



GALLEY GUIDELINES

THE HOOFER GALLEY MAY BE USED TO:

- Assemble non-hazardous/non-perishable foods.
- Prepare and cut produce.
- Pack and package food items for trips.
- Heat pre-made foods for potlucks.
- Store personal lunches and frozen foods.
- Prepare/assemble food items.

Cleaning and Sanitizing

Prevent the spread of pathogens and control pests.

- Scrape food, wash, rinse, sanitize, and air dry any surface that has touched food after use.
- All equipment/utensils that have touched food must be washed in the dishwasher. Be sure to:
 - Scrape/rinse items
 - Do not overload the racks
 - Rewash any unclean items
 - Allow items to air dry
- If you see evidence of pests, notify staff.

Personal Hygiene

- Before working with food, wash your hands thoroughly for 15 seconds with hot, soapy water in the hand-washing sink.
- Do not touch ready-to-eat foods with your bare hands in order to prevent pathogen transmission and contamination.
- Always wear gloves and a hat or hair covering when preparing food.

HOOFERS USING THE GALLEY MUST:

1. Keep all raw meat out of the galley.
Cooking items from scratch is prohibited.
2. Label all perishable food stored in the refrigerator with the name, club affiliation, and date of first use. All items must be removed within five days of date of first use.
3. Exercise extreme caution and care when using a knife.
4. Wear closed-toe shoes.
5. Wear gloves and hair coverings when working with food.
6. Keep all alcoholic beverages out of the galley.

Avoiding Cross-Contamination and Cross-Contact

Pathogens can be easily transferred from one surface to another when storing, preparing, and serving food.

- Store food, utensils, and equipment away from walls and at least 6" off the floor.
- Properly cover food and store in designated food storage areas only.
- Wash all produce with warm water.
- Store chemicals and cleaning supplies in designated area. Never store near food.
- Milk, eggs, soy products, peanuts, tree nuts (almonds, walnuts, pecans), and wheat are some of the most common allergens. Please use caution to avoid contact with other food items.

Food Temperature

Pathogen growth occurs in food in the 41° – 135° F temperature range. Keep foods out of this range when preparing, holding, cooling, and reheating foods.

- Keep cold cuts and perishable foods below 41° F until consumption.
- Keep hot foods above 135° F until consumption.
- Never cool or thaw food at room temperature.