



RED WING SCHOOL DISTRICT

Concessions Handbook

The Red Wing Concession Stands are licensed by Goodhue County and is subject to inspections at any time. All efforts should be made by everyone to keep this concession area clean and within licensing standards. Anything less will jeopardize the concession program, and risk concessions shut down. Thank you for following these guidelines.

INTRODUCTION

We have all heard the stories; salmonella outbreak; restaurant closes after people get sick after eating there; school children become sick after eating off of cafeteria tables that were used by a Boy Scout troop working with owl pellets contaminated with salmonella; passengers get sick after eating airline food. These are all cases of food poisoning.

Preparing and serving tasty, safe food to our guests is our main goal. **Red Wing Concessions has licensed concessions**, which means we must follow the same guidelines and standards for safety and sanitation as restaurants, schools, hospitals and healthcare facilities.

Together we must make food safety a priority. We must recognize how food poisoning happens and what we can do to prevent it.

This handbook is divided into nine sections to assist you in preventing food safety errors:

- I. Volunteers health
- II. Having a clean and sanitized concessions
- III. Hand washing and gloves use
- IV. Portable hand washing station
- V. Storing foods properly
- VI. Handling food properly
- VII. Cooking, cooling and reheating foods properly
- VIII. Limiting the number of people in the concessions
- IX. Equipment instructions
- X. Approved food and beverage source

I. VOLUNTEERS HEALTH

When working the concessions it is important to report in good health. Signs or symptoms of illness are:

- Sore throat with a fever
- Cold with an excessively runny nose
- Excessive coughing or sneezing
- Vomiting
- Diarrhea

Please Note: Volunteers with signs or symptoms of illness are not allowed in the concessions area or around food.

Instances of Hepatitis A, Salmonella Typhi, Shigella, E. Coli 0157:H7, or Norovirus must be reported to the Food Service Director (Brenton Lexvold, bdlexvold@rwps.org or (651) 385-4583. Any individual with any of these are to be excluded from food service.

CUTS, ABRASIONS, AND BURNS

- Bandage any cut, abrasion, or burn that has broken the skin
- Cover bandages on hands with gloves
- First-Aid Kits are available in each concessions stand

SMOKING, EATING, DRINKING AND GUM CHEWING

- No eating, sucking on candy or gum chewing shall occur during food preparation or service where food and food contact surfaces may become contaminated.
- No smoking or tobacco chewing shall occur inside food service facilities or on district grounds.

II. HAVING A CLEAN AND SANITIZED CONCESSIONS

Not only can a clean and sanitized concessions help prevent food hazards, but it makes for a more enjoyable work place. When using the concessions we all have limited amounts of time to prepare food, so it can be very frustrating and difficult to accomplish this task if a person in charge has to clean and put away items after a group has used the concessions. It must be noted that every group is responsible for cleaning the concessions after each use.

TO HAVE CLEAN AND SANITIZED CONCESSIONS WE MUST REMEMBER TO DO THE FOLLOWING:

- Wash hands often using the hand-washing sink located in the area.
- Wash and sanitize all work surfaces before you start to prepare food and after you are done preparing food.
- Clean spills as they happen.
- Keep floors swept.
- Keep trash and recycling removed.
- Limit number of people in the concessions to only those involved with the food preparation. Keeping doors closed inhibits casual visitors.
- Store food on shelves - never on the floor.
- Clean under equipment.
- No individuals under the age of 15 are allowed in the Concessions Stands.

SANITIZING SURFACES

- All surfaces must be washed with soapy water, rinsed, and then followed with sanitizing solution.
- Using bottle labeled #118 to spray all surfaces with the sanitizing solution. Let air dry. See picture showing #118 sanitizer.



COOKWARE AND DISHES

- All cookware and dishes must be cleaned, washed and sanitized through the 3-compartment sink. Items should be air dried on the appropriate shelving. **Never towel dry dishes; Air dry only.**

Please note:

If for any reason, the area is left uncleaned a service fee of \$25.00 an hour may be charged back to the group. Please restock as best as possible.

III. HAND WASHING AND GLOVE USE

Hand washing is such a simple act, but how many times have you observed the lack of it in public restrooms? It is the first defense towards food safety. To prevent cross contamination, always wash your hands using the designated sink in the concessions or using portable hand washing unit before you work with food, handle clean dishes and after the following:

- Using the restroom
- Handling money
- Handling soiled dishware
- Handling raw foods
- Touching your hair, face or body
- Sneezing or coughing
- Smoking
- Eating or drinking
- Cleaning
- Using a broom or mop
- Taking out the trash

Be sure to cover all cuts and sores with bandages. Always dry your hands using paper towels, not a cloth or apron.

PROPER HAND WASHING

1. Wet your hands with hot running water
2. Apply soap
3. Rub hands together for at least twenty seconds
4. Rinse hands thoroughly under running water
5. Dry hands with paper towels

IV. PORTABLE HAND WASHING STATION

Portable Hand Washing Stations are to be used where permanent hand washing facilities are not available such as outside concessions.

Items Needed:

- Brown Cambro Water Holder
- Liquid Soap
- Paper Towels
- Small bucket to catch water
- Waste basket for used paper towels



Please Note: FDA recommended water temperature is 98°F-110°F or as hot as can be comfortably tolerated. To keep water temperature at the proper water temperature it is recommended to change the water every two hours.

Hand washing stations should be set up outside the main door of the outside concession stand. If needing a portable hand washing station, please let the Food Service Director at (651) 385-4586 or bdlexvold@rwps.org. Please give at least 2 weeks notice to ensure all the necessary items can be gathered for a successful outdoor event.

PORTABLE HAND WASHING STATION BEST PRACTICE:

1. Moisten hands under hot running water
2. Distribute soap onto hands from dispenser
3. Vigorously rub hands for at least twenty seconds
4. Rinse under hot running water
5. Dry thoroughly with clean paper towels

PROPER GLOVE USE

Cover cuts, scrapes and burns on the hands with a bandage.

Please Note: Proper glove use is key to eliminating food born outbreaks. Food service gloves are provided in the concessions stands. Always wear food service gloves when handling food. **Remember, gloves can spread germs just as easily as hands can.**

- Wash your hands before using gloves.
- Wash your hands after using gloves.

Remember to change gloves:

- When you switch tasks
- When gloves are damaged

Discard gloves when you leave the concessions area.

V. STORING FOODS PROPERLY

DRY STORAGE

- Store all items on shelves at least six inches off the floor.
- Return all items to the same shelves.
- Keep shelves organized.
- Store opened foods in airtight containers remembering the following:
 - Label all items with name of contents.
 - Label all items with date.

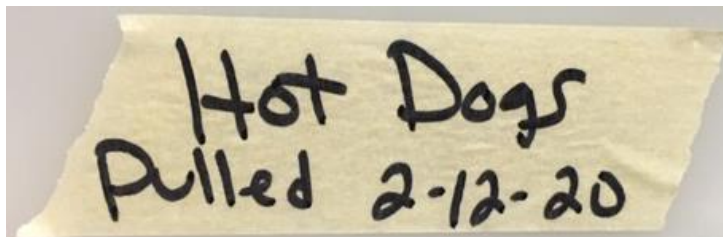
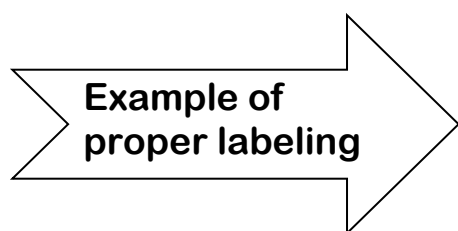
When your event is over, discard all hot-holding items. Unused, open foods, if dated may be kept in the cooler/freezer. Opened, undated product will be charged back to the group using the concessions stand.

REFRIGERATOR STORAGE

Proper Refrigerator temperature should be between 41°F - 38°F.

The most important thing to remember about the refrigerator is not to overload it. The refrigerator will not run efficiently if the air cannot circulate around the food.

- Try to use up items from the refrigerator first, before opening a new package.
- Keep milk and other items that may drip on a lower shelf.
- Keep all opened or leftover foods in airtight storage containers remembering the following:
 - Label all items with name of contents, and the pulled date.



When your event is over, please restock as best as able.

VI. HANDLING FOODS

There are a few basic rules to safely handling foods. Remember, how you handle food will affect all of the people who are attending your event.

- Using the designated hand washing sink, wash your hands often, following the approved hand washing protocol.
- Wear food service gloves when handling food directly. Change gloves often.
- Change gloves if your glove touches non-food items. (Like opening the refrigerator).
- Keep hot foods hot and cold foods cold.
- When in doubt, throw it out.

VII. COOKING FOODS PROPERLY

COOKING FOODS

Place food in the roaster and cook foods to 165°F. Use a thermometer to check internal cooking temperatures. Clean and sanitize thermometers after every use. Hot hold items at 135°F for no longer than 2 hrs.

When your event is over, discard all remaining hot holding foods. Reheating foods is not allowed.

VIII. LIMITING THE NUMBER OF PEOPLE IN THE CONCESSIONS

*Only Concessions Volunteers are allowed in the concessions area per the Goodhue County Department of Health. **Please keep children safe, by keeping them out of the concessions area during an event. No children under the age of 15 can assist in the Concession facilities.***

Please Note: Volunteers working the concessions should be separated into two sections:

Food Handling

- Those preparing and handling ready-to-eat food.

Customer Service

- Those handling the money and handling prepackage foods.

The number of people in the Concession is also limited for safety reasons.

- Avoiding overcrowding in the concessions area prevents burns and cuts to yourself and others.
- Fewer people in the concessions area lead to less opportunities for foods to be mishandled and/or cross-contaminated.
- Children and casual visitors are likely to touch and lean on food prep surfaces; making the surfaces unsafe for food preparation.

IX. EQUIPMENT INSTRUCTIONS

Only commercial grade equipment is to be used in the concessions area. Home roasters, crock pots and any other household equipment are not allowed due to health code.

HOT DOG GRILL

Do not set anything on top of grill

Temperature settings are 1 to 10. (1 is low – 10 is high)

- Turn temperature dial on. (1 is low – 10 is high)
- Turn Black (roller) dial on to 3.
- Place hot dogs on rollers.
- Hot Dogs should reach 165°F, then hot held at 135°F for no longer than 2 hours.

Cleaning:

- Remove any unused hot dogs.
- Turn heat off.
- Leave rollers on.
- Using a clean cloth and mild soapy water rub rollers until clean.
- Rinse with a clean cloth.
- Turn rollers off.

ROASTER WARMER

- Fill with 1" to 2" of water. Place food in a hotel pan.
- Place covered pan in the roaster.
- Turn temperature dial to high.

Check water levels often. Please use caution when doing this.

- Cook foods to 165°F. Use a thermometer to check internal cooking temperatures. Clean and sanitize thermometers after every use. Hot hold foods at 135°F for no longer than 2 hours. ***Prevent steam burns by lifting the lid away from you!***

WARMER

- Turn on the machine by the dial at the bottom-center of the machine.
- Dial should remain on 7.
- Warmer will be heated in 30 minutes.
- Hot hold items at 135°F for no longer than 2 hours.
- Any heated product should be discarded; do not save. Items cannot be re-heated.

POPCORN MACHINE

- Turn on the machine by flipping the switches to the "Kettle", "Kettle Motor" & "Light".
- Add butter, let melt, and then add popcorn kernels. ***Do not add additional butter or salt. It will burn to kettle.***
- Do not leave machine during the popping process.

- Once popping has stopped, turn off “Kettle” and “Kettle Motor”. ***Do not leave heat on when not in use.***
- Dump out product and season as needed.

Cleaning:

- Remove and discard any remaining popcorn in machine.
- Using a clean cloth and mild soapy water rub down unit until clean.
- **DO NOT SUBMERGE THE POPCORN MACHINE KETTLE.**
- The silver tilt tray and catch tray can be pulled out and cleaned in the 3-compartment sink.
- Turn off the light.

COOLERS & FREEZERS

- Do not use for non-food purposes (i.e. as a storage medium from ice for the athlete injuries). **This is a violation of State Food Code.** Coolers are made available through the Athletics Department for this reason. Please use them.

*****If you encounter any issues, please shutdown the unit and leave it. Place a “Do not use” sign on the machine. DO NOT ATTEMPT TO FIX OR REPAIR. Doing so, may result in being billed back the expense of attempting the repair or fix of the machine.**

Staff to Alert if an equipment issue occurs:

- **Prairie Island Arena**, contact Alan at (651) 380-9662 or email avgaylor@rwps.org
- **Outdoor Concessions**, contact Alan at (651) 380-9662 or email avgaylor@rwps.org
- **Red Wing High School Concessions Stand**, contact Donna at (651) 385-4620 or email dflatuff-langhans@rwps.org

*****Please leave a message if you do not connect directly with either individual.**

X. APPROVED FOOD AND BEVERAGE SOURCE

Goodhue County Public Health requires all concessions to be inspected and licensed yearly. To comply, **Red Wing Concessions** must follow the same guidelines for approved food and beverage source as restaurants, schools, hospitals and healthcare facilities.

- No home prepared food or beverage will be sold on district property. Bake sales are permitted, but not through the concession stand(s). If interested, notification to the Food Service Director **MUST** be given, prior to a(n) event. The Food Service Director can be notified by phone at (651) 385-4583 or by email at bdlexvold@rwps.org. ***Additional requirements apply, so please notify the Food Service Director 2 weeks prior to an event to avoid penalties/fees.***
- All food and beverages to be sold are to be purchased through an approved food and beverage source.

- As a way to assure that food is obtained from approved sources all food sold **MUST** be purchased through the Red Wing Food and Nutrition Department.
- Due to Health Code Regulations Food Service is unable to accept any unused product.
- Food that is donated from a licensed kitchen is permitted. Please ensure the Red Wing Food Service Department is notified of what is being donated prior to the day of the event. The Food Service Director can be notified by phone at (651) 385-4583 or by email at bdlexvold@rwps.org.

Thank you for your cooperation in ensuring a safe flow of food during your event.



*Revised on 02/19/2020 by Food
Service Director*