

# COMMUNITY FOOD BANK OF NJ GOOD MANUFACTURING PRACTICE RULES

## Good Manufacturing Practice Rules for Employees, Contractors, Visitors, Agencies & Volunteers

Employees, contractors, visitors, agencies and volunteers will observe the following GMP rules:

1. Personal cleanliness is maintained by **all** employees and good hygiene practices followed.
2. Clean clothing is required, with no muscle shirts, no short shorts and no loose, hanging or dangling items from the personal attire. Clothes must not contain obscene or controversial messages, beads or sequins.
3. Outer garments must be clean and suitable for operations so they do not contribute to product contamination and they are laundered regularly.
4. Steel-toed shows are required for all employees operating equipment in the warehouse. No open toe shoes or high heels are allowed in the warehouse.
5. No gum chewing, eating or drinking is allowed in the warehouse.
6. No smoking is allowed inside the facility. Smoking is permitted in designated places outside the facility only.

## Clean Room

In addition to the GMP rules above, employee's working in the repack area will also observe the following:

1. Employees are required to cover hair by wearing hat or hairnet.
2. Employees are required to wear disposable aprons when working in this area and aprons must not be worn when taking breaks, or be worn into washrooms.
3. Outer clothing must be clean and free of fibers that would be a concern for cross contamination, i.e. long fabric fibers, sequins, beads or buttons used only for decoration.
4. Employees are required to wash hands and wear gloves prior to beginning work.
5. Gloves will be disposed of any time that the employee leaves their immediate work area. A new pair must be worn upon re-entering the work area. Any torn, damaged or soiled gloves will be disposed of as necessary.

## Production Kitchen (commissary)

Employees and FTSA students working in the commissary will observe the following GMP rules:

1. Hairnets are required to be worn at all times while in the kitchen and all hair must be contained in the hairnet.
2. Hair must be cut above the collar and/or pulled back if necessary.
3. Facial hair must be short and neatly trimmed. All kitchen personnel are required to wear beard-nets to cover all facial hair.
4. No hats are allowed to be worn in the kitchen or serving area.
5. Crew neck, T-shirts, thermal shirts and long pants below the ankle are required. No muscle shirts or deep plunging "V"-necks are allowed. .
6. Chef Coats are provided after a probationary period and must be kept clean and neat.
7. Kitchen personnel are required to wear disposable aprons when working in this area and aprons must not be worn when taking breaks, or be worn into washrooms.
8. No open toed or high-heeled shoes are allowed and all shoes are requested to be skid resistant soled.
9. All Kitchen personnel are required to follow good personal hygiene and wear clean outer clothing.
10. No exposed jewelry is allowed, including piercings. Piercings include tongue piercings and eyebrow piercings. Exceptions to this rule are for the wearing of a watch and plain wedding band and necklaces must be long enough to tuck under the collar.
11. No false eyelashes or false fingernails. No fingernail polish and nails must be neat and clean and properly trimmed.
12. Plain deodorant is acceptable. No cologne or perfumes or excessive make-up is allowed.
13. Kitchen personnel must wash their hands when entering food-processing areas, after absence from the workstation, when changing job assignments, returning from the washroom and/or when their hands may have become soiled or contaminated.
14. Any kitchen personnel with direct food contact, such as, sorting or hand packing and/or washing, must wear gloves. Gloves will be disposed of any time that the employee leaves their immediate work area. A new pair must be worn upon re-entering the work area. Any torn, damaged or soiled gloves will be disposed of as necessary. Hand washing must be completed prior to the application of clean gloves.
15. Eating, chewing gum, drinking and smoking is confined to designated areas outside of the processing areas.
16. Kitchen personnel have a designated area away from the processing area, for storing their personal items. This area is kept in a neat and clean condition and must be well maintained.
17. Food should not be stored in pockets of clothing or consumed in production areas.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_