



Trees Organic
COFFEE & ROASTING HOUSE

Operations Manual

Food Safety & Sanitation

Every precaution must be taken to ensure our products are safe for our customers to consume. The following procedures are, at a minimum, required by provincial health authorities:

Hand Washing:

Employees must wash their hands before starting their shift, as well as frequently throughout. Employees must wash their hands after the following:

- Breaks
- Eating or smoking
- Sneezing or coughing
- Touching face or hair
- Using the washroom
- Cleaning tasks or changing garbages
- Handling money before touching food

Employees with cuts or wounds must keep them covered with a waterproof bandage and finger cot or non-latex glove.

Dishwashing:

All dishes and reusable food contact containers must be washed using either a mechanical dishwasher with a chlorinated detergent and high temperature rinse cycle, or manually washed using the three stage wash-rinse-sanitize procedure. Dishes must be left to air dry before putting away.

Cleaning Cloths:

Cloths used for wiping food contact surfaces must be kept soaking in sanitizer solution when not in use. Cleaning cloths must not be used to wipe up spills on floors or to clean washrooms. Acceptable sanitizer solutions can be either quaternary sanitizer, or chlorinated solution.

Food Contact Containers:

All containers storing food items must be made of non-porous food-grade material. Food contact containers (reusable or disposable) must be stored upside down in order to prevent dust/debris and bacteria from entering.

Food Storage:

All food items must be stored and tempered safely.

- Frozen foods must be kept solidly frozen. Freezers must be capable of achieving 0 degrees Fahrenheit, or -18 degrees Celsius.
- Refrigerated foods must be kept between 33-39 degrees Fahrenheit, or 1-4 degrees Celsius.
- Hot hold foods must be kept at a minimum of 140 degrees Fahrenheit, or 60 degrees Celsius.
- Foods that are to be defrosted prior to serving must be defrosted in the refrigerator, unless specified.

Temperature & Sanitation Logs:

Temperatures must be recorded daily and kept on file for all freezers, coolers, hot holding equipment, dishwashers, coffee brewers, and cappuccino machines. A visual inspection for pest infestation and cleanliness must also be completed on a daily basis.

Cleaning:

Cleaning checklists must be used to ensure overall cleanliness standards are met. Food contact surfaces such as counters, mixers and ice machines must be sanitized using an approved sanitizing solution.

Please refer to the Safety & Sanitation Manual for more details, including cleaning procedures, preparing sanitizer solutions and checklists.