**GUIDELINES FOR MESS WORKERS**

**Personal Hygiene**

1. Wash your hands with soap and water regularly.
2. Wash hands before and after working (handling food, utensils, touching body parts, using toilet, handling waste, coughing or any other unhygienic practice etc.)
3. Do not shake hands and maintain 2 meter social distancing from other person.
4. Avoid touching your face during working
5. Make sure all food handlers to be free from any illnesses.
6. Don’t wear uniforms or aprons outsides the food preparation area.
7. Keep finger nails shorts and clean

**Food preparation area:** Food preparation area should be clean and free from pests.

Floors and walls must be clean and dry.

1. Drains and gullies should be clean and appropriately covered.
2. Exhaust system and filters must be clean and in good working order.
3. Food equipment and food contact surfaces should be properly washed and sanitized after every use.
4. All sinks and ware-washing areas must be clean and well maintained.

**Food preparation and holding**

1. Food supplies should be obtained from licensed or approved sources.
2. Ingredients used should be fresh and not expired.
3. Ingredients used should be clean and washed thoroughly before cooking.
4. Food should be not prepared on floor, near toilet or drain.
5. Food should be prepared using potable water and clean crockery, utensils and equipment.
6. Frozen food should be thawed in chiller or microwave, and not by exposing on table at room temperature.
7. Food should be not prepared and kept at room temperature for prolonged periods before sale or consumption.
8. Food should be not repeatedly reheated for consumption over a few days.
9. Food should be cooled rapidly or appropriately before refrigerating.
10. Appropriate food warmer or heating equipment is used to hold food.
11. Food should be properly covered and protected from contamination.
12. Food should be cooked thoroughly to the required temperature.
13. Hot prepared food should be held at 60°C and above.
14. Cold prepared food should be held in chilling / refrigeration unit at 5°c and below.

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**Guidelines Cooking of food**

Food is cooked thoroughly with temperature reaching at least 700 C

1. Salads/ garnishes/uncooked ready-to-eat foods are prepared from thoroughly washed RM
2. Processing/cooking is done in clean and hygienic area
3. Clean equipment’s and utensils are used for cooking/processing
4. Separate equipment’s and utensils are used with Colour coding
5. Frying oil/fat is changed immediately when there is Colour change, visible fouling, syrupiness, scum formation
6. Processing of food/handling/serving is done in covered areas
7. Water used in the food processing,
8. washing is potable water used in the beverages or served for drinking is potable water

**Food handling and serving practices**

1. Bare hands not used to handle cooked / ready-to eat food. Tongs, ladles, spoons or disposal gloves are used when handling and serving cooked / ready to-eat food.
2. Disposal gloves are used in correct manner, and are changed regularly and when necessary.
3. Food handlers observe good hygiene practices while handling food.
4. For packed food, food packed in clean package or wrapper made of materials that do not contaminate the food.

**Food transport process**

1. Vehicle SHOULD not use for purposes other than transporting food.
2. Food containers with tight fitting covers are used for storage and transportation of cooked food.
3. Food MUST be transported directly to designated site where it will be consumed.
4. Food MUST be transported at appropriate temperature.
5. Loading and unloading of food is done in proper manner.

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**Guidelines Cooking equipment**

1. Dirty / soiled utensils and equipment are washed immediately after use
2. Crockery, utensils and appliances should not chipped, broken or cracked.

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1. Crockery, utensils and appliances are not badly stained or badly-scratched.
2. Chopping boards and knives are thoroughly cleaned between tasks.
3. Separate chopping boards, knives, tongs, spoons and other utensils are used for cooked and uncooked food.

**Guidelines Waste disposal area**

1. Appropriate foot-operated refuse bins are used.
2. Refuse bins are properly lined with plastic bags
3. Refuse bins are kept covered at all times when not in use.
4. Refuse are properly bagged before disposal into bins.

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**GUIDELINES FOR ARY STORE**

**PERSONAL HYGIENE**

1. Wash your hands with soap and water regularly before and after working or other unhygienic practice.

1.Do not shake hands and maintain 2 meter social distancing from other person.

1. Avoid touching your face during working.
2. Make sure all food handlers to be free from any illnesses.

#### Entrances and exits

1. Clean door and window glass
2. Clean/disinfect door handles
3. Empty exterior trash cans
4. Clean exterior planters, benches, trash cans, etc.

#### Store area

1. All supplies are stored at proper storage areas
2. Every storage should have temperature gauge
3. Storage area is clean and free of debris, empty boxes or other refuse
4. Storage area is dry and well ventilated and well lighted
5. Scaling of wall paint is removed
6. Storage area is free from insects, pests or their remains
7. Stored products are completely covered
8. Raw material arranged & used on FIFO (first in first out) and FEFO 4 (First Expired First Out) basis and marked\*
9. Raw materials are stacked properly (heavy cartons, glass jars stored on lower shelves)
10. Raw material stored 6 inches above the ground and away from the wall on sound pallets where ever applicable.
11. Pallets are having facility for air circulation
12. Chemicals and cleaning supplies are stored away from food and other food related supplies (packaging material etc.) under lock and key
13. Raw materials are kept separately with proper labelling from semi processed and processed (cooked) foods.
14. All products are stored covered in clean and intact containers

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**Guidelines Cold storage**

1. Proper temperatures are maintained (40C or below for chillers and -180 C or below for freezers)
2. Food is stored 6 inches off the floor
3. Calibrated thermometer is used for checking temperature
4. Cold storage room/refrigerator is not over-stuffed with food products
5. Cooked foods are stored above or separately from raw foods All foods are properly wrapped, labelled and dated FIFO & FEFO are followed
6. Perishable products (milk, butter etc.) are stored in refrigerator only at temperature of 40C or below
7. Products with strong odors are kept covered in refrigerator

**Guidelines Sale or display of food**

1. Sale/display counters are intact, clean and properly maintained
2. Floor below & behind the counters and display racks are clean
3. The refrigerators are clean and without off-odours
4. Spoiled and damaged products are not displayed
5. Food products (except whole fruits and vegetables) are kept covered at 7 display counter. Counter display of cold foods & beverages is at 4C or below
6. Counter display of hot foods is at 60 C or above
7. Veg. & Non-veg. products are properly labelled, displayed separately or physically separated and displayed in separate compartments.
8. Products displayed are labelled and name of the product, type
9. Manufacturing date & expiry date (if any) shall be written clearly on the label Whether the FIFO (First In First Out) , FMFO (First Manufactured First out) & FEFO (First Expired First Out) principles are followed

#### Storage of surplus foods

1. Surplus food is consumed before ‘expiry’ / ‘use by’ date (e.g. packaged milk, cream, sauces etc.) and for other kinds of food, it should be used till fit for consumption.
2. Surplus food stored in the refrigerator
3. Surplus thawed food is discarded
4. Perishable products are consumed immediately and not stored for further use
5. Canned products once opened are transferred in the suitable covered containers and kept refrigerated

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#### Guidelines for Checkout/Service Area

1. Dust, clean, and wipe down checkout stands
2. Clean any glass surfaces
3. Clean display area
4. Empty trash

#### Guidelines for Stairways

1. Pick up trash
2. Dust and polish ledges, railings, banisters, and fixtures
3. Clean any glass surfaces
4. Sweep and mop or vacuum stairs and landings

**Guidelines for Quality of packaged food product**

1. Packaging and pack seals are intact
2. Pack is without holes
3. Pack air/vacuum intact
4. Pack is without leakage, dents, puffing and rusting signs whether any signs of thawing or temperature abuse (e.g. water droplets inside the pack etc.)
5. RM/products are under ‘best before’/’expiry’ or ‘Use by’ date

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