

RAW CHICKEN HANDLING
TRAINING MANUAL
FOR OWNERS & MANAGERS

MANUAL DE CAPACITACIÓN SOBRE
MANIPULACIÓN DE POLLO CRUDO
PARA PROPIETARIOS Y GERENTES

生雞肉處理培訓手冊
適用於業主和管理者



ENVIRONMENTAL HEALTH
SAN MATEO COUNTY

TABLE OF CONTENTS

SECTION 1: MANAGEMENT

Introduction	3-4
Getting Started	5
Tips for Training Food Handlers	6
How to Use the Safe Methods	7

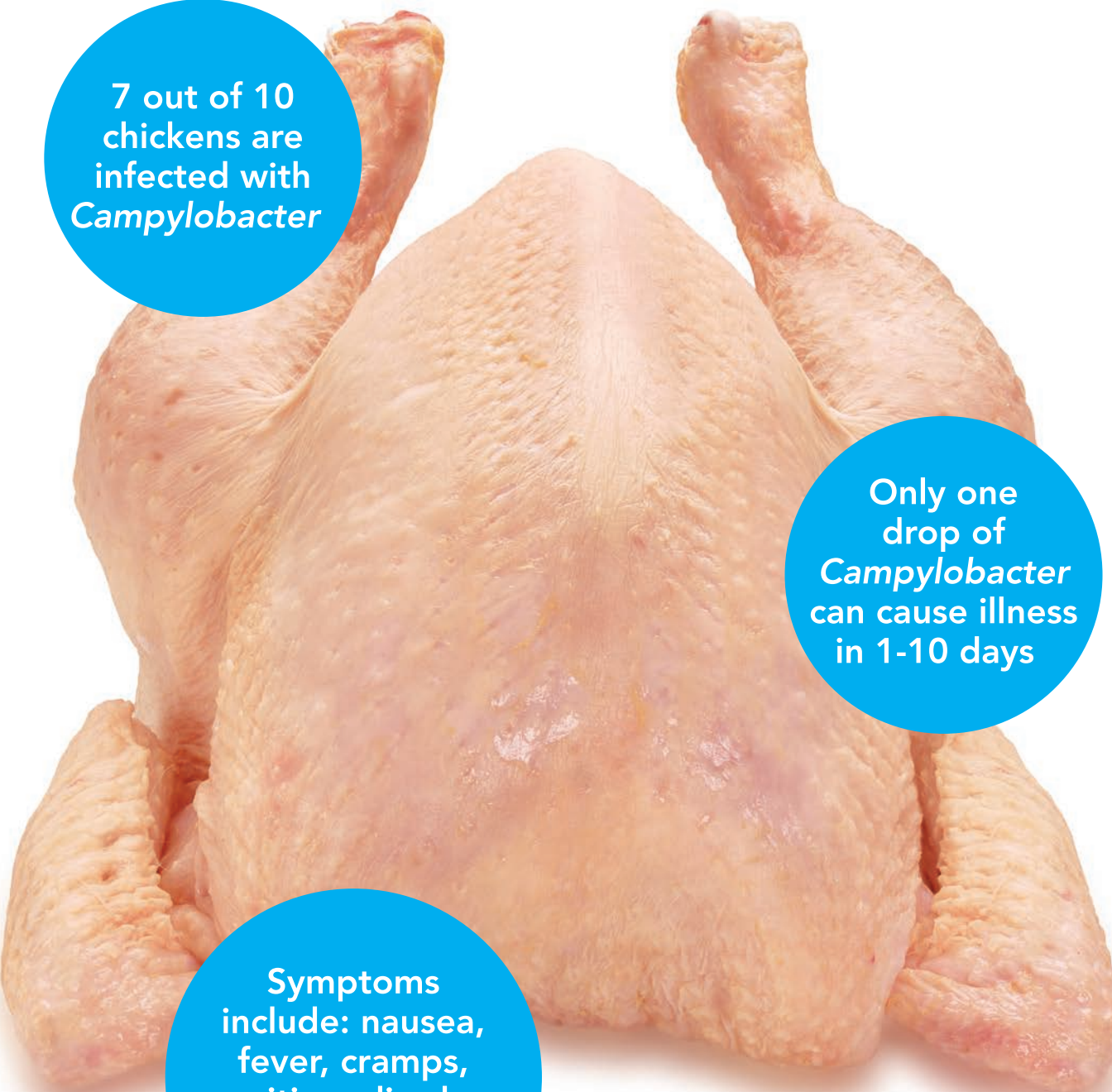
SECTION 2: RAW CHICKEN HANDLING

The Problem with Raw Chicken	10
Storage of Chicken	11-13
Preparation of Chicken	14-17
Cooking of Chicken	18-20

SECTION 3: TRAINING & SELF-INSPECTION CHECKLISTS

Introduction to Management Tools	21
Facility Assessment	23
Employee Training Checklist	25
Facility Self-Inspection Checklist	27





7 out of 10
chickens are
infected with
Campylobacter

Only one
drop of
Campylobacter
can cause illness
in 1-10 days

Symptoms
include: nausea,
fever, cramps,
vomiting, diarrhea,
paralysis,
even death...

SECTION 1:
MANAGEMENT
DIVIDER TAB PAGE

INTRODUCTION

What is the Campy Training Kit?

This free, easy-to-use Campy Training Kit contains step-by-step instructions for managers to train kitchen staff on food safety and proper handling of raw chicken. The Campy Training Kit includes the following:

- **Instructional Video**
- **Raw Chicken Handling Training Manual for Owners & Managers**
- **Quick Reference Cards for Food Handlers**
- **Posters & Magnets**
- **Thermometer**
- **Food Safety Checklists**
- **Employee Training Checklists**



How will I benefit from using this Kit?

The Campy Training Kit is for restaurants that handle raw chicken. It was developed by the San Mateo County (SMC) Environmental Health (EH) Services Division to decrease foodborne illness rates related to people getting sick after eating chicken that was prepared improperly in restaurants.

This practical and easy-to-use Kit will help you to comply with the California Retail Food Code (Cal Code). Cal Code says that you must be able to show how you ensure the food you sell is safe to eat with written procedures and information. The Campy Training Kit will help you meet these regulations.

Using the Campy Training Kit will help you:

- Comply with SMC and Cal Code regulations
- Get a better Food Safety Status rating at your next routine inspection
- Show how to protect your customers by preparing foods that are safer to eat
- Train your staff on food safety practices
- Protect your business's reputation and avoid lawsuits
- Improve your business by wasting less food and time

ENVIRONMENTAL HEALTH
S A N M A T E O C O U N T Y

(continued on next page)

INTRODUCTION

Who should do this training?

The kitchen manager or the person who is in charge of the kitchen staff should use the Campy Training Kit to teach the food handlers about safe preparation of raw chicken.

How much time will it take?

- 30-60 minutes to review the Raw Chicken Handling Training Manual for Owners & Managers
- 15 minutes to watch the Campy Video
- 30 minutes to review the chicken preparation areas in your kitchen
- 60 minutes to train each shift of kitchen staff that handles raw chicken
- 15 minutes each day to do an opening and closing checklist
- 15 minutes weekly to complete a checklist reviewing your chicken preparation areas and make any needed adjustments

When should I do this training?

As soon as possible! Using the Campy Training Kit will help your restaurant be even better and serve safer food. You have nothing to lose!

- Start today by preparing yourself and your kitchen
- Schedule time this week to train all current food handlers
- Review training with food handlers on a quarterly basis, or as needed
- Train new employees as soon as they are hired

Where should I do this training?

Conduct the training in the kitchen so food handlers can see how to put the principles in practice on the job.

**Train wherever
chicken is:**

- Stored
- Prepared
- Cooked



GETTING STARTED



PREPARE YOURSELF

- 1 Read the *Raw Chicken Handling Training Manual for Owners & Managers*
- 2 Watch the Campy Video

PREPARE YOUR KITCHEN

- 3 Put up provided storage labels, posters, magnets and thermometer in proper locations
- 4 Assess the chicken preparation areas in your kitchen with the Facility Assessment Form
- 5 Make any needed adjustments to establish safe areas for chicken storage, preparation and cooking

PREPARE YOUR STAFF

- 6 Schedule a training session with each shift of kitchen staff
- 7 Train each food handler with the Employee Training Checklist and the Teaching Points in each section of the *Raw Chicken Handling Training Manual for Owners & Managers*

MAINTAIN & IMPROVE YOUR PROCESSES

- 8 Conduct daily opening and closing checklists with the Facility Self-Inspection Checklist
- 9 Conduct weekly review of chicken preparation processes
- 10 Review training with food handlers on a quarterly basis, or as needed
- 11 Train any new employees as soon as they are hired

TIPS FOR TRAINING FOOD HANDLERS



As the owner, manager or person in charge, you are the moving force in the kitchen. Whether you realize it or not, you are an example to food handlers and they will follow your lead. You have the power to influence what goes on in your kitchen to make it a place where employees value food safety. Keep yourself and those around you accountable for serving safe food to your customers. Get involved and show those around you how to prepare food safely today and every day!

Use the following tips when teaching food handlers how to handle raw chicken safely:

CLARITY

- Clearly communicate objectives of training and the content
- Teach routines that will make safe chicken handling second nature
- Explain why safe preparation of chicken is important to food handlers, the restaurant and their jobs
- Adapt instruction to the food handlers' level of knowledge and skill

PLANNING & PREPARATION

- Review and practice content
- Be familiar with the food handlers' current skills

FEEDBACK

- Ask questions that require food handlers to evaluate and reflect on raw chicken handling procedures
- Offer sincere praise and respond positively to correct responses

TRANSFER OF LEARNING

- Make sure food handlers understand safe chicken handling principles before asking them to apply concepts
- Provide examples and demonstrate good behaviors

EVALUATION

- Observe food handlers' raw chicken handling practices
- Regularly review raw chicken handling practices and adjust to correct continuing problems
- Provide additional training as needed

Adapted from: <http://www.ilr.cornell.edu/tac/toolbox/tips/effective.html> (accessed 6/26/2012)

HOW TO USE THE SAFE METHODS

The 'Safety Point' column highlights things that are important to make food safely.

The 'Why?' column tells you why the safety point is important.

Pictures help to illustrate the safety points.

COOKING OF CHICKEN

When cooking chicken, the chicken must be handled properly to prevent contamination. Use different equipment, trays and cooking utensils for raw and cooked chicken, unless they have been properly washed, rinsed, sanitized and air dried after exposure to raw chicken. Be sure that raw chicken does not come in contact with foods that have already been cooked or foods that do not require cooking before being consumed, such as raw vegetables and fruit. To prevent cross-contamination during cooking, use the following safety points.

Safety Point	Why?	How do you do this?
Cross Contamination: <ul style="list-style-type: none"> Use separate utensils for raw and cooked chicken. 	Using separate utensils will prevent contamination of cooked foods with raw foods.	Do you use separate tongs or utensils for raw and cooked chicken? _____ <ul style="list-style-type: none"> Provide enough utensils to have separate ones for raw and cooked foods.
Cooking: <ul style="list-style-type: none"> When you add raw chicken to the cooking surface, make sure it does not touch, drip, or splatter onto the food already cooking. 	Harmful bacteria can spread	How do you keep raw meat

The 'How do you do this?' column is for you to write down what you do.

COOKING OF CHICKEN

Safety Point	Why?	How do you do this?
Required Minimum Cooking Temperatures: 165°F – Chicken, other poultry, stuffed fish, stuffed meat, and stuffed pasta. 155°F – Ground or comminuted meat, raw eggs and foods containing raw eggs. 145°F – Raw shell eggs cooked to order, fish, and single pieces of meat including beef, veal, lamb, or pork. 135°F – Fruits and vegetables that are cooked for hot holding. <ul style="list-style-type: none"> All cooking temperatures must be achieved and held for 15 seconds. Any foods cooked in a microwave oven must be cooked to 165°F. 	When chicken is cooked to 165°F or higher, any germs that could make customers sick will be killed before the food is eaten. The food you serve to your customers will be safe to eat.	<ul style="list-style-type: none"> Check chicken temperature before serving to customers. Insert thermometer into thickest part of chicken. If temperature is above 165°F, it is safe to eat. If temperature is below 165°F: <ul style="list-style-type: none"> Continue to cook the food until it reaches 165°F. If time is a factor, you can get to 165°F faster by dividing the food into smaller portions or using a different method/equipment.



Thermometers:

- Use a thermometer to check that chicken is cooked the proper temperature.

18

Sometimes...



The 'What to do if things go wrong' column gives practical tips on how to tackle problems.



The 'How to stop this from happening again' column tells you how you can prevent problems.

What to do if things go wrong	How to stop this happening again
<ul style="list-style-type: none"> Cook the food until it reaches 165°F. Speed up the cooking process, for example by dividing the food into smaller quantities or using different equipment. 	<ul style="list-style-type: none"> Repair or replace equipment. Review your cooking equipment. You might need to increase the time or temperature, or use different equipment. Train staff again on this safe method. Improve staff supervision.

(continued on next page)

Raw Chicken Handling Training Manual for Owners & Managers

19

(continued on next page)

HOW TO USE THE SAFE METHODS

COOKING OF CHICKEN

Teaching Points:

- Before cooking raw chicken, gather enough utensils to be able to use separate utensils for raw and cooked chicken.
- Give examples of ways food handlers can prevent spills, drips or splatters of raw chicken onto other foods or surfaces when placing the chicken on the cooking surface.
- Teach food handlers how to calibrate thermometers and designate place to store thermometers for easy access when cooking.
- Instruct food handlers why proper cooking temperature is important to serve customers safe food.
- Show food handlers how to check chicken cooking temperature by sticking thermometer into thickest part of the chicken.
- Proper cooking temperature for chicken is 165°F.
- Ask food handlers to identify appropriate corrective actions if the chicken temperature is below 165°F.

The 'Teaching Points' section tells you the most important points to teach your employees. Use this section when training to make sure employees learn the critical information and feel confident storing, preparing and cooking chicken safely.

Follow these steps to calibrate your thermometer



STEP 1

Get a measuring cup.



STEP 2

Fill with ice and cold water. Mix and add thermometer.



STEP 3

If thermometer does not read 32°F, press "Set" to calibrate.



STEP 4

Screen turns red – adjust buttons to 32°F.



STEP 5

Press "Set" again – wait for green "OK" on screen.



STEP 6

Thermometer has now been calibrated to 32°F.

SECTION 2:
RAW CHICKEN HANDLING
DIVIDER TAB PAGE



THE PROBLEM WITH RAW CHICKEN

Campylobacter and *Campylobacteriosis*

Campylobacter (kam-pi-lo-bak-ter) or *campy* is a bacteria found in raw chicken.

- Almost 7 out of 10 raw chickens are infected with *Campylobacter*¹
- Even a tiny *drop* of raw chicken juice infected with *Campylobacter* can make your customers sick²

Campylobacteriosis (kam-pi-lo-bak-ter-i-o-sis) is the illness caused by those bacteria. It is the most common bacterial foodborne illness in the U.S.

- 77% of people sick with campylobacteriosis said they had eaten at restaurants in the weeks prior to becoming ill
- In 2010, there were 238 illnesses of campylobacteriosis in San Mateo County³
- In 2010, there were 6,704 illnesses of campylobacteriosis in California
- *Campylobacter* causes an estimate of 24 million illnesses and 124 deaths each year
- Symptoms can start in 1 to 10 days after eating foods infected with *Campylobacter*⁴
- Symptoms include nausea, diarrhea, vomiting, and fever

Unsafe Handling of Raw Chicken

Campylobacter can be spread by unsafe handling of raw chicken. Watch out for these unsafe practices to keep your food and customers safe:

- Touching or eating raw/undercooked chicken
- Drips and splatters of raw/undercooked chicken onto ready-to-eat foods or food contact surfaces
- Cross-contamination of raw or undercooked chicken with other foods

Sources:

- 1 "2008 Retail Meat Report." National Antimicrobial Resistance Monitoring System. 2010.
- 2 Javid, M.H. and Shadab H. Ahmed. "*Campylobacter Infections*." Medscape Reference; Drugs, Diseases & Procedures. 23 Aug. 2011. Web. 17 Nov. 2011.
- 3 2011 Community Assessment: Health and Quality of Life in San Mateo County. San Mateo: Healthy Community Collaborative of San Mateo County (HCCSMC), 2011. Web.
- 4 *Campylobacter*. CDC.gov. CDC National Center for Emerging and Zoonotic Infectious Diseases, 2010. Web. 25 Oct. 2011.



Teaching Points:

- The majority of raw chicken is contaminated with *Campylobacter*.
- Even a tiny drop of raw chicken juice infected with *Campylobacter* can make customers sick.
- All chicken must be treated as if it were infected.
- Prevent cross-contamination of raw or uncooked chicken with other foods or food contact surfaces to keep food safe.

STORAGE OF CHICKEN

When storing, be sure to separate raw chicken from ready-to-eat foods. Ready-to-eat foods are foods that do not need cooking or have already been cooked. Touching chicken or spilling chicken juice onto other food, surfaces or equipment may lead to cross-contamination or the spread of the harmful bacteria. Always store raw chicken at the bottom of the refrigerator to prevent juices from dripping onto other foods and contaminating them. To prevent cross-contamination during storage of raw chicken, use the following safety points:

Safety Point

Storage Location:

- Store raw chicken and ready-to-eat foods separately.
- If they are stored in the same refrigerator, store raw chicken below ready-to-eat foods.
- Label the shelving area where raw chicken will be stored and **ONLY** store raw chicken on the designated shelf.



Why?

If raw chicken or its juices touch ready-to-eat food, harmful bacteria may transfer from the chicken to the ready-to-eat food. Customers may also get sick from eating ready-to-eat food.



Avoid cross-contamination from drips, splatters, or co-mingling of food.

How do you do this?

How do you make sure raw and ready-to-eat foods are stored separately?

Are these storage spaces clean and protected from contamination?

If not, designate a shelving area for raw chicken.

Are labels used to identify raw chicken in refrigerated storage?

Yes No

If not, label the shelving area. Use the free label provided in the Campy Training Kit to assign refrigerated storage area for raw chicken only. Or make your own label to identify raw chicken storage area.

(continued on next page)

STORAGE OF CHICKEN

Safety Point

Storage Containers:

- Keep food covered.
- Store raw chicken in NSF-approved, commercial grade containers. Look for the symbol below.



* NSF, National Sanitation Foundation

Why?

Prevents spills and drips of raw chicken juice onto ready-to-eat foods.

How do you do this?

How do you store chicken and keep it covered?

- Cover all food with lids, aluminum foil or plastic wrap.
- Do not store food in open containers.
- Wash, rinse and sanitize containers before reusing them.

Defrosting:

- Determine how much chicken you will need for the upcoming days and if you will need to defrost it.
- Plan ahead to leave enough time and space to defrost small amounts of food in the fridge.

Eliminates rushing to defrost for last-minute needs and keeps foods protected.

Putting food in the fridge will keep it at a safe temperature while it is defrosting.

Where do you defrost foods?

How much time do you allow for defrosting?

- To defrost, move frozen chicken from freezer to refrigerator in advance of when you will need it.
- Defrost raw chicken only on designated bottom shelf of refrigerator.

(continued on next page)

STORAGE OF CHICKEN

Safety Point

Plan Ahead for Storage:

Have a plan before you start your duties that identifies:

- Food items that will need to be stored in cooler.
- Food items that will need to be defrosted in cooler.

Why?

Reduces disorganization in the cooler and ensures that other foods are protected when storing raw chicken.

How do you do this?

- Only store raw chicken on designated bottom shelf of refrigerator.
- Designate storage areas for other foods.

What to do if things go wrong

- If you think that ready-to-eat food has not been kept separate from raw chicken, throw away the ready-to-eat food.
- If equipment/surfaces/utensils have been touched by raw chicken, wash, rinse, sanitize and air dry them to prevent harmful bacteria from spreading.

How to stop this happening again


- Re-organize storage and food preparation to make it easier to keep food separate.
- Make sure you have enough storage space and it is well organized.
- Train staff again on this safe method.
- Improve staff supervision.

Teaching Points:

- Always store raw chicken in designated location at the bottom of the refrigerator.
- Store raw chicken in approved containers.
- Keep containers covered.
- Proper storage prevents juices from dripping onto other foods and contaminating them.
- Defrost frozen chicken in the refrigerator in advance and store in designation location.

PREPARATION OF CHICKEN

Safe handling of raw chicken is an important step before cooking. When handling raw chicken, keep it separate from cooked and ready-to-eat foods. Raw chicken (or its juices) can contain bacteria such as *Campylobacter*, which can lead to cross-contamination and the spread of harmful bacteria to other foods, surfaces or equipment. Use the following safety points to protect other foods from harmful bacteria during the preparation of raw chicken.

Safety Point	Why?	How do you do this?
<p>Washing Chicken:</p> <ul style="list-style-type: none"> Do not wash chicken. 	<p>Washing chicken increases the chance for transfer of bacteria because the splatter of water used to wash chicken may touch other nearby foods or surfaces.</p>	<ul style="list-style-type: none"> Do you wash chicken? If so, how can you change your process to eliminate washing? <hr/> <hr/>
<p>Prep Areas:</p> <ul style="list-style-type: none"> Prepare raw chicken and other foods in different areas. If physical separation is not possible, separate by preparing them at different times and clean thoroughly between tasks.  	<p>Prevents harmful bacterial from spreading from one food to another.</p> 	<p>How do you separate raw chicken and other foods during preparation?</p> <p>Describe how you will separate the chicken preparation from preparation of other foods by time and space.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <ul style="list-style-type: none"> Designate a specific place and time for raw chicken preparation. Review checklist* of the materials needed before and after preparing raw chicken. <p>* See checklist at the back of this training manual.</p>

PREPARATION OF CHICKEN

Safety Point

Equipment:

- Designate a cutting board, knife or other equipment for use with raw chicken only. Using a yellow cutting board will help food handlers remember it is for chicken.
- Never re-use the same cutting board or knives that were used to prepare raw chicken for ready-to-eat foods (unless they have been thoroughly cleaned and sanitized in between uses).
- Replace cutting boards that are scratched, scored or cannot be effectively cleaned and sanitized.
- Repair or replace any equipment or utensils that are damaged or have loose parts.

Why?

Harmful bacterial from raw chicken can spread from cutting boards and knives to other foods.

Using colored coded boards prevents using the same boards to prepare raw chicken and ready-to-eat food.

Dirt and harmful bacteria can collect in any area where the board is not smooth.

Loose parts may fall into food.

How do you do this?

Is a designated or color-coded cutting board used?

If not, designate a board to prepare chicken or

- Provide color-coded cutting boards and designate specific knives for raw chicken preparation only.
- Upon finishing raw chicken preparation, promptly place soiled cutting boards and knives in washing/sanitizing area

Clean As You Go:

- Clear away small kitchen equipment after completing task and put them in the washing/sanitizing area.
- Throw away any packaging, string, etc. as soon as you remove it.



Work surfaces are easier to keep clean when they are not cluttered and prevents equipment from being re-used before they have been washed and sanitized.

Keeping surfaces clear and clean will help prevent the spread of bacteria to other surfaces or foods.

How do you keep the prep area clean and clear?

- Remove dirty (soiled) equipment to washing/sanitizing area after finishing task.

(continued on next page)

PREPARATION OF CHICKEN

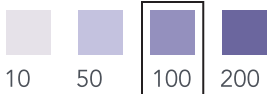
Safety Point

Wiping Cloths:

- Wash or wipe away spills with a cloth and sanitizer solution as soon as they happen.
- Disinfect work surfaces after wiping up spills from raw chicken.

Instructions for making a chlorine sanitizer solution:

- In a bucket, mix one teaspoon of chlorine in 1 gallon of warm water.
- Dip chlorine test strip in solution to measure concentration.
- Be sure the level is at least 100 ppm chlorine.



Instructions for making a quat sanitizer solution:

- In a bucket, mix solution according to the directions on the label.
- Dip quat test strip in the solution for 10 seconds to measure concentration.
- Be sure the level is at least 200 ppm quat.



Why?

Bacteria can spread if using the same soiled wiping cloth to clean other food contact surfaces.



How do you do this?

Is a bucket of sanitizing solution available?

How often do you change the sanitizer solution for re-usable wiping cloths?

Where does staff put dirty re-usable cloths?

- Use single-use wiping cloths and throw away after each task or keep multi-use cloths in a bucket of sanitizer solution.
- Ensure minimum sanitizer level is kept in bucket at all times and change the solution when water is cloudy.

Cleaning Surfaces:

- Clean and sanitize work surfaces thoroughly between tasks.
- Use a new cloth (or one that has been washed and sanitized) to clean work surfaces before preparing ready-to-eat food.

Prevents dirt and bacteria from spreading onto other foods from the surface. A dirty cloth could spread bacteria on the surface.

How do you clean and sanitize work surfaces?

- Make sure work surfaces, cutting boards, and knives are washed, rinsed, sanitized and air dried after each use.

PREPARATION OF CHICKEN

Safety Point

Plan Ahead for Prep:

Have a plan before you start your duties that identifies:

- Food items
- Time
- Space
- Equipment
- Who
- Cleaning

Why?

Reduces disorganization in the kitchen and ensures that other foods are protected when preparing raw chicken.

How do you do this?

For each food item to be prepared, determine:

- Who will prepare it?
- What equipment will be needed?
- Where will the food be prepared?
- When will the food be prepared?
- How will the prep areas be cleaned and sanitized before/after prep?

Teaching Points:

- Eliminate washing chicken from the preparation process.
- Designate a specific time and place for raw chicken preparation.
- Gather all necessary supplies and equipment before starting to prepare chicken.
- Provide specific cutting boards and knives for preparing raw chicken and ensure they are in good condition.
- When finished with raw chicken preparation, promptly place soiled cutting boards and knives in washing/sanitizing area.
- Wash, rinse, sanitize and air dry cutting boards, knives and other equipment used in raw chicken preparation before re-using with other foods.
- Use single-use wiping cloths and throw away after each task or keep multi-use cloths in a bucket of sanitizer solution.
- Test sanitizer solution frequently with test strips to ensure minimum sanitizer level is kept in the bucket at all times. Change the solution when sanitizer concentration is low or water is cloudy.
- Develop a plan that addresses who, what, where, when, and how of raw chicken preparation. Train all food handlers to use the plan when preparing chicken.

COOKING OF CHICKEN

When cooking chicken, the chicken must be handled properly to prevent contamination. Use different equipment, trays and cooking utensils for raw and cooked chicken, unless they have been properly washed, rinsed, sanitized and air dried after exposure to raw chicken. Be sure that raw chicken does not come in contact with foods that have already been cooked or foods that do not require cooking before being consumed, such as raw vegetables and fruit. To prevent cross-contamination during cooking, use the following safety points.

Safety Point	Why?	How do you do this?
<p>Cross Contamination:</p> <ul style="list-style-type: none"> Use separate utensils for raw and cooked chicken. 	<p>Using separate utensils will prevent contamination of cooked foods with raw foods.</p>	<p>Do you use separate tongs or utensils for raw and cooked chicken?</p> <hr/> <ul style="list-style-type: none"> Provide enough utensils to have separate ones for raw and cooked foods.
<p>Cooking:</p> <ul style="list-style-type: none"> When you add raw chicken to the cooking surface, make sure it does not touch, drip, or splatter onto the food already cooking.  	<p>Harmful bacteria can spread from the raw chicken or its juices to other foods and make them unsafe to eat.</p>  	<p>How do you keep raw meat separate from food already cooking?</p> <hr/> <hr/> <ul style="list-style-type: none"> Keep container of raw chicken close to the cooking surface. Use a drip pan to prevent spills onto other foods or surfaces.
<p>Thermometers:</p> <ul style="list-style-type: none"> Use a thermometer to check that chicken is cooked the proper temperature. 	<p>Verifying the cooking temperature with a thermometer is the best way to ensure thorough cooking.</p>	<ul style="list-style-type: none"> Keep meat thermometer close by to ensure easy access. Calibrate the thermometer regularly.

COOKING OF CHICKEN

Safety Point

Required Minimum Cooking Temperatures:

165°F – Chicken, other poultry, stuffed fish, stuffed meat, and stuffed pasta.

155°F – Ground or comminuted meat, raw eggs and foods containing raw eggs.

145°F – Raw shell eggs cooked to order, fish, and single pieces of meat including beef, veal, lamb, or pork.

135°F – Fruits and vegetables that are cooked for hot holding.

- All cooking temperatures must be achieved and held for 15 seconds.
- Any foods cooked in a microwave oven must be cooked to 165°F.

Why?

When chicken is cooked to 165°F or higher, any germs that could make customers sick will be killed before the food is eaten. The food you serve to your customers will be safe to eat.

How do you do this?

- Check chicken temperature before serving to customers.
- Insert thermometer into thickest part of chicken.
- If temperature is above 165°F, it is safe to eat.
- If temperature is below 165°F:
 - Continue to cook the food until it reaches 165°F.
 - If time is a factor, you can get to 165°F faster by dividing the food into smaller portions or using a different method/equipment.



What to do if things go wrong

- Cook the food until it reaches 165°F.
- Speed up the cooking process, for example by dividing the food into smaller quantities or using different equipment.

How to stop this happening again

- Repair or replace equipment.
- Review your cooking equipment. You might need to increase the time or temperature, or use different equipment.
- Train staff again on this safe method.
- Improve staff supervision.

(continued on next page)

COOKING OF CHICKEN

Teaching Points:

- Before cooking raw chicken, gather enough utensils to be able to use separate utensils for raw and cooked chicken.
- Give examples of ways food handlers can prevent spills, drips or splatters of raw chicken onto other foods or surfaces when placing the chicken on the cooking surface.
- Teach food handlers how to calibrate thermometers and designate place to store thermometers for easy access when cooking.
- Instruct food handlers *why* proper cooking temperature is important to serve customers safe food.
- Show food handlers how to check chicken cooking temperature by sticking thermometer into thickest part of the chicken.
- Proper cooking temperature for chicken is 165°F.
- Ask food handlers to identify appropriate corrective actions if the chicken temperature is below 165°F.

Follow these steps to calibrate your thermometer



STEP 1

Get a measuring cup.



STEP 2

Fill with ice and cold water.
Mix and add thermometer.



STEP 3

If thermometer does not read 32°F, press "Set" to calibrate.



STEP 4

Screen turns red – adjust buttons to 32°F.



STEP 5

Press "Set" again – wait for green "OK" on screen.



STEP 6

Thermometer has now been calibrated to 32°F.

SECTION 3:
TRAINING & SELF-INSPECTION
CHECKLISTS
DIVIDER TAB PAGE

INTRODUCTION TO MANAGEMENT TOOLS

Managing your business effectively is vital for food safety. This section includes information on different management issues, including checks to do when you open and close, training and self-inspection.

What are they?

You are provided with three (3) self-inspection tools:

- 1 Facility Assessment
- 2 Employee Training Checklist
- 3 Facility Self-Inspection Checklist

Where to keep them?

Keep the **Facility Assessment** and **Employee Training Checklist** records in this Campy Training Kit binder in a safe spot, like the office. The **Facility Self-Inspection Checklist** can be kept in the office or at the work station for the employee responsible for doing the checks.

How to use them?

Answer the questions and fill out the tables as instructed.

Who should fill them out?

The owner, manager or person-in-charge should conduct these checks on a regular basis to keep your customers safe from food poisoning.

Why to use them?

FACILITY ASSESSMENT

- To know if your restaurant is safe for raw chicken preparation
- To be able to prepare the safest food for your customers

EMPLOYEE TRAINING CHECKLIST

- To prove your staff have been trained on important issues of food safety

FACILITY SELF-INSPECTION CHECKLIST

- To keep your restaurant safe every day
- To prevent customers from getting sick

When to use them?

FACILITY ASSESSMENT

- When starting this Campy Training Kit
- Then, once a month

EMPLOYEE TRAINING CHECKLIST

- Start now to train all your current employees
- Any time you hire a new employee
- Then, refresh staff on food safety every 3 months

FACILITY SELF-INSPECTION CHECKLIST

- Every morning and every evening

APPENDIX 1: FACILITY ASSESSMENT

Do these checks at least once a month. You can also add your own checks to the list.

DATE:	TIME:
-------	-------

CHECKS TO PREPARE SAFE CHICKEN	INITIALS	NOTES:
STORAGE		
Refrigerator shelf is labeled for "raw chicken" storage only		
NSF-approved containers and lids for raw chicken storage are in good condition		
PREPARATION		
Raw chicken is prepared in separate place or time than other foods		
Color-coded or designated cutting board is used for raw chicken preparation only		
Specific knives and equipment are used only for raw chicken preparation		
Equipment used for raw chicken is stored away from equipment used for other foods		
Plenty of single- or multi-use wiping cloths are available		
Clean wiping cloths are stored in a protected location		
Sanitizer test strips are available		
Separate sanitizer buckets are available for animal and non-animal foods		
COOKING		
Plenty of utensils are available for raw and cooked chicken		
Thermometers are available in cooking area		
Thermometers are calibrated		

APPENDIX 2: EMPLOYEE TRAINING CHECKLIST

Re-train all employees every three (3) months and train new employees when hired.

NAME OF EMPLOYEE: _____

DATE OF HIRE: _____

FOOD HANDLER CARD OR FOOD SAFETY TRAINING: _____

DATE OF NEXT TRAINING (3 MONTHS FROM TODAY): _____

SAFE METHOD	DATE	INITIALS	NOTES:
AVOID CROSS-CONTAMINATION DURING STORAGE OF CHICKEN			
Storage Location			
Storage Containers			
Plan Ahead for Storage			
Defrosting			
AVOID CROSS-CONTAMINATION DURING PREPARATION OF CHICKEN			
Washing Chicken			
Prep Areas			
Equipment			
Clean As You Go			
Wiping Cloths			
Cleaning Surfaces			
Plan Ahead for Prep			
AVOID CROSS-CONTAMINATION DURING COOKING OF CHICKEN			
Cross Contamination			
Cooking			
Thermometers			
Cooking Temperatures			

APPENDIX 3: FACILITY SELF-INSPECTION CHECKLIST

DATE:

TIME:

OPENING CHECKS

INITIALS NOTES:

You should do these checks at the beginning of the day. You can add your own checks to the list.

Refrigerators, freezers, etc. working properly		
Other equipment (grill, oven, hot holding, etc.) working properly		
Temperature logs filled out		
Staff are healthy, fit for work & wearing clean work cloths		
3-compartment sink or dish machine are set-up and functioning correctly		
Sanitizer solution prepared for wiping cloths		
Clean/unused wiping cloths in sanitizer buckets		
Cutting boards, utensils & other equipment are clean and sanitized		
Thermometers are clean and calibrated		

CLOSING CHECKS

INITIALS NOTES:

You should do these checks at the end of the day. You can add your own checks to the list.

No food is left out		
Raw chicken is stored on bottom shelf of refrigerators		
Food contact surfaces and equipment have been cleaned and sanitized		
Refrigerators, freezers, etc. working properly		
Dirty cloths have been removed for cleaning & replaced with clean ones		
Waste has been removed and new bags put into the bins		

