and it is inevitable, even if we collect and review it every day. The extractor hood or the part behind the iron tend to accumulate grease and dirt. Ozone cleaning is already essential and very useful to leave everything sanitized and to eliminate unpleasant odors.

05 STORAGE

5.1 Reception

The reception of food is the period from when the food is unloaded from the truck or transport vehicle until it is left in the warehouse or refrigerated.

Transport

Download

Storage

Steps in receiving food.

This period is important because you can take a first look at the state of the food that will be stored and possible problems can be detected, so it is important to fill out a reception form where you can see the possible problems with the food that arrives or its packaging.

The following is an example of a food receipt form.

DATE	PRODUCT	COMPANY	UNITS	REFRIGERATION	COMMENTS	ACEPTED
12/10/2011	Canned tuna	Canned Ría S.A.	5 box for 40 units.	NO	A box has dented cans	YES
17/10/2011	Carne fresca	Cárnicas Lito S.L	20 pieces for 5 Kg	YES	One of the pieces has broken the packaging	1 piece NO

WHAT IS TO BE DONE:

- Carry out an inspection of the products received.

WHAT SHOULD NOT BE DONE:

- Products placed on unprotected counters, exposed to insects, etc. should not be accepted.
- Cans that are bulged, rusty or that may have cracks should not be accepted.
- Containers in poor condition should not be accepted.
- Frozen products that have been transported in a non-refrigerated truck should not be accepted.
- Frozen products that have been thawed before and refrozen should not be accepted.

5.2 Storage or preservation

Storage consists of storing food until it is to be used. Depending on the type of food, there are two main modes of preservation:

A- Cold storage

B- Storage at room temperature

A- Cold storage:

It is kept cold, to delay the growth of bacteria, viruses, etc... There are 2 ways to keep it cold

- Refrigeration

It is kept in the fridge or refrigerator at temperatures between 0ºC and 5ºC.

- Freezing

It is stored in the freezer at temperatures of -18ºC or lower.

WHAT IS TO BE DONE:

- Maintain the maximum separation between raw and processed products.
- The temperature of the refrigerator or freezer must be set taking into account the product that can spoil the most.
- The temperature of the refrigerator or freezer should be checked periodically. (1 time per week)
- The temperature in the refrigerator must be between 0ºC and 5ºC and that of the freezer must be less than -18ºC.
- Defrost food by putting it in the fridge and not leaving it out in the open

WHAT SHOULD NOT BE DONE:

- Do not refreeze a thawed product.
- The cold chain must not be broken.
- Do not overload the freezer or refrigerator.

B- Storage at room temperature.

- Types of conservation

Products that are:

- Canned.

- Vacuum packed.

- Pickled

- Smoked. marinated.

- Cured.

- Dehydrated.

WHAT IS TO BE DONE:

- They should be stored in cool and dry places.
- If there are windows or ventilation holes, they must have grills to prevent the entry of insects and rodents.
- Stored food must be separated from the floor and walls to allow cleaning and prevent the appearance of fungus.
- Stored food must be completely separated from chemical products and cleaning products.
- Food should be stored putting those closest to the expiration date first.
- Unpackaged products must be out of reach of the public (through cabinets, cabinets, etc.).

LO QUE NO SE DEBE HACER:

- You should not sell food that has expired.
- Food should not be stored in places where there is humidity or heat.
- Do not store food near the garbage.
- Do not store poultry with other meats.
- People should not be allowed to touch unwrapped food.

5.3 Packing

Packaging must protect the food from:
- Light, dust, dirt and blows.
- Insects, bacteria, viruses, etc.

Packaging is divided into container and packaging.
The container is the container where the food itself is located and the packaging is the container where one or several containers are grouped together to transport them and protect them from blows, etc.

A- Container

There are several types of containers that are classified according to the material into:

- Plastic bottles.

- Glass containers.

- Aluminum containers.

- Tin Containers.

- Paper and cardboard packaging.

WHAT IS TO BE DONE:

- The containers must be prepared for "food use" and must come from factories with sanitary registration.
- Where the containers are stored must be controlled to prevent them from having microorganisms, dirt or contamination.
- Cleanliness must be controlled as much as possible during the packaging process.

B - Packaging

It serves to protect food from external damage (contamination, blows, etc.) during transport.

WHAT IS TO BE DONE:

- The container must be easily washable.
- The container must carry a correct labeling.

WHAT SHOULD NOT BE DONE:

- The packaging must not cause damage to the environment.
- The packaging must not contaminate or change the color, flavor or properties of the food.

5.4 Labelled

It is used to inform the consumer and must necessarily contain the following data:

- **Product name.**
- **List of ingredients that it has.**
  (If it only has one ingredient, it is not necessary).
- **Amount of each ingredient from highest to lowest.**
- **Degree of alcohol (If it has alcohol).**

- Weight or net quantity (How much does it weigh without packaging).
- How to use.
- Who makes it.
- Where does it come from?
- How it should be kept.
- When it expires.

If necessary, the following indications will also be added:

- Lot (how many units of that product have been manufactured).
- What effects does it cause?

WHAT IS TO BE DONE:

- Place the label in the most visible place possible.
- That the label is as resistant as possible so that the information is not lost.
- Put the expiration date in a clearly visible place.

WHAT SHOULD NOT BE DONE:

- Products without a label should not be sold to the consumer.
- Labeling should not mislead the consumer.

5.5 Machinery and utensils in contact with food.

This section refers to any device or instrument that is in contact with food. You must have a very strict control over them because they can contaminate food.

WHAT IS TO BE DONE:

- They must be easily washable and have no cracks, rusty areas or holes where dirt can remain.
- Machinery parts must be easy to disassemble.
- They must be made of materials for food use.

WHAT SHOULD NOT BE DONE:

- Do not use appliances or containers that are not for food use.

06 CLEANING AND HYGIENE

6.1 Cleaning of utensils and facilities and pest control

The maximum cleanliness must be maintained both in the personnel, as well as in the facilities and utensils.
Cleanliness is a very important part of a handler's work, since the health of the
people who consume the food, who prepares the manipulator.
Cleaning tasks can be divided into:

A- Cleaning kitchen utensils and removable parts:

The steps to follow are:

1. Remove food remains by brushing.
2. Soak and rinse tools in hot water.
3. Wash with hot water (40º-50ºC) with detergent solution.
4. Rinse or rinse with plenty of running water to fully wash away the detergent.
5. Disinfection:
   - Immersion for 2 minutes in hot water (80ºC).
   - Immersion for at least 1 minute in disinfectant solution, following the manufacturer's instructions.

Dry in the air after rinsing, and if manual, with single-use paper or cloths that are washed daily.

WHAT IS TO BE DONE:

- Hold forks, spoons, etc. by the handle when they have been disinfected.
- Clean countertops, ovens, stoves, irons, sinks, etc. with hot water, detergent and disinfectant and allow to air dry after rinsing.

WHAT SHOULD NOT BE DONE:

- Never pick up cups, glasses, plates,... in the area that will come into contact with the user's mouth or with food.
- Do not leave traces of detergent or disinfectant on the utensils to be washed.

B- Cleaning of the facilities.

All facilities must be cleaned and disinfected, especially the food handling area (kitchens, etc.). You have to take into account 3 points:

1. Use the appropriate products to clean and disinfect.

** These products must always be separated from food.

**

There is a difference between cleaning and disinfecting. Cleaning consists of removing debris and dirt and for this, detergents are used.
Disinfecting consists of eliminating bacteria and other microorganisms and for this, bleach, ammonia, etc... are used.

2. Clean in a proper way.

- It will be cleaned in the appropriate way so as not to raise dust.
- Avoid sweeping when there is food nearby.
- It will be cleaned sufficiently in advance to allow countertops, etc. to dry before coming into contact with food.
- At the end of the day they must be cleaned and disinfected
all utensils and surfaces that have been or will be in contact with food.

3. Clean often enough.

Usually they will be **cleaned every day:**

- Kitchen and dining room.
- All devices that have been in contact with food.
- Cutlery, Crockery, etc.
- Napkins, tablecloths, etc. depending on how dirty they are. (machine wash)
- Bathrooms used by staff and customers, replacing paper, soap, etc. and emptying the bins.
- Floors and walls that get dirty.
- Clothes for handlers (machine wash).
- Garbage cans and containers located in the kitchens.

It will be cleaned **once a week:**

- Deep cleaning of appliances that have been in contact with food.
- Deep cleaning of the toilets and changing rooms.
- Refrigerators, conservation chambers.
- Clothing for other personnel.

Cleaning operations will be better controlled if a cleaning program is established where it appears:

- When it is necessary to clean and disinfect (time and day of the week).
- Who is in charge of cleaning and who controls that it is done properly.
- What products will be used.
- Indicate if it is necessary to wear gloves, disassemble machinery, etc.

Typically, you create a cleanup table like the one shown below.

SEMANA DEL 24/10 AL 31/10 SEMANA DEL 24/10 AL 31/10	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES	SÁBADO
BAÑOS, SUELOS	~~Encargado: Juan Lopez.~~ **Supervisor:** Marta del Castillo	~~Encargado: Bernabé Escudero.~~ **Supervisor:** Marta del Castillo	~~Encargado: Juan Lopez.~~ **Supervisor:** Marta del Castillo	~~Encargado: Bernabé Escudero.~~ **Supervisor:** Marta del Castillo	~~Encargado: John Wele.~~ **Supervisor:** Alejandro Martos	~~Encargado: John Wele.~~ **Supervisor:** Alejandro Martos
REPOSICIÓN DE TOALLAS, PAPEL HIGIÉNICO,...	~~Encargado: Juan Lopez.~~ **Supervisor:** Marta del Castillo.	~~Encargado: Bernabé Escudero.~~ **Supervisor:** Marta del Castillo	~~Encargado: Juan Lopez.~~ **Supervisor:** Marta del Castillo.	~~Encargado: Bernabé Escudero.~~ **Supervisor:** Marta del Castillo	~~Encargado: John Wele.~~ **Supervisor:** Alejandro Martos	~~Encargado: John Wele.~~ **Supervisor:** Alejandro Martos
VAJILLA, CUBIERTOS, VASOS, CUCHARONES	~~Encargado: Bernabé Escudero.~~ **Supervisor:** Alejandro Martos	~~Encargado: John Wele.~~ **Supervisor:** Alejandro Martos	~~Encargado: Bernabé Escudero.~~ **Supervisor:** Alejandro Martos.	~~Encargado: John Wele.~~ **Supervisor:** Alejandro Martos	~~Encargado: Bernabé Escudero.~~ **Supervisor:** Marta del Castillo	~~Encargado: Juan Lopez.~~ **Supervisor:** Marta del Castillo
OLLAS, SARTENES, TAPAS, TABLAS DE PICAR	~~Encargado: Bernabé Escudero.~~ **Supervisor:** Alejandro Martos.	~~Encargado: John Wele.~~ **Supervisor:** Alejandro Martos	~~Encargado: Bernabé Escudero.~~ **Supervisor:** Alejandro Martos.	~~Encargado: John Wele.~~ **Supervisor:** Alejandro Martos	~~Encargado: Bernabé Escudero.~~ **Supervisor:** Marta del Castillo	~~Encargado: Juan Lopez.~~ **Supervisor:** Marta del Castillo
BATIDORA, LICUADORA,AMASADORA,EXPRIMIDOR	~~Encargado: Luis Jesús Santos.~~ **Supervisor:** Alejandro Martos.	~~Encargado: Luis Jesus Santos.~~ **Supervisor:** Marta del Castillo	~~Encargado: Luis Jesús Santos.~~ **Supervisor:** Alejandro Martos.	~~Encargado: Luis Jesus Santos.~~ **Supervisor:** Marta del Castillo	~~Encargado: Luis Jesus Santos.~~ **Supervisor:** Marta del Castillo	~~Encargado: Luis Jesus Santos.~~ **Supervisor:** Marta del Castillo
NEVERAS, CONGELADORES	**Encargado:** John Wele. **Supervisor:** Alejandro Martos					
ALMACENES, CUARTOS FRÍOS		**Encargado:** Juan Lopez. **Supervisor:** Marta del Castillo				
PAREDES			**Encargado:** John Wele. **Supervisor:** Alejandro Martos			**Encargado:** Bernabé Escudero. **Supervisor:** Marta del Castillo
BASURA, PAPELERAS,...	**Encargado:** Juan Lopez. **Supervisor:** Marta del Castillo	**Encargado:** Bernabé Escudero. **Supervisor:** Marta del Castillo	**Encargado:** Juan Lopez. **Supervisor:** Marta del Castillo	**Encargado:** Bernabé Escudero. **Supervisor:** Marta del Castillo	**Encargado:** John Wele. **Supervisor:** Alejandro Martos	**Encargado:** John Wele. **Supervisor:** Alejandro Martos

QUE LIMPIADOR USAR:
Jabón desinfectante Lavavajillas
desinfectante, lejía Fregasuelos,
amoníaco perfumado Amoníaco
perfumado

C- Waste management and waste

Garbage is a source of bacteria, as well as attracting animals and insects.

The correct handling and storage of garbage is vital in the field of food to avoid poisoning and infections.

WHAT IS TO BE DONE:

- Have a sufficient number of trash cans with lids and pedal opening.
- There must be a garbage room where the garbage containers are located.
- Throw out the garbage daily.
- Keep the garbage area separate from food.
- The buckets must have a single-use bag.

WHAT SHOULD NOT BE DONE:

- Garbage should not be left outside the container.
- Do not leave the dustbin lid open.

D- Pests

The existence of rodents or insects in the food handling and storage area must be avoided at all costs. Two types of measures are usually used for this.

1. Passive measures.

They are all those that serve to prevent the entry of insects and rodents.

WHAT IS TO BE DONE:

- Seal all ventilation holes, drains, pipes,...
- Install mesh on windows, swing doors or plastic curtains.
- Keep the facilities completely clean.
- Keep the garbage area away.
- Store food in containers with airtight lids.

WHAT SHOULD NOT BE DONE:

- The kitchen or warehouse doors should not be left open.
- No leftover food should be left outdoors.
- Do not store food in contact with the walls or the floor.

2. Active measures.

They are all those that serve to eliminate insects and rodents.

WHAT IS TO BE DONE:

- Insecticides, pesticides and rodenticides must be used by authorized and registered companies.
- Insecticides and rodenticides must be authorized for the food industry.
- Use traps, insect shockers, etc. that do not contaminate food.
- Check the facilities periodically in case nests, burrows or footprints of rodents and insects are detected.

WHAT SHOULD NOT BE DONE:

- Do not use insecticides or pesticides near food.

The most normal thing is to create a surveillance and disinsection table similar to the cleaning table.

MES DE ENERO	SEMANA 1	SEMANA 2	SEMANA 3	SEMANA 4	SEMANA 5
CONDUCTOS DE VENTILACIÓN	Encargado: Juan Lopez. Supervisor: Marta del Castillo	Encargado: Bernabé Escudero. Supervisor: Marta del Castillo	Encargado: Juan Lopez. Supervisor: Marta del Castillo	Encargado: Bernabé Escudero. Supervisor: Marta del Castillo	DESINSECTACIÓN Empresa: AntiOx S.L
CAÑERIAS	Encargado: Juan Lopez. Supervisor: Marta del Castillo.	Encargado: Bernabé Escudero. Supervisor: Marta del Castillo	Encargado: Juan Lopez. Supervisor: Marta del Castillo.	Encargado: Bernabé Escudero. Supervisor: Marta del Castillo	DESINSECTACIÓN Empresa: AntiOx S.L
ALMACENES, CUARTOS FRÍOS		Encargado: Juan Lopez. Supervisor: Marta del Castillo		Encargado: Juan Lopez. Supervisor: Marta del Castillo	DESINSECTACIÓN Empresa: AntiOx S.L
PAREDES	Encargado: John Wele. Supervisor: Alejandro Martos		Encargado: John Wele. Supervisor: D6Alejandro Martos		DESINSECTACIÓN Empresa: AntiOx S.L
CUARTO DE BASURAS	Encargado: Juan Lopez. Supervisor: Marta del Castillo	Encargado: Bernabé Escudero. Supervisor: Marta del Castillo	Encargado: Juan Lopez. Supervisor: Marta del Castillo	Encargado: Bernabé Escudero. Supervisor: Marta del Castillo	DESINSECTACIÓN Empresa: AntiOx S.L

QUE BUSCAR:
insectos o roedores muertos, excrementos, pisadas, nidos.
Agujeros, madrigueras, telarañas...

6.2 Personal hygiene

Food handlers have a great responsibility, since their way of working influences the health of the population, so they must take maximum care of their hygiene and that of their clothing during their workday.
The points that should be checked the most are:

A- Hands.

It is the part of the body that must be monitored the most to avoid contamination of food.

WHAT IS TO BE DONE:

- The nails must always be cut and without nail polish or wear latex gloves.
- Wash in the sink with hot water and antibacterial soap.
- Use a brush to clean the nails.
- Dry with hot air or disposable paper.
- Wash whenever raw food has been touched, gone to the bathroom, garbage has been thrown away or handling work has been interrupted for any other reason.

WHAT SHOULD NOT BE DONE:

- Do not dry your hands with a towel that has been used by others.
- They should not wash their hands in the sink or in any place where there is raw food or dirty dishes.
- Objects such as keys, coins, etc. should not be touched after washing your hands.
- Do not go to work without washing your hands first.

B- The nose, mouth and throat.

Saliva, mucus, etc. contain millions of bacteria and are responsible for many cases of food contamination, so special precautions must be taken.

WHAT IS TO BE DONE:

- Wear a mask when preparing cooked dishes, pastries and pastries.

WHAT SHOULD NOT BE DONE:

- Do not sneeze or cough on food
- Do not eat, smoke or talk while handling food.

C-Hair.

Hair is a source of contamination. Even if it is worn clean, the very structure of the hair causes it to accumulate dust and impurities, which is why it should be worn up.

WHAT IS TO BE DONE:

- Wear long hair tied up with a net or hat.

WHAT SHOULD NOT BE DONE:

- Do not touch your hair or scratch your head while handling food.

D- Wounds, pimples, etc.

Wounds, grains, etc. can bring the handler's blood or bacteria into contact with food, this is very dangerous and must be avoided..

WHAT IS TO BE DONE:

- Wounds should be protected with waterproof bandages or bandages.

WHAT SHOULD NOT BE DONE:

- Do not touch wounds or grains with your hands while handling food.
- Do not handle food with unprotected wounds.

E- Workwear.

The handler must be extremely careful with the clothes he wears at work. It must be clothing specially indicated for working with food products.

WHAT IS TO BE DONE:

- Use light-colored and easily washable clothing for work.
- That the clothes do not have external buttons or that these are strongly sewn

WHAT SHOULD NOT BE DONE:

- You should not use street clothes to work.
- Wristwatches, necklaces or rings should not be worn while handling food.

F- Handler health.

According to the regulations, any handler who has a disease or who has symptoms of having a disease, has the obligation to notify his superior and must be withdrawn from handling food until he recovers.

In particular, the handler must notify his superior if he has any of these symptoms:

- Diarrhea.
- Fever.
- Nausea.
- Stomachache.
- Appearance of pimples.
- Appearance of spots.

07 CRITICAL CONTROL POINTS AND DANGEROUS ZONES

This section refers to the HACCP system (Risk Analysis and Risk Control).
Critical Points).
This system is based on the fact that once the problems and risks that a food may present are known, control and surveillance systems can be established to detect deviations from the limits.
In this way, actions can be planned to avoid problems instead of waiting for them to occur to control them. In this way, fewer products will have to be rejected at the end of the chain and the output of safe food will be guaranteed.

The following is an example of the use of the HACCP system applied to the control of lamb meat.

Lamb meat control system

Problems that meat can present:

- It is contaminated as soon as the animal is killed.
- Heat accelerates pollution.
- The animal may be sick.
- Normally it is cut into the pieces that are needed (fil tes, chops, etc...)
- It is mixed with other meats.

Actions that must be carried out:

- The health of the lamb must be ensured (with a veterinary check).
- The meat must be refrigerated in the shortest possible time.
- The meat must be transported refrigerated or frozen.
- The utensils used to cut meat must be washed and sterilized before being used.

08 NORMATIVE

Due to the need to train handlers, the Health Departments of the various Autonomous Communities together with the Ministry of Health, a strategy that gave rise to several Royal Decrees that we list below

- **ROYAL DECREE 381/1984 of January 25.**
It approves the Technical-Sanitary regulation of food stores (BOE of February 27, 1984).
- **ROYAL DECREE 2207/1995, of December 28.**
Hygiene standards related to food products are established (BOE d
February 27, 1996).
- **ROYAL DECREE 202/2000 of February 11.**
It establishes the rules that food handlers must follow
(B.O.E No. 48 of February 25, 2000).
- **ROYAL DECREE 3484/2000, of December 29.**
It establishes the hygiene standards that must be followed during the preparation, distribution and trade of prepared foods. (BOE of January 12, 2001).
- **ROYAL DECREE 109/2010, of February 5.**
It repeals Royal Decree 202/2000 and establishes that food companies are responsible for the hygiene of their facilities and their food products and the implementation of adequate control systems in accordance with the Analysis systems. and Control of Critical Points (APPCC).

It is also the responsibility of the company to ensure that its handlers have adequate training in hygiene matters in accordance with their work activity.


damito