SAFETY TRAINING

Part 1: Food Handling, Cooking and Storing
Part 2: Avoiding Everyday Choking Hazards

Self Study Education **Developed By:** Kelly Gochenaur, Program Director **Date**: 01/25/2010

Directions: Information in this document will heighten the awareness for safety in the kitchen and assisting Consumers during meal time. To successfully complete the training, Team Employees must take the accompanying written exam scoring no less than 75%. Students who receive between 75% and 99% will receive a copy of their corrected test for their review. Students who receive less than 75% will be contacted by their training liaison to determine corrective action.

Questions concerning the contents of this material should be directed to Kelly Gochenaur, Program Director, 608-326-5536 or kag@loriknappinc.com

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PART 1: FOOD HANDLING, COOKING AND STORING

Shopping for foods:

- When shopping, do the perishable food shopping last and take food straight home to the refrigerator. *Never leave food in a hot car!*
- Shop for meat, poultry and seafood last and place in plastic bags to keep the packages from dripping from other foods in the cart.
- Buy frozen and refrigerated foods just before checkout.
- Feel frozen foods to make sure they are rock solid.
- Choose canned foods that are free of dents, cracks, rust or bulging lids; check packages for holes, tears and open corners.
- Do not buy food in poor condition (e.g., refrigerated foods should be cold to the touch, frozen foods should be frozen solid, cans are free of dents or bulges.
- Purchase dated packages only if the "sell by" date has not expired.
- Do not buy foods that you will not use before the "use-by" date.
- Buy products labeled "keep refrigerated" only if they are stored in the refrigerator case and feel cold to the touch.
- Bring a cooler for groceries if time from the store to home will be longer than 30 minutes. Even short stops in hot weather may let groceries warm up to unsafe temperatures.

Storing foods:

- Check the temperature of the refrigerator and keep the refrigerator as cold as possible without freezing your dairy products or produce. Keep the refrigerator at 40F or less.
- Freeze fresh meat, poultry and fish immediately if you do not plan to use them within a few days. To encourage an airtight package you may overwrap packages with aluminum foil or heavy freezer wrap.
- Wrap raw meat, poultry and fish or place in separate plastic bags and set on a plate on the lowest shelf of the refrigerator to keep from dripping onto other foods.
- Use refrigerated steaks, roasts, deli meats and poultry within 3 to 4 days. Ground meat, ground poultry and fish should be used with 1 to 2 days.
- Space items in the refrigerator and freezer so air can freely circulate.
- Follow the "use by", "keep refrigerated" and "safe handling" information non-package labels.

- If you cannot remember when food was placed in the refrigerator throw it out.
- Pack perishables in iced coolers when cleaning or defrosting your refrigerator or freezer.
- Do not store onions and potatoes together because gases from onions make potatoes rot.
- Do not store food under sinks because it might get tainted by cleaning supplies or water.
- Accumulated paper and grocery bags can be hangouts for rodents and bugs.
- Refer to the chart in the back of this study for further directions with storing.

Thawing or defrosting foods:

- DO NOT thaw foods on the kitchen counter.
- Thaw foods in the refrigerator, under cold water changed every 30 minutes, or in the microwave oven.
- Cook microwave-defrosted food immediately after thawing.
- Defrost meat in the lowest location in the refrigerator to avoid cross-contamination.

General kitchen hygiene:

- Maintain clean surfaces throughout. This includes floors, walls, ceilings, counters and appliances.
- Do not let food residues *dry onto* the dishes. Get into the habit of washing dishes immediately after meals.
- Kitchen cloths and towels can spread bacteria, so launder them frequently, especially after cleaning up raw animal products. Replace sponges every few weeks. Consider using disposable paper towels.
- Let dishes air-dry because bacteria can be introduced onto the clean dish from damp towels.
- Clean behind major appliances at least every 6 months.
- Do not put things that are handled a lot but not washed (i.e., playing cards) in the same drawer as utensils.
- **DO NOT COOK FOR OTHERS WHEN YOU ARE ILL!!!**

Handling and preparing foods prior to cooking:

- Wash hands in hot soapy water for at least 20 seconds *before* preparing food or *after* using the bathroom, changing diapers or handling pets.
- To reduce bacteria in sponges, wash clothes and kitchen towels wash them often.
- Cover any cuts or sores on your hands with a bandage, or use plastic gloves, if available.
- Turn your face away and cover your mouth and nose with a tissue if you sneeze or cough while preparing food and always wash hands afterwards.
- Keep everything that touches food clean (e.g., knives, cutting boards, utensils).
- If possible, use clean utensils instead of hands to prepare food.
- Keep raw meat, poultry and fish and their juices away from other foods, especially on knives, cutting boards and dishes.
- Never chop fresh vegetables or salad ingredients on a cutting board that was previously used for raw meat without being washed. If possible, designate separate cutting boards for raw animal products vs. raw vegetable products.
- Scrub cutting boards with hot soapy water. Rinse and sanitize with a tepid solution of bleach and water (3/8 oz. bleach per gallon of water). Air-dry and store dry.
- Thoroughly wash all fruits and vegetables. Refrigerate melons after they are cut.
- Use a covered non-metallic container to marinate meat, poultry and seafood. Place it in the refrigerator, not on the kitchen counter. Discard the leftover marinade that was in contact with the raw meat.

- Thoroughly rinse poultry and seafood in cold water and check for any off odors before cooking.
- Avoid stuffing poultry. Cook dressing separately.
- Fruits and Vegetable preparation should include thoroughly washing the fresh produce under running water. Use a vegetable brush to scrub fruits and vegetables that have a firm surface, such as potatoes and carrots. Cut away any damaged or bruised areas on the produce as bacteria can thrive in these places.

Cooking:

- Cook eggs until the yolk and white are firm, not runny. Do not use or modify recipes that call for uncooked or partially cooked eggs.
- Do not eat raw cookie dough or taste any meat, poultry, and fish or egg dish while it is raw or partially cooked. Never drink unpasteurized milks or milk products.
- Cook ground beef until not longer pink.
- Beef roasts and steaks should be well-browned on the surface, but the interior will be slightly pink when cooked to 145F (medium rare).
- When basting grilled meats, brush sauce on cooked surfaces only. Be careful not to contaminate fully cooked meats by reusing leftover marinade or adding sauce with a brush previously used on raw meats.
- Stir, rotate and cover foods when microwaving for even cooking.
- Cook red meat to 160F. Cook poultry to 180 F. Use a meat thermometer.
- To check visually, red meat is done when it's brown or gray inside; poultry juices run clear; fish flakes with a fork.
- Salmonella, the bacteria which causes food poisoning, may be found in some eggs. Cook eggs until the yolk and white are firm, not runny. Scramble eggs to a firm texture. Do not use recipes that call for raw or partially cooked eggs.
- When cooking ahead, divide large portions of food into small, shallow containers for refrigeration to ensure safe, rapid cooling.
- When cooking with slow cookers, start with fresh meat rather than frozen meat. Use chunks rather than whole roasts or large cuts. Be sure the recipe includes a liquid.
- Never partially cook foods, store them, and then finish grilling or roasting them later.
- Roast meat or poultry in oven temperatures of 325F or above. Avoid "cooking without a heat source" (preheating oven, putting in roast then turning off oven).
- When using a meat thermometer. Place the thermometer in the thickest portion of the meat, not touching bone, fat or the bottom of the pan.
- Refer to the chart in the back of this study for further directions with cooking.

Egg safety:

- Do not eat raw or lightly cooked eggs. Many older cookbooks have recipes that call for raw eggs (e.g., ice cream, cookie dough, mayonnaise, eggnog). These recipes are no longer recommended because of the risk of Salmonella. The commercial versions of these products are made of pasteurized eggs and are not a food hazard.
- Discard cracked or dirty eggs.
- Keep eggs refrigerated and eat promptly after cooking. Do not keep eggs, or egg-based foods or sauces warm for more than two hours.
- Refer to the chart in the back of this study for further directions with cooking.

Safe microwaving:

- Cover food with a lid or plastic wrap so steam can aid through cooking. Vent wrap and make sure it does not touch the food.
- Stir and rotate food for even cooking.
- Observe the standing time called for in the recipe or package direction to allow foods to finish cooking.

Serving foods:

- NEVER leave foods out over two hours.
- Use clean dishes and utensils to serve food, not those used in preparation.
- Pack lunches in insulated carriers with a cold pack.
- Keep cold party food on ice or serve it throughout the gathering from platters from the refrigerator.
- Divide hot party food into smaller serving portions. Keep platters refrigerated until time to warm them up for serving.

Leftovers:

- Refrigerate cooked, perishable food as soon as possible within two hours after cooking. Date and identify leftovers on a label so they can be used within 2 to 3 days. *"If in doubt, throw it out!"*
- Divide large portions into small, shallow containers for quick cooling in the refrigerator.
- Freeze leftovers that will not be eaten within a few days.
- Cover and reheat leftovers to 165F throughout or until steaming hot. Stir foods while reheating to ensure that all foods reach the appropriate temperature. Reheat sauces, soups and gravies to a rolling boil for at least 1 minute before serving.
- Never taste leftover food that looks or smells strange – discard it!
- Moldy foods should be discarded and not merely trimmed off because toxins produced by some molds may be found under the surface of the foods.
- Refer to the chart in the back of this study for further directions with storage.

Reheating:

- Bring sauces, soups, and gravy to a boil. Heat other leftovers to 165 F.
- Microwave leftovers using a lid or vented plastic wrap for thorough heating.
- Refer to the chart in the back of this study for further directions with cooking.

Holding Foods During and/or Following a Power Outage

Freezer:

- Without power, a full upright or chest freezer will keep foods frozen for about 2 days. A half-full freezer will keep food frozen 1 day.
- If power is only out temporarily, foods will last longer by keeping the door shut as much as possible.
- If power will be off for an extended period of time, take the food to a friend's freezer, find a commercial freezer or use dry ice.

Refrigerator-Freezer combination:

- Without power, the refrigerator section will keep food cool 4-6 hours depending on the kitchen temperature.
- A full, well functioning freezer should keep food frozen for 2 days, half-full freezer 1 day.

- Block ice can keep food on the refrigerator shelves cooler. Dry ice can be added to the freezer unit.

Useful tips for cleaning out the refrigerator

How to clean out a refrigerator:

- Take out all removable parts and wash with warm water and mild soap or detergent. Rinse and dry.
- Wash walls with a solution of two tablespoons of baking soda to one quart warm water. Rinse thoroughly and dry.
- Wash gasket and door liner with warm water and mild soap or detergent. Rinse well and dry.
- For refrigerators with removable drain plugs, remove plug and force warm water mixed with baking soda through the drain. (A meat baster works well).
- Wipe down jars, bottles and containers before returning to the refrigerator.
- The defrost drip pan underneath the refrigerator is out of sight, so special effort must be made to clean it. Remove it and thoroughly wash with warm, soapy water.
- Vacuum condenser coils two to six times per year (more often in homes with pets).

What causes odors in refrigerators?

- Foods stored or wrapped improperly
- Poor maintenance – spills not wiped up right away
- Foods left in refrigerator too long
- Power or mechanical failure that causes food spoilage

Different ways to remove odors:

- Wash interior walls thoroughly with a solution of 2 Tablespoons of baking soda to one quart warm water.
- Pour box of baking soda in jelly-roll pan and place on shelves to absorb odors.
- There are several commercial products available for odor removal. Some may not rid the odor, but simply mask it while others are not safe for use around food. Read product labels carefully to determine if a cleaner or deodorizer is safe to use in a refrigerator; then follow instructions for use carefully.

How to prevent odor problems:

- Discard refrigerator leftovers, vegetables and dairy products that are beyond safekeeping. They can create odor problems if left too long.
- Promptly wipe up any spills that occur.
- Clean refrigerator out at least every two weeks.

Pest Control in the Home

- Use only tightly covered garbage cans
- Cover and frequently remove stored garbage and recyclables
- Establish and follow a cleaning routine.

PART 2: AVOIDING EVERYDAY CHOKING HAZARDS

Choking Hazards: Be On The Alert

Choking occurs when the airway is blocked or partially blocked. Deprived of oxygen, the brain will begin to die within minutes. Choking can also cause a sudden heart attack---especially in the elderly. Choking is a concern with cognitively and developmentally disabled adults and the elderly. The elderly often lose esophageal tone as they age and swallowing becomes less efficient. Some may have other health issues that affect swallowing, such as a stroke, nerve damage, Parkinson's or multiple sclerosis. This allows food particles or other objects to lodge there more easily.

Any object large enough to block or partially block the airway is a choking hazard--- common choking hazards include hot dogs, round candy, steak, round ice cubes, grapes, raisins and nuts. Water is also a choking hazard because of its thin viscosity.

A person choking may or may not be able to speak. If the airway is completely blocked, they will not be able to cough or ask for help. Unfortunately, delays in help are common. Most witnesses are not sure what is happening at first, and when they finally realize the person is choking, they may not know what to do.

If a cognitively or developmentally disabled person is coughing and cannot get the object up, or they suddenly stop coughing and is silent, they may be in trouble. Look for reddening or darkening of the skin and a panicked expression. A cognitively or developmentally disabled person may flail their arms or grow rigid when they are choking. Individuals who are cognitively able may point to their throat and make panicked movements before collapsing. They may also hold their chest, which unfortunately can cause witnesses to assume the person is having a heart attack, rather than choking.

Warning

Even after a person coughs an object up and can breathe again, they will need to go to the hospital to be checked out---especially if someone performed the Heimlich maneuver on them. Choking can damage the esophagus, and the Heimlich maneuver sometimes bruises organs. Even if a choking victim is coughing, this does not necessarily mean they will be fine. If they are unable to cough the object up and seem to be turning blue or losing consciousness, you should perform the Heimlich maneuver and call 911.

Foods with high choking risks include:

- Water. The fluid is so thin that it is a common choking hazard. Take extra care when assisting someone drinking water and use a liquid thickener if a physician has ordered it. If a Consumer is having increased choking episodes contact their medical practitioner for further studies.
- Hot dogs. If you must serve them, remove the skin (it's a choking hazard) and julienne into slim pieces. Do not chunk into bite size pieces.
- Steak or other big pieces of meat
- Chicken with bones
- Popcorn and pizza, especially when it's cold. "It gets stuck in the airway and is hard to cough or Heimlich out. Never serve popcorn and pizza together.
- Hard candy
- Bread, especially white bread. When the Consumer drinks liquid, the bread will expands and may block the airway.

- Cake and milk, for the same reasons as white bread.
- Crackers, rice cakes or other dry foods
- White bread and peanut butter. It's like glue. Add lots of jelly if you serve peanut butter.
- Large chunks of fruit, such as pineapple and apples.

Foods With Low Choking Risks

- Fish, if it's filleted
- Ground meat
- Soups
- Chocolate (if it gets stuck, it melts)
- Applesauce, pudding and Jello
- Lightly toasted bread with butter or jelly

Some Dos and Don'ts of Eating: These tips will also help reduce incidences of choking:

- Don't encourage the drinking of fluids while eating. People do this assuming it will make the food go down but instead it can lead to choking
- Don't encourage talking while eating. The epiglottis—the hinge like flap at the base of the tongue that keeps food from entering the windpipe—doesn't know whether to open or close because it doesn't know whether food or air is coming.
- Don't eat lying down or in a reclined position, instead sit in the most upright position as possible.
- Eat slowly.
- Do julienne the food.
- Do peel apples before serving

GUIDELINES FOR CONSISTENCY MODIFICATIONS OF FOODS AND LIQUIDS

- Sometimes it is necessary to alter the consistency of foods and/ or liquids offered to the Consumer to reduce choking episodes. These recommendations are determined by an occupational therapist or speech and language pathologist and implemented according to the order of the Consumer's physician.

- If a Consumer appears to have difficulty with the prescribed consistency of foods and/ or liquids, the caregiver should remove the food or liquid and immediately contact their supervisor for direction. The supervisor should then report the concerns to the Consumer's physician

- Food consistencies that may be ordered by a physician are *WHOLE, CUT UP, CHOPPED, GROUND, and PUREED.* Chopping device, knife, grinder, food processor, and blenders are used to obtain the correct food consistency. Refer to chart at the back of this study for further explanation and examples.

- Liquid consistencies that may be ordered by a physician are *THIN, NECTAR, HONEY, and PUDDING.* Liquids are thickened with commercial products such as Thick-It or Thick and Easy. Non-commercial food items such as instant potatoes, baby food fruits, baby cereal may also be used however these additives will add calories to the foods or liquids they are added to, so be cognizant of those on calorie reducing diets. Refer to chart at the back of this study for further explanation and examples.

GUIDELINES FOR PERFORMING THE HEIMLICH

The Heimlich maneuver is an emergency technique for preventing suffocation when a person's airway (windpipe) becomes blocked by a piece of food or other object.

Step 1 Ask the choking person to stand if he or she is sitting if they are able to stand.

Step 2 Place yourself slightly behind the standing victim or sitting victim.

Step 3 Reassure the victim that are going to perform the Heimlich maneuver

Step 4 Place your arms around the victim's waist.

Step 5 Make a fist with one hand and place your thumb toward the victim, just above his or her belly button.

Step 6 Grab your fist with your other hand.

Step 7 Deliver five upward squeeze-thrusts into the abdomen.

Step 8 Make each squeeze-thrust strong enough to dislodge a foreign body.

Step 9 Understand that your thrusts make the diaphragm move air out of the victim's lungs, creating a kind of artificial cough.

Step 10 Keep a firm grip on the victim, since he or she can lose consciousness and fall to the ground if the Heimlich maneuver is not effective.

Step 11 Repeat the Heimlich maneuver until the foreign body is expelled.

Step 12 Seek medical attention.

Sources used in the development of this study:

FOOD HANDLING, COOKING AND STORING
http://www.fsis.usda.gov/Factsheets/Basics_for_Handling_Food_Safely/index.asp

Consumer tips for Safe Food Handling Techniques and a Cleaner Cooking Environment
http://dhs.wi.gov/communicable/resources/pdffiles/SafeFoodHndlTechs.pdf

http://www.ext.colostate.edu/PUBS/foodnut/09310.html . Kendall, Colorado State University Extension food and nutrition specialist and professor, and N. Diamond, M.S., R.D.; food science and human nutrition. 3/00. Revised 2/07

CHOKING AWARENESS
http://www.parentgiving.com/elder-care/avoiding-everyday-choking-hazards/

www.ehow.com/about_4570441_choking-hazards.html

http://www.ct.gov/dds/lib/dds/health/attachf_guidelines_consistency_mod_foodsliquids.pdf

http://www.ehow.com/how_14949_heimlich-maneuver.html

USEFUL CHARTS

Cooking Temperatures (Fahrenheit) Product	Temperature (oF)	Cooking Temperatures (Fahrenheit) Product	Temperature (oF)
Eggs & Egg Dishes		**Poultry**	
Eggs	Cook until yolk & white are firm	Chicken, whole	180
		Turkey, whole	180
		Poultry, breasts	170
Egg dishes	160	Poultry, thighs, wings,	Cook until juices run clear
		Stuffing cooked alone	165
		Duck & Goose	180
Ground Meat & Meat Mixtures		Ham Fresh (raw)	160
Turkey, chicken	170	Pre-cooked (to reheat)	140
Veal, beef, lamb, pork	160		
Fresh Beef	140 - Rare 160 – Medium 170 – Well Done	**Fresh Lamb**	160 – Medium 170 – Well Done
Fresh Veal	160 – Medium 170 – Well Done	**Fresh Pork**	160 – Medium 170 – Well Done

Table 1: Safe food storage guidelines.			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
BREADS, PASTRIES AND CAKES			
Breads, baked (no preservatives)	2-3 weeks	2-3 months	Store in refrigerator to inhibit mold growth.
Baked muffins	*	2-3 months	
Baked quick breads	*	2-3 months	
Partially baked cinnamon rolls	1-2 weeks	2-3 months	
Unbaked rolls and bread	3-4 days	1 month	Longer storage inactivates yeast, weakens gluten.
Cakes: frosted baked unfrosted baked	 * *	 2-4 months 2-4 months	
Cookies, baked dough	 2-3 weeks 3-4 days	 6-12 months 3 months	
Flour, white or whole wheat	6-8 months	12 months	Keep in airtight container.
Pies: fruit, baked fruit, unbaked pumpkin or chiffon	 2-3 days 1-2 days 2-3 days	 2-4 months 2-4 months 1-2 months	
Waffles	1-2 days	1 month	
*Not necessary to refrigerate unless product cannot be used within 4-5 days or time recommended on package.			
DAIRY PRODUCTS			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Butter	2-3 months	12 months	Freeze in original carton, overwrap in plastic freezer bag.
Buttermilk	1-2 weeks	NR	Check date on carton. Will keep several days after date.
Coffee whitener (liquid)	3 weeks	See package	
Dip, sour cream, commercial homemade	 2 weeks 3-4 days	 NR NR	

DAIRY PRODUCTS Continued			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Cheese: cottage, ricotta	5-7 days	1 month	Freezing changes texture of soft cheeses. Becomes crumbly when frozen; can be used in cooking when creaminess is not important.
cream cheese	2 weeks	1 month	
Natural, aged cheeses (cheddar, Swiss, brick, gouda, mozzarella, etc.):	2-3 months	6-8 months	
Parmesan, Romano, (grated)	2-3 weeks	6-8 months	Natural and processed cheeses can be frozen. Defrost in refrigerator; cheese will be less likely to crumble. Use soon after thawing.
large pieces, packaged or wax coated	6-8 months	12 months	
slices or opened packages	3-4 weeks	6-8 months	
Pasteurized process cheese			
Cream, light or half and half	1 week		
UHT processed-opened	1 week		
-unopened	4 weeks	3-4 weeks	Whipping cream will not whip after thawing. Whipped cream may be frozen and stored for 1-2 weeks.
whipping or heavy	1 week	NR	
Margarine	3 months	12 months	Overwrap in plastic freezer bag for frozen storage.
Milk, evaporated, opened	3-5 days	1-3 months	Freezing affects milk's flavor, appearance; use for cooking.
fluid whole or low-fat	1 week	1-3 months	
reconstituted nonfat dry	1 week	1-3 months	
sweetened, condensed, opened	3-5 days	1-3 months	

DAIRY PRODUCTS Continued			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Whipped topping: frozen carton (thawed) in aerosol can prepared from mix	 2 weeks 3 weeks 3 days	 NR NR NR	
Yogurt	1 month	NR	Yogurt will separate if frozen.

EGGS AND EGG PRODUCTS			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Eggs, fresh yolks or whites	4 days	12 months	To freeze, break eggs out of shell; stir until yolk is well blended with white or other yolks. Add small amount of salt, sugar or corn syrup to improve keeping quality.
Eggs, in shell, fresh	3 weeks	NR	
Eggs, in shell, hard-cooked	1 week	NR	Decorated Easter eggs: If you intend to eat them, keep refrigerated. If eggs are at room temperature for more than 2 hours, do not eat them.
Eggs, liquid pasteurized eggs or egg substitutes, opened	4-5 days	1 year	
Egg-containing products: canned puddings, opened Custards, custard sauces, puddings, custard-filled pastries and cakes	 1-2 days 1-2 days	 NR NR	

FRUITS			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Apricots, cranberries	1 week	8-12 months*	
Avocados	3-5 days	4-6 months*	
Bananas	1-2 days, unpeeled	4-6 months	Peel, dip in lemon juice, tray freeze; store in freezer bag.
Berries, cherries	1-2 days	8-12 months*	
Grapes, peaches, pears, plums, and rhubarb	3-5 days	8-12 months*	
Canned fruits, opened	3-5 days	1-2 months	Texture will be softer after freezing. Refrigerate in glass or plastic to avoid metallic taste.
Citrus fruits	3 weeks	4-6 months*	Wrap cut surfaces to prevent loss of Vitamin C.
Dried fruit, cooked uncooked	3-5 days 6 months	4-6 months 12 months	
Juices: canned, bottled, frozen concentrate	1 week	12 months	Transfer canned juice to glass or plastic container after opening.
Melons	1 week	8-12 months*	Wrap cut surfaces to prevent Vitamin C loss, control odors.
*Freeze all fruits in moisture- and vapor proof containers.			

MEATS-----Fresh			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Bratwurst, fresh precooked	 1-2 days 5-7 days	 2-3 months 2-3 months	Meats may be left in the supermarket packaging for refrigerator storage or for very brief freezer storage. For frozen storage beyond two weeks, rewrap in moisture- and vapor proof wrap or freezer bags.
Chops, lamb pork, veal	 2-4 days 2-4 days	 6-9 months 4-6 months	
Ground beef, stew meat, ground pork, turkey, veal, lamb	1-2 days	3-4 months	
Roasts, beef lamb veal or pork	 2-4 days 2-4 days 2-4 days	 6-12 months 6-9 months 4-8 months	

MEATS-----Fresh Continued			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Sausage: pork, beef, turkey	1-2 days	1-2 months	Meats may be left in the supermarket packaging for refrigerator storage or for very brief freezer storage. For frozen storage beyond two weeks, rewrap in moisture- and vapor proof wrap or freezer bags.
Steaks, beef	2-4 days	6-12 months	
Organ meats	1-2 days	3-4 months	
MEATS-----Cooked			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Canned meat, opened	2-3 days	NR	
Cooked meat and meat dishes	3-4 days	2-3 months	Quickly refrigerate all cooked meats and leftovers. Use as soon as possible. Cut large roasts into halves to cool in refrigerator. Fats tend to separate in homemade gravies, stews and sauces but usually recombine when heated.
Gravy and meat broth	1-2 days	2-3 months	Cool leftover gravy and broth quickly, in shallow containers, in the refrigerator.
MEATS -------Processed and Cured			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Bacon	5-7 days	1 month	Keep packaged meats in original package. For best quality, use within one week of "sell by" date.
Corned beef: drained and wrapped	5-7 days	1 month	
in pouch with pickling juice	5-7 days	NR	
Hotdogs	3-5 days*	1-2 months	Frozen, cured meats lose quality rapidly; use as soon as possible.
Ham, canned, unopened	8-12 months	NR	Small pieces of canned ham (opened) may be frozen for 4-6 weeks.
half	3-5 days	1-2 months	
whole	7 days	1-2 months	
Lunch meats	3-5 days*	1-2 months	
Sausage, smoked	7 days	1-2 months	
dry and semidry sausage	2-3 weeks	1-2 months	

*Storage time after vacuum-sealed package is opened. Unopened package may be kept two weeks or according to date on package.

POULTRY-- Fresh			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Chicken and turkey, whole	1-2 days	12 months	
Chicken, pieces	1-2 days	9 months	
Duck and goose, whole	1-2 days	6 months	
Giblets	1-2 days	3-4 months	
Turkey, pieces	1-2 days	6 months	
POULTRY-- Cooked			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Canned poultry, opened	1-2 days	NR	Quick-cool meat and broth separately in shallow containers. Add ice cubes to concentrated broth to speed cooling and to aid fat removal.
Cooked poultry dishes	3-4 days	4-6 months	
Fried chicken	3-4 days	4 months	
Pieces, covered with broth not in broth	1-2 days 3-4 days	6 months 1 month	
VEGETABLES			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Asparagus	2-3 days	8-12 months*	
Beans, green or wax; celery	1 week	8-12 months*	
Beets, cabbage, carrots, turnips	1-2 weeks	8-12 months*	
Broccoli, Brussels sprouts	1 week	8-12 months*	
Cauliflower	1 week	8-12 months*	
Corn, in husks without husks	1-2 days 1-2 days	8-12 months* NR	
Cucumbers	1 week		
Lettuce & salad greens	1 week	NR	Store in bag or lettuce keeper.
Mushrooms	1-2 days	8-12 months*	Do not wash before refrigerator storage.
Okra	3-5 days	8-12 months*	
Onions, green mature	3-5 days 1-2 weeks	NR 3-6 months*	
Peas, lima beans,	3-5 days	8-12 months*	Store unshelled in refrigerator until used.
Peppers	1 week	8-12 months*	
Radishes	2 weeks	NR	
Tomatoes, can - open fresh, ripe	1-4 days 5-6 days	8-12 months*	
*Blanch fresh vegetables and freeze in moisture- and vapor proof materials.			

Seafood			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Canned fish, seafood, opened	3-4 days	NR	
Clams, oysters (shucked) and scallops	1-2 days	3-4 months	Store in coldest part of refrigerator. Do not use if liquid is frothy.
Cooked fish	3-4 days	4-6 months	
Crab	1-2 days	2 months	
Lobster, shelled or not	1-2 days	6-12 months	
Fillets, fatty: mullet, ocean perch, sea perch, sea trout, striped bass	1-2 days	2-3 months	
Fillets, lean: cod, flounder, haddock	1-2 days	4-6 months	
Fresh water fish, clean	1-2 days	6-9 months	
Salmon steaks	1-2 days	2 months	
Shrimp	1-2 days	6-12 months	
Smoked fish	14 days or date on vacuum package	2 months in vacuum package	
NR: Not recommended			
MISCELLANEOUS PERISHABLE ITEMS			
Product	**Refrigerator (35-40 degrees F)**	**Freezer (0 degrees F)**	**Comments**
Candies	6 months	6 months	Chocolates may discolor.
Casseroles	1-2 days	1 month	
Ground spices	6 months*	6-12 months	Can be stored in cupboard.
Salads (store prepared or homemade) - egg, chicken, ham, tuna and macaroni salads	3-5	NR	
Salad dressings, opened	6 months	NR	
Sandwiches	2-3 days	1 month	
Soups, stews	2-3 days	4-6 months	
*Refrigeration is not necessary, but will help keep flavor fresher.			
CANNED FOODS			
In general, high-acid canned food such as tomatoes, grapefruit, and pineapple can be stored on the shelf for 12 to 18 months. Low-acid canned food such as meat, poultry, fish, and most vegetables will keep 2 to 5 years — if the can remains in good condition and has been stored in a cool, clean, and dry place. Discard cans that are dented, leaking, bulging, or rusted.			

WHOLE FOOD CONSISTENCY

Description: Food should appear as it is served in a restaurant. Assistance may be needed with cutting the food.

Food Group	Allowed	Avoid	*Special Notes*
Milk, dairy	Any allowed by prescribed diet	None	
Fruits	Any allowed by prescribed diet	None	
Vegetables	Any allowed by prescribed diet	None	
Meat / Protein (Beef, Pork, Poultry, fish, dry beans, eggs, nuts, Peanut butter)	Any allowed by prescribed diet	None	
Starch (Bread, cereals, rice, pasta)	Any allowed by prescribed diet	None	
Fats, oils	Any allowed by prescribed diet	None	
Desserts and snacks	Any allowed by prescribed diet	None	

CUT UP FOOD CONSISTENCY

Description: All foods must be cut into pieces no larger than ½"x ½" x ½"

Food Group	Allowed	Avoid	*Special Notes/ Information*
Milk, dairy	Any allowed by prescribed diet	None	
Fruits	Any allowed by prescribed diet	None	Melon balls and grapes are halved
Vegetables	Any allowed by prescribed diet Olives halved	None	
Meat/ Protein (Beef, Pork, Poultry, fish, dry beans, eggs, nuts, Peanut Butter)	Any allowed by prescribed diet (Skinned or skinless hot dogs preferred; Kielbasa/sausage skinned preferred; Cut lengthwise into 4 strips; then cut into ½" pieces)	None	
Starch (Bread, cereals, rice, pasta)	Any allowed by prescribed diet	None	
Fats, oils	Any allowed by prescribed diet	None	
Desserts and snacks	Any allowed by prescribed diet	None	

CHOPPED FOOD CONSISTENCY

Description: Foods is cut by hand or as directed to Pea size pieces ¼"x ¼" x ¼"

Food must also be moist. No "Finger Foods".

Food Group	Allowed	Avoid	*Special Notes/ Information*
Milk, dairy	Any allowed by prescribed diet	Any with nuts, seeds, or other crunchy substances	
Fruits	Any allowed by prescribed diet	Fruit skin, seeds, dry fruit	Fresh fruit should be well ripened or softened in microwave
Vegetables	Any allowed by prescribed diet	Tough vegetable skin	
Meat/ Protein (Beef, Pork Poultry, fish, dry beans, eggs, nuts, Peanut butter)	Any allowed by prescribed diet ; *Hot dogs/kielbasa/ sausage- remove casing (skin)*	Bacon, skin, casing, nuts	Tough meat such as Pork, steak, BBQ meat, Corned Beef **Must Be Ground**
Starch (Bread, cereals, rice, pasta)	Remove crust from bread (none with nuts, seeds or dried fruit); Moisten cereal with milk- (no nuts, seeds or dry fruits in cereal) Ditalini Pasta can be used whole	Bagels, hard-crusted bread, nuts, seeds, skin	
Fats	Any allowed by prescribed diet	Bacon	
Desserts and Snacks	Any allowed by prescribed diet	Hard candy, chewy candy, Popcorn, chips, Pretzels	

GROUND FOOD CONSISTENCY

Description: All foods must be ground in a machine to "small curd" cottage cheese consistency.

Foods must be moist and liquids may be added to get the desired consistency.

Food Group	Allowed	Avoid	*Special Notes/ Information*
Milk, dairy	Any allowed by prescribed diet	Any with nuts, seeds, pieces of fruit, or other crunchy substances	Small curd cottage cheese and Ricotta cheese may be served in whole form
Fruits	Any allowed by prescribed diet; Canned, cooked or fresh without skins;	Fruit skin, seeds, dry fruit(raisins, Prunes, etc.)	Fork mash bananas or fresh ripe melon (no seeds)
Vegetables	Any allowed by prescribed diet	Vegetables with tough skin or strings; seeds	Remove large seeds (e.g. winter squash, pumpkin)
Meat/ Protein (Beef, Pork, Poultry, fish, dry beans, eggs, nuts, Peanut butter)	Any allowed by prescribed diet served with extra gravy/ sauce	Bacon, skin, casing, nuts Breaded/ battered fish or meats	
Starch (Bread, cereals, rice, pasta)	Any allowed by prescribed diet ; Pastina can be used whole	Nuts, seeds, skin, potato skins	
Fats	Any allowed by prescribed diet	Bacon	
Desserts and snacks	Any allowed by prescribed diet Cakes- moistened and mashed; Jell-O- whipped;	Hard candy, chewy candy, Popcorn, chips, Pretzels, raisins	Some cookies without nuts, may be broken, moistened and mashed

PUREED FOOD CONSISTENCY

Description: All foods are prepared to a smooth consistency by grinding and then pureeing them. Appearance is smooth like pudding. **Use only powdered spices**

Food Group	Allowed	Avoid	*Special Notes/ Information*
Milk, dairy	Any allowed by prescribed diet	Any with nuts, seeds or other crunchy substances	
Fruits	Any canned allowed by prescribed diet; Certain fresh fruit (melon, kiwi, mangos, strawberries, bananas)	Fruit skin, seeds, Other fresh fruit, Dried fruits	
Vegetables	Any allowed by prescribed diet	Vegetables with tough skin or strings;	Remove large seeds (i.e. winter squash, pumpkin Lettuce and baby spinach may be pureed
Meat/ Protein (Beef, Pork, Poultry, fish, dry beans, eggs, nuts, Peanut butter)	Any allowed by prescribed diet Puree with extra gravy, sauce, bouillon or stock	Bacon, skin, casing, nuts Breaded/ battered fish or meats	
Starch (Bread, cereals, rice, pasta)	Any allowed by prescribed diet	Nuts, seeds, skin, potato skins,	
Fats	Any allowed by prescribed diet	Bacon;	
Desserts and snacks	Any allowed by prescribed diet; Must be moistened	Hard candy, chewy candy, Popcorn, chips, Pretzels, raisins	

LIQUID CONSISTENCIES

The texture of the liquid an individual receives is recommended by an Occupational Therapist or Speech Pathologist and is ordered by a Physician. The texture of food should not be thinner than the prescribed liquid consistency.

Thin: Includes all liquids, Jell-O, sherbet, Italian ice, and ice cream. This consistency is considered non-restrictive. Nothing is added.

Nectar: Apricot or tomato juice consistency; some liquids will require a thickening agent to reach this consistency.

Honey: Liquids can still be poured, but are very slow. Liquids will require a thickening agent to be added to achieve this consistency.

Pudding: Liquids are spoonable, but, when spoon is placed upright, it will not stay upright.

RETURN COMPLETED QUIZ TO BRANCH OFFICE

Updated: 10/08/2014 KG

Lori Knapp Companies

Lori Knapp, Inc, Lori Knapp Crawford, Inc, Lori Knapp Fond du Lac, Inc

SAFETY TRAINING: Written Quiz

- **PART 1: FOOD HANDLING, COOKING AND STORING**
- **PART 2: AVOIDING EVERYDAY CHOKING HAZARDS**

Team Employee Name: _____ **Signature:** _____ **Date:** _____

Final Grade: _____ (#correct divided by # of total questions = final grade) 75% = passing grade

Graded by: _____ **Date:** _____

Circle the correct answer OR fill in the blanks

PART 1: FOOD HANDLING, COOKING AND STORING

1. What is correct temperature range to keep a refrigerator to assure cold food safety?
   - **a.** 0 - 10 degrees F.
   - **b.** 50 – 55 degrees F.
   - **c.** 35 – 40 degrees F.
   - **d.** None of the above.

2. It is perfectly acceptable to thaw frozen foods on the counter.
   - **a.** **TRUE** – It is preferred to thaw frozen foods at room temperature even though it increases the chance for bacteria growth.
   - **b.** **FALSE** – The only acceptable methods of thawing frozen food is in the microwave, in the refrigerator or by setting the product in cold water and changing out the water every 30 minutes. These methods will assure the food does not sit at unsafe temperatures.

3. A thermometer should be used when determining the doneness of a food item. For example a thermometer inserted in a meaty portion of a whole turkey should read at least 180 degrees to assure safe ingestion any temperature lower than 180 degrees could cause Salmonella poisoning. What should you do if the kitchen you are working in does not have a food thermometer?
   - **a.** Ask your supervisor to provide a thermometer for your kitchen unless of course you are the direct supervisor in which case, go buy a thermometer. They are easily found in most department stores and are inexpensive.
   - **b.** Don't worry about it.
   - **c.** Use a Consumer's oral thermometer
   - **d.** Bring in your own food thermometer

4. A Consumer's food should always be served at the safe serving temperatures, no matter what consistency.
   - **a.** **TRUE** – Foods that are served whole, cut up, chopped, ground or pureed must be maintained at the safe temperature until ready to serve to avoid food borne illnesses.
   - **b.** **FALSE** – Once the food is cooked and reaches the safe temperature once it is always safe and foods of all consistencies can set out for several hours.

5. A person should refrigerate perishable food as soon as possible or within two hours after cooking. They should always date and identify leftovers on a label so they can be used within 2-3 days. If a person is unsure of the content of a leftover container or the length of time it has been in the refrigerator they should…
   - **a.** Smell it, if no offensive odor it is okay to serve to Consumers
   - **b.** Look at it, if no slime or obvious fungus is growing it is okay to serve to Consumers
   - **c.** Throw it out. Never serve a food that may lead to a food borne illness
   - **d.** None of the above

Circle the correct answer OR fill in the blanks

PART 2: AVOIDING EVERYDAY CHOKING HAZARDS

6. Choking occurs when the _____ is _____ or _____ _____.

7. If a cognitively or developmentally disabled person is coughing and cannot get the object up or they suddenly stop coughing and is silent, they may be in trouble. What should you look for to help you in determining if they are choking?
   - **a.** Reddening or darkening of the skin
   - **b.** Panicked expression
   - **c.** Flailing of arms
   - **d.** Growing rigid
   - **e.** All of the Above

8. After a person coughs an object up and can breathe again, they will need to go to the hospital to be checked out.
   - **a.** **TRUE** – Choking can damage the esophagus and if the Heimlich maneuver was used some organs may be bruised.
   - **b.** **FALSE** – Once the object is coughed up and the person appears to be back to normal medical intervention is not necessary.

9. To reduce the choking risk when serving hotdogs or brats, you must remove the skin (casing) and do which of the following.
   - **a.** Chunk the meat into bite size pieces
   - **b.** Julienne the meat, which means to cut into long thin matchstick strips.
   - **c.** None of the above

10. When serving sandwiches, it is good practice to serve it on white bread.
    - **a.** **TRUE** – White bread is less expensive than wheat and is the preference of most.
    - **b.** **FALSE** – White bread is a serious choking risk because it expands with liquid and may cause the airway. It is best to serve a bread such as whole wheat not only for the nutritional value but the texture will reduce the choking risk. If a person will only eat white, at least toast the bread to increase the texture.

11. If a caregiver notices that a Consumer has difficulty swallowing they should do what?
    - **a.** Nothing and hope the Consumer doesn't choke
    - **b.** Discontinue feeding the Consumer and contact a supervisor or the Consumer's physician for direction.
    - **c.** None of the above

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