

TASK ANALYSIS FOR PROCEDURES AND PROCESSES

Descriptive Title for the Project

Storing and Handling Allergenic Foods

Brief Description of the Learners

Learners are current employees all over 18 years old with a varying age from 18 to 65+. All learners speak fluent English. Some learners have prior experience, but the majority have no experience with allergen control. Employees are mostly men. Learners are receptive to further training.

Sources and Methods

Data Sources	Data Collection Method(s)
<p>Documents provided by SME: Allergen Control Program PRP 5.11, Risk Assessment for Allergen Products PRP 5.11.1.2-RA</p> <p>Jennifer Erickson (SME)- interview</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Extant Data <input type="checkbox"/> Observation <input checked="" type="checkbox"/> Interview <input type="checkbox"/> Survey <input type="checkbox"/> Other: Documents provided by SME

Task Characteristics

Task Characteristic	Findings
Major tasks	<p>Storage:</p> <ul style="list-style-type: none"> ● Identify and label 100% high risk allergen products (milk, eggs, soy, wheat, peanuts, tree nuts, fish, and shellfish). ● Prevent cross-contact of allergen foods with other foods. <p>Cleaning:</p> <ul style="list-style-type: none"> ● Properly clean and sanitize spills of allergenic foods.
Goals for each major task	<p>Storage:</p> <ul style="list-style-type: none"> ● Correctly store 100% high risk allergen foods (allergenic foods should not be stored above non allergenic foods, store like products together).

	<p>Cleaning:</p> <ul style="list-style-type: none"> ● Clean and sanitize spills to prevent cross-contact. ● Discard any cross-contacted or open food products. ● Visually verify proper clean up.
Cues that trigger task performance	<p>Storage:</p> <ul style="list-style-type: none"> ● Allergenic foods are received by the warehouse. ● When moving pallets of food from one place to another. <p>Cleaning:</p> <ul style="list-style-type: none"> ● Notice of an obvious spill.
Resources people use to complete the task	<p>Storage:</p> <ul style="list-style-type: none"> ● Pallet jack or forklift (already know how to use) <p>Cleaning:</p> <ul style="list-style-type: none"> ● Broom (if spill involves dry food products) ● Mop ● Bucket ● Wet floor signs ● Cleaner ● Sanitizer
Standards that the completed task should meet	<p>Storage:</p> <ul style="list-style-type: none"> ● Allergenic foods are stored to prevent cross contact. <p>Cleaning:</p> <ul style="list-style-type: none"> ● Cross contaminated products and surfaces are cleaned and sanitized and/or disposed of.
Task duration	<p>Storage:</p> <ul style="list-style-type: none"> ● 5 minutes per pallet <p>Cleaning:</p> <ul style="list-style-type: none"> ● Up to 30 minutes
Task frequency	<p>Storage:</p> <ul style="list-style-type: none"> ● Daily <p>Cleaning:</p> <ul style="list-style-type: none"> ● Approximately 2 times per month
Prerequisite skills	<ul style="list-style-type: none"> ● Operate forklift ● Operate pallet jack ● Receive products ● Use bin tags

Task List

Store allergenic products:

1. Receive delivery of products.
 - 1.1. Visually inspect product for 100% high risk allergen information

1.1.1.

If pallet contains...	Then...
100% high risk allergen products e.g. milk, eggs, wheat, fish, shellfish, soy, tree nuts and peanuts	Identify pallet with a bin tag.
does not contain 100% high risk allergen products	store in accordance with warehouse guidelines.

Photo of bin tag.

2. Find an empty bin space for storage.
3. Move the pallet to the empty bin space.

If product being stored...	Then...
Contains 100% high risk allergens	consult job aid for storage of 100% high risk allergens.
DOES NOT contain 100% high risk allergens	store the products in any open bin space.

Clean Spills Containing 100% High Risk Allergens

1. Stop current task unless doing so causes a safety concern.
2. Move source of leakage or spillage away from other products.
3. Check for spillage onto other products.
 - 3.1. Visually inspect the surrounding area to determine cross-contact of other products.

If the cross-contacted product is...	Then...
In glass or hard plastic packaging	product should be set aside to be cleaned and sanitized.

In paper or soft plastic packaging	product should be discarded in a dumpster.
Non-packaged produce	produce should be discarded in a dumpster.

4. Gather cleaning supplies

- Broom (for dry spills)
- Mop
- Bucket
- Wet floor signs
- Cleaner
- Sanitizer

5. Clean the area

5.1. Wipe shelves with cleaner

5.2. Put out wet floor signs

5.3. Clean floor in the spillage area

If the spill is...	Then...
A dry product	sweep surrounding area before mopping.
A liquid product	mop surrounding area according to mopping job aid.

6. Sanitize racking and floor with sanitizer.
7. Visually inspect the area to verify proper cleaning and sanitizing has been accomplished.



8. Give the area time to dry.
9. Put cleaning supplies away.

Critical Tasks Your Training Will Address

100% High Risk Allergenic food will be stored properly:

- Like foods will be stored together.
- 100% High Risk Allergenic products cannot be stored above other types of products.

Spills will be cleaned and sanitized to remove all contaminants.

What Is Critical, Difficult, and Complex

Storage:

Difficult: Remembering what can go above 100% high risk allergenic foods and what can't, particularly in the cooler

Critical: Correctly storing 100% high risk allergenic food products

Complex: Nothing

Cleaning:

Difficult: Cleaning thoroughly enough; no verification process

Critical: Making sure all contaminated product is removed

Complex: Nothing

Operating Assumptions

- Learners know where cleaning and sanitizing supplies are stored.
- Idaho Food Bank provides cleaning and sanitizing supplies.