

**YUMA COUNTY DEPARTMENT OF
PUBLIC HEALTH**

April, 2017

**STUDY GUIDE FOR
THE FOOD SERVICE WORKER
EXAM**

**YUMA
COUNTY
ARIZONA**

2200 W 28th St., Suite 222
Yuma, AZ 85364

TEST GUIDELINES

1) A \$10.00 fee entitles you to a total of three (3) attempts at passing the food handler's test. **We accept cash only** as payment for the food handler's test.

2) You can only take the test twice per day. Within ten consecutive business days, including the day the fee is paid you can return for a retest. A different test will be given during the second and third attempts.

3) The test is administered Monday through Friday between the hours of 8:00 AM and 4:00 PM. You may take until 5:00 PM to complete the test, but **tests will not be issued past 4:00 PM.**

4) The test consists of twenty-five (25) true or false questions. Six (6) or less incorrect answers is a passing score. It is not an "open book" test.

5) All test questions are based on the information contained within the Study Guide for the Food Service Worker Exam handout. The 1999 State of Arizona Food Code chapter is the reference document that is shown in parenthesis at the end of every comment within the study guide.

6) Receipts will be issued upon payment. Keep your receipt. Should you not pass the test at the first attempt, you will be given the option of taking a different test immediately. If an individual fails the test twice, the clerk will automatically place your name on the retake list. When returning notify the clerk that you are here for a retake. If you are not given a receipt contact the department manager.

7) **Do not lose your card!** Replacement cards are issued at a cost of \$5.00 if customer's name is in the Daily Log. Duplicate cards are \$5.00 dollars and can be issued when the original card is given. No photo copies of health cards would be accepted by the inspectors. The food handler's card is valid for **one year** from the date of issue.

8) An individual that is certified under a testing provider that is American National Standards Institute (ANSI) approved is exempt from the food handler card requirement as long as the certificate remains valid. This includes valid ANSI cards from other state jurisdictions or cards issued by other Arizona counties as long as the certificate remains valid. The corresponding certificate will serve the purposes of the food handler card for the period up to its expiration. These are the only certificates accepted.

9) Please notify staff if you require special accommodations for test taking.

10) When taking the exam, the following are **not allowed in the testing area:**

- A) **Food or drink**
- B) **The use of cellular phones**
- C) **The use of notes**
- D) **Waiting friends or family (unless it is a child)**
- E) **Reading of the study guide**
- F) **Talking to anyone other than staff**

I. DEFINITIONS

1. Food-contact surface: A utensil or a surface of equipment with which food normally comes into contact. (1-201.10)

2. Kitchenware: Utensils used in the preparation or storage of food. (1-201.10)



3. Person in charge: The individual present at a food establishment who is responsible its operation. (1-201.10)

4. Personal care items: Items or substances that may be poisonous, toxic, or a source of contamination and are used to maintain or enhance a person's health, hygiene, or appearance. It includes items such as medicines, first aid supplies, cosmetics, and toiletries. (1-201.10)

5. Poisonous or toxic materials: Substances that are not intended for eating and are included in 4 categories: (1) Cleaners and sanitizers; (2) Pesticides; (3) Substances necessary for the operation and maintenance of the establishment such as nonfood grade lubricants and personal care items that may be bad to health; and (4) Substances that are not necessary for the operation and maintenance of the establishment and are on the premises for retail sale, such as petroleum products and paints. (1-201.10)

6. Potentially hazardous food: A food that needs to be stored at a particular temperature range because it is capable of supporting the rapid growth of harmful microorganisms. It **does not** include an unopened can that is commercially processed. (1-201.10)

7. Ready-to-eat food: includes raw meat that is cooked as required, raw fruits and vegetables that are washed as required, foods derived from plants such as spices, seasonings and sugar, and bakery item such as bread, cakes, pies, fillings, or icing for which further cooking is not required for food safety. (1-201.10)

II. RULES



8. The license holder must designate a person to be in charge at the food establishment during all hours of operation. (2-101.11)



9. During inspections and upon request, the person in charge must demonstrate to the Health Department inspector knowledge of the requirements of the Arizona Food Code as they pertain to their food operation. (2-102.11)

10. The person in charge will ensure that people that are not necessary to the operation of the food establishment are not allowed in the food preparation, food storage, or ware-washing areas. (2-103.11)



11. Food employees **must report** information about their health to the person in charge. Workers are to be excluded from working in a food establishment if they are diagnosed with an illness due to Salmonella Typhi, Shigella species, Shiga toxin-producing Escherichia coli, or Hepatitis A virus. (2-201.11).



12. A food employee **must report** information about their health to the person in charge if they have a symptom caused by illness, infection, or other source that is associated with an acute gastrointestinal illness such as diarrhea, fever, vomiting, jaundice, or sore throat with fever (2-201.11).

13. Food employees must clean their hands and exposed portions of their arms for at least 20 seconds using soap in a sink that is equipped to provide water at a temperature of at least 110° F. (2-301.12)

14. Food Employees must clean their hands and exposed portions of their arms immediately before engaging in food preparation, after using the toilet, coughing, sneezing, after using a handkerchief or disposable tissue, after eating and drinking or after using tobacco. (2-301.14)



15. To prevent cross contamination, food employees must wash their hands and exposed portions of their arms immediately after handling soiled equipment or utensils, when changing tasks during food preparation, when switching between working with raw food and working with ready-to-eat food, and after engaging in other activities that contaminate their hands. (2-301.14)

16. Food employees must wash their hands in a hand-washing sink. Sinks used for food preparation or ware-washing, a service sink or a curbed cleaning facility used for the disposal of mop water and similar liquid waste may not be used. (2-301.15)

17. While preparing food, food employees cannot wear jewelry on their arms and hands (except for a plain ring such as a wedding band). (2-303.11)



18. Fingernails should be trimmed and filed so the edges and surfaces are cleanable and not rough. (2-302.11)

19. Fingernail polish or artificial fingernails may not be worn while working with exposed food unless wearing intact gloves. (2-302.11)

20. Employees must eat, drink, or use tobacco only in designated areas where the contamination of exposed food, clean equipment, utensils, linens, unwrapped single-service and single-use articles, or other items needing protection cannot result. (2-401.11)



21. Employees may drink from a closed beverage container **if** the container is handled to prevent contamination of the employee's hands, the container, exposed food, clean equipment, utensils, linens, and unwrapped single-service and single-use articles. (2-401.11)

22. Employees experiencing persistent sneezing, coughing, or a runny nose that causes discharges from the eyes, nose, or mouth cannot work with exposed food, clean equipment, utensils, or linens. (2-401.12)

23. Food employees, except for employees such as counter staff who only serve beverages or packaged foods, hostesses, and wait staff (if they present a minimal risk of contamination), must wear hair restraints (such as hats, hair coverings or nets, and beard restraints) (2-402.11)

24. Foods prepared in a private home cannot be used or offered for human consumption in a food establishment. (3-201.11)

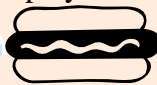


25. Except for milk and certain shellfish, refrigerated, potentially hazardous food must be at a temperature of 41°F or below when received from the supplier. (3-202.11)

26. Except when washing fruits and vegetables, employees cannot contact exposed, ready-to-eat food with their bare hands and must use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment. (3-301.11)

27. Employees cannot use a utensil more than once to taste food that is to be sold or served. (3-301.12)

28. Food must be protected from cross contamination by separating raw animal foods during storage, preparation, holding, and display from raw ready-to-eat foods and cooked ready-to-eat foods. (3-302.11)



29. Food must be protected from cross contamination by separating raw animal foods (beef, fish, lamb, pork, and poultry) of one type from each other during storage, preparation, holding, and display. (3-302.11)

30. Food must be protected from cross contamination by storing the food in packages, covered containers, or wrappings. (3-302.11)

31. Containers holding food ingredients that are removed from their original packages such as cooking oils, flour, herbs, potato flakes, salt, spices, and sugar, must be identified with the common name of the food. (3-302.12)

32. Food preparation and dispensing utensils may be stored in the food but their handles must be above the top of the food and the container. (3-304.12)



33. During pauses in food preparation or dispensing, food preparation and dispensing utensils must be stored in running water of sufficient velocity to flush particulates to the drain (if used with moist food such as ice cream). (3-304.12)

34. Linens and napkins cannot be used in contact with food unless they are used to line a container for the service of foods and the linens and napkins are replaced each time the container is refilled for a new consumer. (3-304.13)

35. Cloths that are in use for wiping food spills cannot be used for any other purpose (3-304.14).

36. Cloths used for wet-wiping food spills must be wet and laundered daily, stored in a solution at a proper concentration of chemical sanitizer, and used only for wiping spills from food-contact and nonfood-contact surfaces of equipment. (3-304.14)

37. Wet wiping cloths used with a freshly made sanitizing solution and dry wiping cloths must be free of food debris and visible soil. (3-304.14)

38. Single-use gloves must be used for only one task (such as working with ready-to-eat food or with raw animal food) used for no other purpose, and thrown away when damaged or soiled, or when interruptions occur in the performance of the task. (3-304.15)

39. Latex gloves cannot be used in direct contact with food. (3-304.15)



40. Food employees cannot re-use tableware to provide second portions or refills except for refilling a customer's drinking cup or container. (3-304.16)

41. Self-service consumers cannot be allowed to use soiled tableware to obtain additional food from a buffet display. (3-304.16)

42. Except for food in packages, working containers, pressurized beverage containers, cased food in waterproof containers such as bottles or cans, and milk containers in plastic crates, food must be protected from contamination by storing it in a clean, dry location where it is not exposed to splash, dust, or other contamination and at least 6 inches above the floor. (3-305.11)



43. Food cannot be stored in locker rooms, restrooms, dressing rooms, garbage rooms, mechanical rooms, under sewer lines that are not shielded to intercept potential drips, under leaking water lines, including leaking automatic fire sprinkler heads, or under lines on which water has condensed, under open stairwells, or under other sources of contamination. (3-305.12)

44. Food that is unused or returned by a customer cannot be reoffered for consumption by another individual. (3-306.14)

45. A container of food that is not potentially hazardous may be transferred from one customer to another if the food is dispensed so that it is protected from contamination and the container is closed between uses. (3-306.14)



46. A package of food that is not potentially hazardous may be transferred from one customer to another if the food, such as crackers, salt, or pepper, is in an unopened original package and is maintained in a sound condition. (3-306.14)

47. Raw shell eggs that are broken and prepared in response to a consumer's order and for immediate service, fish, meat, pork, and non-wild game animals must be cooked to heat all parts of the food to 145°F or above for 15 seconds. (3-401.11)

48. Ground or chopped fish, meat, or game animals and raw eggs that are not prepared in response to a consumer's order must be cooked to heat all parts of the food to 155°F for 15 seconds. (3-401.11)

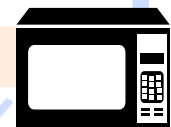
49. Poultry, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, or stuffing containing fish, meat, or poultry and wild game animals must be cooked to heat all parts of the food to 165°F or above for 15 seconds. (3-401.11)



50. Raw or undercooked whole-muscle, intact beef steak may be served or offered for sale in a ready-to-eat form if the food establishment serves a population that is not a highly susceptible population. The steak must be labeled at the food processing plant to indicate that it meets the definition of "whole-muscle, intact beef." The steak must be cooked on both the top and bottom to a surface temperature of 145°F or above and a cooked color change is achieved on all external surfaces. (3-401.11)

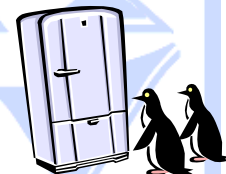
51. Raw animal food such as raw egg, raw fish, raw-marinated fish, and partially cooked food such as lightly cooked fish, soft cooked eggs, or rare meat may be served if the food establishment serves a population that is not a highly susceptible population such as older adults in a health care facility or preschool age children. (3-401.11)

52. Raw animal foods cooked, or reheated for hot holding, in a microwave oven must be rotated or stirred during cooking to even the distribution of heat, must be covered to retain moisture, must be heated to a temperature of at least 165°F in all parts of the food, and must be allowed to stand covered for 2 minutes after cooking. (3-401.12)



53. Potentially hazardous food that is cooked, cooled, and reheated for hot holding must be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds. (3-403.11)

54. A way to thaw potentially hazardous food is to keep it under refrigeration at a temperature of 41° F or less. (3-501.13)



55. A way to thaw potentially hazardous food is to completely submerge it under running water at a temperature of 70°F or below, with sufficient water velocity to agitate and float off loose particles for a length of time that does not allow thawed portions of the food to rise above 41° F. (3-501.13)

56. A way to thaw potentially hazardous food is as part of a cooking process by thawing the food in a microwave oven and immediately transferring it to cooking equipment. (3-501.13)

57. Cooling of cooked foods in refrigerators must be done by placing the food in shallow pans, by separating the food into smaller or thinner portion, by using rapid cooling equipment such as freezer, by using containers that facilitate heat transfer, or by adding ice. (3-501.15)

58. When placed in cooling or cold holding equipment, food containers in which food is being cooled must be arranged to provide maximum heat transfer through the container walls and loosely covered, or uncovered if protected from overhead contamination, during the cooling period to facilitate heat transfer from the surface of the food. (3-501.15)

59. Potentially hazardous food must be maintained at 130°F or above for hot holding or at 41°F or less in a refrigerator except during preparation, cooking, or cooling. (3-501.16)

60. Ready-to-eat, potentially-hazardous food prepared and held refrigerated for more than 24 hours must be clearly marked at the time of preparation to indicate the date by which the food must be thrown away or consumed. The date on the label, including the day of preparation, should be 7 calendar days or less from the day that the food is prepared, if the food is maintained at 41°F or less or 4 calendar days or less, if the food is maintained at 45°F or less. (3-501.17)

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61. Food contaminated by employees or customers through contact with their hands or bodily discharges must be discarded. (3-701.11)

62. Food establishment that serve a highly susceptible population **cannot** serve or offer for sale raw animal foods or partially cooked animal foods. (3-801.11)

63. Copper and copper alloys such as brass cannot be used in contact with acidic foods such as vinegar, fruit juice, or wine. (4-101.14)

64. Galvanized metal cannot be used for utensils or food-contact surfaces of equipment that are used in contact with acidic food. (4-101.15)

65. A separate utensil must be available for each container displayed at a customer self-service station such as a buffet or salad bar. (4-302.11)

66. Thermometers must be provided and be readily accessible for use. Measurements must be taken to ensure the attainment of food temperatures when cooking, and to ensure the maintenance of food temperatures while in cold storage, and in hot or cold holding equipment. (4-302.12)



67. A manual ware washing station must be provided with a test kit that accurately measures the concentration of sanitizing solution in mg/L. (4-302.14)

68. Equipment used for the washing and rinsing of utensils or raw foods must be cleaned throughout the day at a frequency necessary to prevent recontamination. (4-501.14)

69. A ware washing sink cannot be used for hand washing. (4-501.16)

70. Ware washing sinks used to wash or thaw food, must be properly cleaned and sanitized before and after each use. (4-501.16)



71. The wash, rinse, and sanitizing solutions must be maintained clean. (4-501.18)

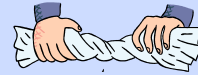
72. The temperature of the wash solution in spray-type ware washers that use chemicals to sanitize cannot be less than 120°F. (4-501.110)

73. The concentration of the sanitizing solution used in ware washing must be accurately determined by using an appropriate test kit. (4-501.116)

74. Single-service and single-use articles cannot be reused. (4-502.13)

75. Equipment food-contact surfaces and utensils must be cleaned each time there is a change from working with raw foods to working with ready-to-eat foods. (4-602.11)

76. Food-contact surfaces and utensils must be cleaned at least every 4 hours if used with potentially hazardous food. (4-602.11)



77. Utensils and food-contact surfaces of equipment must be sanitized before use. (4-702.11)

78. Utensils and food-contact surfaces of equipment that are sanitized through the use of chemicals must provide an exposure time of at least 10 seconds for a 50 mg/ L chlorine solution at a temperature of at least 100°F. (4-703.11)

79. Wet wiping cloths must be laundered daily. (4-802.11)

80. After cleaning and sanitizing, equipment and utensils must be air-dried or be adequately drained but cannot be dried with a cloth. (4-901.11)



81. Single-use articles must be stored in a clean, dry location where they are not exposed to splash, dust, or other contamination. They must be stored at least 6 inches above the floor and must be kept in the original protective package or stored in a way that protects them from contamination. (4-903.11)

82. Single-use knives, forks, and spoons that are not pre-wrapped must be presented so that only the handles are touched. (4-904.11)

83. A hand-washing facility must be accessible at all times for employee use and cannot be used for purposes other than hand-washing. (5-205.11)

84. Refuse receptacles must be kept covered inside the food establishment if they contain food residue and are not in continuous use or full. (5-501.113)



85. Light bulbs must be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food, clean equipment, utensils, and linens, or unwrapped single-service and single-use articles. Shielded, coated, or otherwise shatter-resistant bulbs need not be used in areas used only for storing food in unopened packages. (6-202.11)

86. A sink used for food preparation or utensil washing, or a service sink or curbed cleaning facility used for the disposal of mop water or similar wastes cannot be used as a hand washing facility. (6-301.13)

87. A supply of toilet tissue must be available at each toilet. (6-302.11)

88. Employee's clothing and other possessions must be stored in lockers or in other suitable facilities to lessen the risk of contamination to food, equipment, utensils, and linens. (6-305.11)

89. The food establishment and its accessories must be cleaned as often as necessary to keep them clean. Other than cleaning that is necessary due to a spill or other accident, cleaning must be done during periods when the least amount of food is exposed to contamination such as after closing. (6-501.12)



90. Food preparation sinks, hand-washing lavatories, and ware-washing equipment (three-compartment sink or dishwasher) can not be used for the cleaning of maintenance tools or for the disposal of mop water and similar liquid wastes. (6-501.15)

91. When cleaning floors, only dustless methods of cleaning must be used, such as wet cleaning, vacuum cleaning, mopping with treated dust mops, or sweeping using a broom and dust-arresting compounds. (6-501.13)

92. Except during cleaning and maintenance operations, toilet room doors must be kept closed. (6-501.19)

93. Live animals cannot be allowed inside the premises of a food establishment, except for service animals that are controlled by a disabled person in areas that are not used for food preparation. (6-501.115)



94. Toxic materials must be stored in a way that they can not contaminate food, equipment, utensils, and linens by separating the toxic materials or by locating them in an area that is not above any food or food-contact items. (7-201.11)

95. Only those medicines that are necessary for the health of employees are allowed in a food establishment. They must be labeled and stored in a way that prevents the contamination of food, equipment, utensils, and linens. (7-207.11)

96. Food establishment employees must store their personal care items in dressing areas or locker facilities. (7-209.11)

