

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



---

Subject: **USING SUITABLE UTENSILS WHEN HANDLING  
READY-TO-EAT FOODS**

---

**PURPOSE:** To prevent foodborne illness due to hand-to-food cross-contamination.

**SCOPE:** This procedure applies to foodservice employees who prepare, handle, or serve food.

**KEY WORDS:** Ready-to-Eat Food, Cross-Contamination

## INSTRUCTIONS

1. Train food service employees on using the procedures in this standard operating procedure (SOP).
2. Use proper hand washing procedures ([refer to Food and Nutrition Procedure H-2](#)) to wash hands and exposed arms prior to preparing/handling food or at anytime when the hands may have become contaminated.
3. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
4. When working with ready-to-eat foods, use suitable utensils such as:
  - Disposable gloves
  - Deli tissue
  - Foil wrap
  - Tongs, spoodles, spoons and spatulas (All unpackaged food must be served with proper utensils and not with hands)
5. Wash hands:
  - before starting to work
  - before handling food
  - when changing tasks
  - when moving from one food preparation area to another



---

Subject: **USING SUITABLE UTENSILS WHEN HANDLING  
READY-TO-EAT FOODS**

---

- before putting on or changing gloves
- after returning from the restroom
- after sneezing, coughing or using a tissue
- after touching hair, face or body
- after eating, drinking or chewing gum
- after handling raw meats, poultry or fish
- after any clean up activity such as sweeping, mopping or wiping counters
- after contact with chemicals
- after picking up things off the floor
- after touching dirty dishes, equipment or utensils
- after contact with milk crates
- after handling trash
- after any time the hands may have become contaminated
- anytime a glove is torn, damaged or soiled
- After reentering the kitchen area from other parts of the school

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



---

Subject: **USING SUITABLE UTENSILS WHEN HANDLING  
READY-TO-EAT FOODS**

---

## **MONITORING**

The food service manager/satellite assistant will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

## **CORRECTIVE ACTION**

1. Retrain any food service employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

## **VERIFICATION AND RECORD KEEPING**

The food service manager/satellite assistant will verify that foodservice employees are following this procedure by visually observing employees during all hours of operation. The food service supervisor will review the [HACCP Food Safety Checklist](#) to verify that monitoring is being conducted. The [HACCP Food Safety Checklist](#) is to be kept on file for a minimum of five (5) years.

*For Action By: Principals, Food Service Managers, Satellite Assistants and All Food Service Employees*

*Refer Questions to: Department of Food and Nutrition*

*Created: July 2006*

*Revised: July 2015, July 2021*

*Reviewed: July 2023*