

# COMMUNITY FOOD BANK OF NJ GOOD MANUFACTURING PRACTICE RULES



## **Good Manufacturing Principles for all Team Members, Contractors, Vendors, Visitors, Partners, & Volunteers**

The following GMP rules will be observed while inside CFBNJ distribution center(s):

1. Personal cleanliness is maintained by all, and good hygiene practices are followed.
2. Clean clothing is required. The following shall not be worn in the facilities: muscle shirts, short shorts, loose, hanging or dangling items from personal attire. Clothes shall not contain obscene or controversial messages, beads or sequins.
3. Outer garments must be clean and suitable for warehouse operations, so they do not contribute to product contamination. Outer garments shall be laundered regularly if worn in the warehouse daily.
4. Steel-toed shoes are required for all team members operating material handling equipment in the warehouse. No open toe shoes or high heels are allowed in the facility except for in office spaces
5. No gum chewing, eating or drinking from open containers (including coffee, tea, fruit drinks, etc.) is permitted in the warehouse. Plastic bottles with caps are permitted.
6. No smoking is allowed inside the facility. Smoking is permitted only in designated smoking area(s) outside the facility.
7. Cell phone use is not permitted in the warehouse or in public restrooms.
8. Wireless and hard-wired ear buds or earpieces are not permitted in the warehouse.
9. Safety vests shall be worn by all team members in the warehouse operations areas.

## **Clean Room**

In addition to the GMP rules above, everyone working inside the Clean Room will also observe the following:

1. Everyone is required to fully cover their hair by wearing a hairnet or beard net as required.
2. Everyone must wear disposable aprons when working in this area; and aprons must not be worn when taking breaks or in restrooms.
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 for decoration.
4. Everyone is required to wash their hands and wear gloves prior to beginning work.
5. Gloves shall be disposed of any time that someone leaves the immediate work area. A new pair of gloves must be worn upon re-entering the work area. Any torn, damaged or soiled gloves will be disposed of as necessary.
6. Cell phones are not permitted in the Clean Room.

## **Production Kitchen (Commissary and Bakery)**

In addition to the GMP rules above, everyone entering the Production Kitchen shall observe the following rules:

1. Hairnets must be worn 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 facial hair must be covered by wearing a beard net.
4. No hats are allowed in the kitchen or serving area.
5. Crew neck shirts, tee shirts, long sleeve shirts, or thermal shirts are permitted; and long pants below the ankle are required. Muscle shirts or deep plunging "V"-neck shirts are not permitted.
6. Chef Coats are provided to team members and FSTA students and must be kept clean and neat.
7. All personnel and volunteers must wear disposable aprons when working in this area, and aprons must not be worn when taking breaks or in the restrooms.
8. No open toed or high-heeled shoes are permitted; and all shoes shall have skid-resistant soles.

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9. All personnel and volunteers are required to follow good personal hygiene and wear clean outer clothing.
10. Exposed jewelry is not permitted, including piercings. Piercings include tongue piercings, eyebrow piercings, or any other piercings that could fall off and cause food contamination. Exceptions to this rule are for the wearing of a watch and plain wedding band. Necklaces must be long enough to tuck under the collar.
11. False eyelashes or false fingernails are not permitted. Fingernail polish is not permitted, and nails must be neat, clean and properly trimmed.
12. Plain deodorant is acceptable. Colognes, perfumes, or excessive make-up are not permitted.
13. All personnel must wash their hands when entering food-processing areas, after absence from the workstation, when changing job assignments, returning from the restroom and/or when their hands may have become soiled or contaminated.
14. Any personnel with direct food contact, such as sorting, separating, hand packing, or washing food, must wear gloves. Gloves will be disposed of when team members leave their immediate work area. A new pair must be worn upon re-entering the work area. Any torn, damaged or soiled gloves shall be disposed of as necessary. Hand washing must be done before applying clean gloves.
15. Eating, drinking, chewing gum, and smoking are not permitted.
16. All personnel shall have a designated area away from the food processing areas, for storing their personal items. This area shall be 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 food production areas.
18. Use of cell phones is not permitted in the Production Kitchen.

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

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