KEEP IT CLEAN. KEEP IT SAFE.

A Kitchen Team Guide — Food Safety in Practice

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ORCID: 0009-0003-4953-1427 | June 2026

Why This Matters

Every guest who eats here trusts us. They don't see us working. They just eat what we made. That trust is everything.

Food safety is not a rule someone invented to make our job harder. It is the reason nobody gets sick. And when it fails, it is serious — for the guest, for the hotel, and for every one of us.

This Is a Team Thing

This is not one person's responsibility. It belongs to every single person in this kitchen.

When each of us does our part — correctly, every time — the whole team works perfectly. When one person skips a step, the whole team is affected. That is how food safety works. That is also how great kitchens work.

You don't do this because someone is watching. You do it because you take pride in what you serve.

Your Hands

Wash them properly. Every time. No exceptions.

When to wash:

- Before you start work
- After touching raw meat, poultry, or fish
- After using the toilet
- After touching your face, hair, or phone
- After handling rubbish or dirty equipment
- After removing gloves
- After sneezing or coughing

How to wash:

Wet hands → soap → scrub for 20 seconds minimum (back of hands, between fingers, under nails) → rinse thoroughly → dry with paper towel. A quick rinse under water is not washing your hands.

Gloves

Gloves do not replace handwashing. Wash your hands first. Then put on gloves.

Change gloves when you:

- Switch from raw to cooked or ready-to-eat food
- Touch your face, hair, or phone
- Take a break — even a short one
- Notice a tear or hole
- Finish one task and start a different one

Used gloves go straight in the bin. Not on the counter. Not back in the box.

Cutting Boards — One Board, One Job

Colour coding exists for one reason: so raw food never touches cooked food. Learn it. Use it. Every time.

Colour	Used for
RED	Raw beef, lamb
YELLOW	Raw poultry (chicken, turkey)
BLUE	Raw fish and seafood
GREEN	Vegetables, fruit, salads
WHITE	Dairy, bread, cooked food, pastry
BROWN	Root vegetables (onions, potatoes, carrots)

If you are not sure — wash it and sanitize it before you use it.

How to Handle Vegetables

Vegetables come in dirty. They go out clean. Every step matters.

1. Remove outer leaves, damaged parts, and any soil you can see
2. Rinse under cold running water
3. For raw consumption (salads, garnishes): soak in treated water with a food-safe sanitizing tablet for 10–15 minutes
4. Rinse again and drain well
5. Use only the GREEN cutting board — clean and sanitized
6. Never put freshly washed vegetables on an unwashed surface

Temperatures — The Numbers That Matter

Bacteria grow fast between 5°C and 63°C. That is the danger zone. Your job is to keep food out of it.

Where / What	Target	Rule
Fridge	1°C – 4°C	Check and log twice a day. Never above 5°C.
Freezer	-18°C or colder	Check and log daily.
Hot food (holding)	63°C or above	Check every 30 min. Below 63°C — reheat to 74°C or discard.
Buffet cold food	5°C or below	Check every 30 min. Above 5°C — remove immediately.
Chicken (cooked)	74°C inside	Probe every batch. Not just the surface.
Ground meat (cooked)	71°C inside	Probe every batch.
Fish and seafood	63°C inside	Probe every batch.
Reheated food	74°C inside	Every time. No exceptions.
Danger zone	5°C – 63°C	Maximum 2 hours. In summer heat: 1 hour.

HACCP Forms and Tablets

HACCP is how we record what we did. It is not paperwork for paperwork's sake. It is proof that we did our job.

If something ever goes wrong, these records protect you, your colleagues, and the hotel.

What to record:

- Fridge and freezer temperatures — twice a day, every day
- Delivery temperatures — every delivery, every time
- Buffet temperatures — every 30 minutes during service
- Cooking temperatures — every batch
- Cleaning completed — signed and timed

Write it at the time. Not later. Not from memory. Sign your name. Put the time. Be accurate.

If You Feel Sick

This rule exists to protect the guests and your colleagues — not to punish anyone.

Do not work with food if you have:

- Diarrhoea or vomiting
- Stomach cramps
- Jaundice (yellow skin or eyes)
- An infected cut or wound on your hands or arms

Tell your supervisor immediately. Everyone gets sick. The rule is clear and it applies to everyone — including supervisors.

Buffet — The High-Risk Zone

- Check temperature BEFORE food goes out — hot ≥63°C, cold ≤5°C
- Never top up an existing container — replace the whole tray
- Change serving utensils every 30 minutes
- Maximum 2 hours on display. In summer: 1 hour. Then replace or discard.
- Keep covers and sneeze guards in place when food is not being served
- Log every dish: time out, temperature checks, time removed

The Team Rule

✓ **I wash my hands.**

✓ **I use the right board.**

✓ **I check my temperatures.**

✓ **I change my gloves.**

✓ **I keep my station clean.**

When every single person does this — every day, every shift, without being asked — we are not just following rules. We are giving every guest the best possible experience.

That is what we are here for.

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