Powell River Action Centre Society Food Bank (PRAC Food Bank)
Food Operations and Safety
Policy 2024

Environmental Controls – Facilities (Premises & Equipment)

The PRAC Food Bank is committed to ensuring that its facility is clean, tidy, and in good repair. It is further committed to keeping all equipment inside and out clean and sanitized. Cleanliness and food safety is paramount. Further, this organization takes personal hygiene seriously and a section of this policy will address that.

It is the policy of the PRAC Food Bank that regular inspections be undertaken including but not limited to the following:

- An annual review for all staff and volunteers to update them on their food safe guidelines.
- Regular inspections of the facility and equipment looking for but not limited to:
    - Signs of rodent or bug infestation
        - Rodents, insects, pets, and other animals must be prevented from entering the Food Distribution Operation (FDO) Seal gaps and entry points, and when possible, cover and protect all foodstuffs in closed containers. Keep window openings screened to limit insect entry and use sticky paper or other measures to trap insects. The BCCDC highly recommends pest control companies be contracted to set up and check pest control traps. Signs of rodent entry into the FDO may not be easily identified, and experts can assist in finding solutions.
    - Signs of wear and tear
        - Look for loose or missing nuts and bolts
        - Look for breakage of any kind
        - See where bacteria or mold might grow and mitigate that situation.
    - Look for signs of cleaning being missed
    - Signs of improper food handling and/or storage
        - Bags being left on the floor
        - Crumbs of food on the floor or shelves
    - Dirty utensils, or un-sanitized equipment
    - Dirty or standing water anywhere
    - Cleaning supplies or other chemicals in food areas
    - Clean and tidy washroom(s)
    - Clean and tidy vehicle, inside and out.
- All seasonal equipment and utensils, including storage bins must be cleaned and sanitized at the end of the season before being stored for winter. Once brought out again for the fundraising season, all must be inspected for any wear such as rust or rodent/bug damage.
- All equipment, storage and transport bins, and utensils must be food grade.

Inspection and Cleaning Schedules:

The PRAC Food Bank policy is to schedule inspections and cleaning as follows:

1. **Daily**
    a. All surfaces will be cleaned and sanitized, all dished will be cleaned as per the BCCDC legislated procedures

i. Equipment and utensils used for handling and storing food, and all surfaces that come into contact with food (e.g., counter tops) should be made of non-toxic, non-corrosive materials and should be easy to clean. Equipment should be installed and maintained to facilitate cleaning and be kept in good repair. Utensils and food contact surfaces should be thoroughly cleaned and, where necessary, sanitized before use. In general, surfaces and equipment should be clean, be handled in a manner that protects them from contamination, and all single-service articles (disposable paper/plastic cutlery, etc.) should be used only once because they cannot be adequately sanitized.
ii. All work surfaces of the day will be thoroughly cleaned and sanitized upon completion of the task at hand. Do not leave cleaning to the end of the day. It is a continuous process all throughout the day.

b. All temperatures will be recorded in the fridge/freezer binder.
c. Washroom(s) will be cleaned and sanitized daily
    i. Sink and toilet cleaned
    ii. Floor mopped
    iii. Mirror cleaned
    iv. Garbage emptied
        1. All trash should be kept in leak-proof, non-absorbent containers, which should be kept covered with tight-fitting lids when stored or not in continuous use. Each trash container room or storage area should be thoroughly cleaned after the emptying or removal of trash. All trash should be disposed of often enough to prevent contamination of the salvaged food product and surrounding processing areas. Partially spoiled produce can cause serious odour and fly problems if not handled promptly. Garbage should be stored in covered containers and removed frequently.
d. All fridges and freezers will receive a daily exterior cleaning, paying special attention to handles.

2. **Weekly:**
    a. A weekly inspection of the interior of all fridges and freezers will be recorded in the fridge/freezer binder.
    b. The Food Bank van will be taken to the car wash on a weekly basis at minimum.
        i. The interior will be cleaned and sanitized including a thorough vacuuming.
        ii. The exterior of the van will be kept in pristine condition, as this is the Public Face of the Food Bank.
    c. All floors will be mopped and vacuumed.
    d. Garbage will be taken out to the dump on a minimum of a weekly basis.

3. **Monthly:**
    a. The compressor components of the fridges and freezers will be vacuumed.
    b. The underneath of the shelving units will be vacuumed.
    c. Check any rodent/inset traps
    d. Ensure enough cleaning supplies are on hand.

4. **Annually:**
    a. Seasonal equipment and utensils all sanitized before and after use.

b. Twice annually the van will go in for repair and will receive a high-pressure wash of all interior surfaces where food would be.
c. All inspections requiring an annual audit will be undertaken as they arise.

Personal Hygiene:

All operators, employees, and volunteers that work in direct contact with food (e.g., repackaging) should:

- maintain a high degree of personal cleanliness
- wear clean outer garments and some form of hair restraint
- wash their hands and exposed portions of their arms thoroughly in an adequate handwashing facility:
  - before starting work
  - after visiting the toilet
  - after smoking
  - after eating
  - after handling raw meat or poultry
  - after handling foods containing allergens
  - as often as necessary
- avoid eating food, drinking beverages, or using tobacco in any form in areas where food is exposed or in areas used for washing equipment or utensils
- never work in the FDO while ill with a disease that is communicable through food (e.g., Hepatitis A). (Managers of FDOs should be particularly vigilant with regard to persons with symptoms such as diarrhea, vomiting, jaundice, or infected cuts/boils)
- comply with the Food Premises Regulations requirements of the BCCDC.

The PRAC Food Bank Manger will be able to provide:

- a copy of its cleaning and sanitation policy and procedures;
- evidence/dated records of cleaning and sanitation;
- a copy of its maintenance policy; and
- a copy of its policy for facility and equipment inspections.