

Southern Baptist



Feeding Unit Training Manual

Revised March 2009

North American Mission Board, SBC

Feeding Unit Training

I. Unit Structure:

- A. The **Unit Manager** (Blue Cap) is in charge of the day-to-day operations of a unit.
- B. Each feeding unit will need the following:
 - 1. A **Head Cook** supervises the preparation of all meals.
 - 2. A **Inventory Coordinator** provides an up-to-date inventory daily.
 - 3. A **Serving Line Coordinator** supervises the serving line.
 - 4. A **Comfort Station Coordinator** keeps fluids and snacks available for the volunteers on-site at all times.
 - 5. The **Wash Station Supervisor** oversees the washing and sanitizing of pots, pans, utensils, and cambros.
 - 6. A **Maintenance Coordinator** provides for the repair of equipment and keeps all equipment fueled and serviced.
 - 7. A **Housing Coordinator** is responsible for the housing of the volunteers. They will provide a place to eat, bath, and sleep for the volunteers.
 - 8. An **Office Coordinator** will act as a secretary to the unit director.
 - 9. An **ERV Coordinator** will schedule the cambro pick up, receive the reports from the ERV drivers and coordinate any Baptists that would like to ride the ERV.
 - 10. A **Communication Coordinator** will be a licensed Ham Operator. He will coordinate the use of business band radios and other communication equipment.
 - 11. A **Chaplain** focuses on the spiritual, mental, and emotional care of volunteers and victims.

II. Food Handling:

- A. Use only commercially processed foods:
 - 1. No home processed foods may be used by the feeding unit.
 - 2. No home prepared foods may be used by the feeding unit.
 - 3. No fresh vegetable or meats may be used by the unit.
- B. Cambros:
 - 1. Check the seals on each cambro before placing food in them.
 - 2. Check temperature of food in a cambro if food remains in the cambro for more than two hours.
 - 3. The use of liners in cambros is preferred
 - 4. Chill cold foods before placing in cambros.

5. Use ice to keep foods cool while in cambros.
6. Preheat cambros with hot water before using if it is practical.
7. Cool cambros with ice or refrigeration before use.

C. Sanitation:

1. Sanitize all utensils before using them.
2. Hand Washing:
 - a. Wash hands with hot water and soap for 20 seconds.
 - b. Always wash hands before starting to work.
 - c. Wash your hands when you change tasks.
 - d. Wash your hands after going to the rest room.
 - e. Always wash your hands after touching something or someone including yourself.
 - f. Only use hand antiseptics after handwashing. Never use hand antiseptics in place of hand washing. Wait for hand antiseptic to dry before touching food or equipment.
3. Wear Gloves:
 - a. Wear gloves when you are handling food.
 - b. Wash hands before putting on new gloves.
 - c. Change your gloves
 - when you touch something other than the food.
 - as soon as they become soiled or torn
 - before beginning a different task
 - at least every four hours during continual use and more often if necessary
 - after handling raw meat, seafood, or poultry, and before handling ready to eat food
4. Wear Caps:
 - a. The disaster relief caps are used for identification.
 - b. The caps meet Health Department requirements.
 - c. The caps provides protection for volunteers from the elements.
5. Aprons:
 - a. Remove aprons when leaving prep areas. For example, aprons should be removed and stored properly before taking out garbage or using the restroom.
 - b. Soiled aprons should be changed or discarded.
 - c. Do not wear plastic aprons around open-flamed appliances.
6. Jewelry and Nails
 - a. Rings (except for plain bands), bracelets, medical bracelets, and watches may not be worn in the food prep area.

- b. False fingernails and nail polish may not be worn in the food prep area.
Fingernails should be short and clean.

7. Keep Area Clean:

- a. A clean work area is easier to work within.
- b. A clean work area is required by the Health Department.
- c. It is easier to find supplies in a clean work area.
- d. A clean work area keeps down infestation of bugs and pests.

8. Temperatures:

- a. Frozen foods must be kept below 0°.
- b. Cold food must be kept below 40°.
- c. Hot foods must be kept above 145°.
- d. Foods must be cooked to an inside temperature as follows:
 - 1. Beef 165°
 - 2. Ground Beef 165°
 - 3. Pork 165°
 - 4. Poultry 165°
 - 5. Fish 165°
- e. Always reheat food to an inside temperature above 165°.
- f. Do not serve food with an inside temperature below 145°.
- g. The unit director, cooks and dishwashers are to have thermometers with them at all times. Calibrate thermometers every morning and as needed.

III. Dish Washing:

A. Always use three sinks for dish washing.

- 1. The first sink is filled with hot soapy water (110° - 120°).
 - a. Change the water when refuse is in the sink or the temperature dictates.
 - b. Soap and detergent are cleaning agents only.
- 2. The second sink is filled with rinse water (110° - 120°).
 - a. Always place small items in a basket.
 - b. Rinse off all soap.
 - c. Change rinse water when it becomes soapy.
- 3. The third sink will be filled with sanitizing water (75° - 110°).
 - a. The mixture for sanitizing water is 1 tablespoon of bleach per gallon of water.

- b. The items must be in contact with the sanitizing agent for 10 seconds. (If using quaternary tablets, the contact time is 30 seconds.)
 - c. Place the item on the drain board and air dry.
- B. Change the water in the sinks at regular intervals.
- C. Keep a close watch on water temperature.
- D. Use only an approved water source.
- E. Clean sinks thoroughly before and after use.