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#### December 2018 / January 2019

#### GOOD RECORDS MAKE END OF YEAR EASIER

The end of the year brings a time of reflection about what has happened over the past 12 months. Many people start to wonder where their money went. Often, panic sets in because it's almost time to prepare tax forms. Susan Wright, Consumer Education Specialist with NMSU gives us these following tips. A box full of cancelled checks and some miscellaneous receipts is all that some people can find. If this is true about you, now is the time to turn over a new leaf regarding your financial record keeping.

An effective financial recordkeeping system will provide a way to organize and file receipts, canceled checks, income statements and financial papers, and a way to summarize information about income and expenses. The best recordkeeping system is one that works for the individual. Typically, this will be a simple system that allows easy access to information.

Some popular, basic record-keeping methods are:

- The receipt method that involves keeping, filing and sorting receipts according to categories of expense, such as food, rent, utilities or transportation.
- The envelope method that requires a set of envelopes one for each category of expenses. A budgeted amount of money is placed in the envelopes each week or month. As the money is spent, the amount is recorded on the envelope.
- The ledger system that requires detailed entries for expenditures. Use a store-bought ledger or make one with a spiral notebook. Generally, entries are made each day.
- Computer software also is available for financial record keeping. It allows you to create a ledger with as many categories of expense as you require and expenses can be entered in each on a regular basis.

There are no secrets to record keeping. It is simply a matter of making an effort to keep up with it and the discipline to make the system work for you. It will be important to summarize the records on a weekly or monthly basis in order to determine how your money is being spent. If necessary, adjustments can be made in your spending plan.

When credit cards are used, the cardholder should record individual purchases in the appropriate categories of the record-keeping system. If the only record kept is the payment at the end of the month, it will be impossible to determine what was purchased.

By using a record-keeping system on a regular basis, you will know where your money goes each month. The task of filing your taxes at the end of the year will be easy, because you will have an orderly record of all expenditures. Now is the perfect time to start a New Year and develop these habits to free our lives of a little stress later on.

Source: Roosevelt County, NM Extension Home Economics Newsletter, Dec. 1999.

#### KEEPING YOUR MIND AND BODY GOING IN THE COLD WINTER MONTHS!

As the weather gets colder it is often difficult to keep busy. The streets and sidewalks may be icy. It is cloudy and cold. Who wants to go outside?

It is important to keep active in both mind and body to be sure we are ready to get out once the weather warms up. There is a lot we can do to keep going during the winter months. Here are some things to keep you and your friends busy until spring.

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#### Use a fitness video

There are lots of options out there for finding a video that you can follow along with regardless of your situation. You can always go with the old reliable and use a



DVD. You may already have some around the house or there are other options as well. On-line sites like YouTube offer lots of different types of videos. By putting in a few keywords there is everything from chair exercises to yoga videos and everything in between.

#### Grow something green



Even when it is cold outside, there are plenty of plants that grow well indoors during the winter. It could be as easy as a quick trip to your local home and garden store on one of those nice days. Doing a

bit of indoor gardening is a great way to relax while getting your muscles moving. You could even grow some herbs to use in your favorite meal.

#### Best your friends with a board game!

On one of those cold days, how about an afternoon with friends rolling the dice and moving around the board. There is nothing like keeping your mind working while trying to figure out how to beat



your friends. It could be something fun like a crazy game of Shoots and Ladders or really getting the brain working with a game of chess, Scrabble or Monopoly.

#### Get crafty with your memories.

As we move through life, we tend to collect a lot of photos and mementos. How about spending time sifting through some of your most cherished memories and experiences while getting creative and putting it all together in a scrapbook that you can share with your family or friends.



#### Get up and move

When the weather is cold one of the best ways to spend the day is curled up with a good book or finding a good movie to watch. To keep from being sedentary, get up and move around the house at the end of each chapter or during commercials. Maybe go up and down the stairs or go to the other room to stretch. Even little things help to keep from being sedentary and keep those muscles moving.

#### Color you world

Something that has grown in popularity in recent years is coloring books for adults. They can be found in a lot of places these days from the grocery store to your local



bookstore. Grab some colored pencils or pens and make something beautiful. Coloring has been found to be a great stress reliever and helps to keep hand-eye coordination sharp.

#### Write a letter

In these days of email and text messaging, sitting down and writing is something that is going the way of the VCR or cassette player. If you ask younger generations, they may not even know what these things are. Imagine



their surprise if an old-fashioned letter from you showed up in the mailbox. Maybe you could even start writing regularly. Sitting down and putting words to paper, really thinking about what you want to say is a great way to focus your thoughts. If you really want a challenge do not correct anything but start over if the words do not land on the paper right.

#### Puzzle it out

Putting your mind to work on making all the pieces go can take up a lot of time and keep your mind busy during those cold winter months. Challenge yourself



with difficult puzzles. Do not stop there though. Sudoku, word searches, and crossword are great also.

#### Heat up the kitchen

How long has it been since you got into the kitchen and really went to town? Often times, for convenience and ease we tend to eat a lot of the same things over



and over. One last suggestion for ways to keep yourself busy on those cold winter days is to challenge yourself with a new recipe. Break out an old cookbook and find something new that will challenge you in the kitchen. Look around online for something you have never tried before. Treat your taste buds to something delicious.

#### **Keep on smiling!**

The cold winter months can be kind of tough sometimes. We often just want to sit around and keep warm. By keeping yourself busy, keeping your mind



working and your body moving you will find the winter goes a lot faster.

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By: Steve Gilmore, Dietetic Intern, Texas Tech University 2018

#### TEXAS ROADS HAVE NOT HAD A FATALITY FREE DAY SINCE NOVEMBER 7, 2000 WHAT IF...WE COULD END THE STREAK!

It has been 18 years since Texas could claim a day where there were no fatalities on our roads. The fatalities add up to more than 66,000 people killed on Texas roadways over the past 18 years. According to the Texas Department of Transportation (TXDOT) the leading causes of these deadly crashes continue to be failure to stay in one lane, alcohol and speed. TX DOT is promoting the "End the Steak" campaign to help end motor vehicle fatalities in Texas.

What if we all drove like the driver we would want in front of us, beside us and in back of us. Ending this streak of needless tragedy on Texas roadways is a shared responsibility.

What if for one day everyone took responsibility for themselves and their friends and there were no drunk drivers on our roads. And there was not one person driving somewhere to drink without a plan for a sober ride home – and no underage drunk drivers were to be found anywhere.

What if there were not distracted drivers on the road. No teens were riding with other teens, which is the main source of their distractions and against the law according to the Graduated Driver License Law. What if no youth or adult was driving while using a cell phone and totally concentrating on their driving.

What if there was no driver speeding down the road and all were driving within the speed limit, including slowing down for construction and emergency vehicles, and driving more slowly and cautiously when weather conditions are bad.

What if we all took time to put on our seatbelts and make sure that all of our passengers were also buckled up. And, that all children were riding in the correct car seat for their age, weight and developmental stage. What if the car seat had been inspected by a certified child passenger safety technician to make sure it was being used correctly and installed correctly.

What if there were no drowsy drivers on the road and every driver, including commercial drivers, made sure they were well rested and prepared for the trip.

What if every driver made sure their vehicle and tires were in good condition and everyone drove defensively and civilly so that every car was treated as if the lives of the people inside were important. What if all drivers were looking out for each other.

What if all of these things could be done on the same day and Texas could once again enjoy a day where there was not one fatality on our roads? Then, we could put an end to this terrible streak of roadway deaths in Texas – and it would bear repeating! Texas A&M AgriLife Extension Service reminds us that these do not have to be just rhetorical questions. For information on the End the Streak campaign visit: <u>https://www.txdot.gov/inside-txdot/media-center/psas/en</u> d-streak.html

#### ENJOYING THE HOLIDAYS, THE HEALTHY AND HAPPY WAY

Holiday season is here, but with it often comes the flu. This year, Texas A&M AgriLife Extension Service recommends following these tips so you can spread holiday cheer instead of germs!

According to the Center for Disease Control (CDC), the 2017-2018 flu season was the first season to be classified as high severity, hospitalizing 30,453 people and taking the lives of 185 children. Because the flu can come on suddenly and without warning, key symptoms to watch out for include:

- Fever
- Body achesHeadache
- CoughSore throat

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- Sore throat•ChillsRunny or stuffy nose•Fatigue
- Diarrhea or vomiting (only in rare cases)

The flu is most commonly spread through tiny droplets when people cough, sneeze or talk. People can also become infected when touching surfaces that has the flu virus on it, then touching their mouths, eyes, nose or even food. Because the virus is so easily spread, it is important to not only wash your hands, but to also get vaccinated each year, says AgriLife Extension Specialist Julie Tijerina. Last year, the flu vaccine was 40 percent effective against both A and B influenza, according to the CDC. Getting the flu vaccine helps keep you healthy and reduces the risk of flu complications that could lead to hospitalization or death.

In addition to getting vaccinated, having good health habits also helps prevent contracting the illness:

- 1. Avoid close contact with those who are sick.
- 2. Stay at home when you are sick.
- 3. Cover your mouth and nose while sneezing or coughing.
- 4. Wash your hands.
- 5. Avoid touching your eyes, nose or mouth.

This year do your part to enjoy the holidays the healthy and happy way by getting vaccinated and being healthconscious. Don't let the flu get your down!

For more information, contact Julie Tijerina, Extension Program Specialist Email: julie.tijerina@ag.tauu.edu

#### INFANT BOTULISM CASES PROMPT ALERT **ABOUT HONEY PACIFIERS**

Children under 12 months old should not consume honey.

The Texas Department of State Health Services is warning parents and other adults not to give babies pacifiers containing honey after four babies were treated for botulism in Texas. Each infant had been given a honey-containing pacifier purchased in Mexico.

The four illnesses occurred from mid-August to the end of October and caused all four babies to be hospitalized for life-saving treatment. The unrelated infants are residents of West Texas, North Texas and South Texas.

Botulisum is a serious illness caused by a toxin that attacks the body's nerves and can cause difficulty breathing, paralysis and even death. Honey may contain bacteria that produce the toxin in the intestine of babies that eat it. By the time children get to be 12 months old, they've developed enough other types of bacteria in their digestive tract to prevent the botulism bacteria in honey from growing and producing toxin.

DSHS also issued a health alert asking health care providers to look out for cases of infant botulism and to remind parents not to let babies eat honey. The centers for Disease Control and Prevention and the American Academy of Pediatrics have long advised that children under 12 months old should not consume honey.

Honey-filled pacifiers are not common in the United States but may be available in some specialty stores and through online retailers. Most aren't designed for the honey to be consumed, but some have a small hole so a child could eat the honey, or the pacifier could accidently rupture or leak. Parents should also avoid pacifiers containing any other food substance, because they could also pose a risk of botulism.

Texas has had seven to eight cases of infant botulism per year in recent years. Ten confirmed or suspected cases have been reported in 2018. Additional information on botulism is available on the DSHS website.

Source: Texas Department of State Health Services, News Release Nov. 16, 2018. News Media Contact: Chris Van Deusen, DSHS Director of Media Relations, 512-776-7119.

#### **STEP UP & SCALE DOWN WITH NEW 8-WEEK PROGRAM**

This is the time of year when everyone seems to be saying to themselves, "maybe I should try to start exercising or dieting." Just in time for your New Year's resolution of a healthy lifestyle, the local Texas A&M AgriLife Extension Service office is launching Step Up & Scale Down, a new 8-week weight management program to help the public in their efforts.

The series will kick off Jan. 10, 2019 at Catholic Charities, 102 Ave. J, Lubbock, TX 79401. Classes will be held at 10:00 am for 8 consecutive Thursdays. Step Up & Scale Down is a great program to do with a friend or family member. It's always easier to reach your goals when you have additional support.

The program consists of weekly lessons to help participants move toward a healthier weight and includes a weekly weight check-in, weekly challenge to "stay the course," Dinner Tonight! healthy recipes and tips, exercise resources, and a weight-loss planner. The 8 sessions include: Scale Down by Setting Goals; Step Up to a Healthy Plate; Scale Down by Label Reading; Step Up to Breakfast and Menu Planning; Scale Down with Moves to Lose; Step Up Your Hydration; Scale Down by Finding your Motivational Mojo; Step Up to Healthy Snacking; Scale Down with a Colorful Plate; Step Up to Successful Socializing; Scale Down by Knowing Your Numbers; and Step Up and Celebrate.

The Step Up & Scale Down program is based on the USDA Dietary Guidelines, which are intended to help Americans choose a healthful eating plan. Step Up & Scale Down is a researched-based program that has proven success in weight management and building healthy lifestyle habits.

Cost for the 8-week program is free, which includes all course materials. Pre-registration is available until January 8, 2019 by contacting Texas A&M AgriLife Extension Service, Lubbock County office, at 806-775-1740 or Anna Sullivan at Catholic Charities, 806-765-8475. For more information email kay.davis@ag.tamu.edu. Gift cards and other prizes will be awarded.

#### **CONNECTING AGRICULTURE AND HEALTH**

The population is estimated to reach 54 million in Texas and 9.7 billion globally by 2050 (Texas State Data Center 2014, UN 2015). To meet this increasing consumer demand, the supply of food, fiber, and other THE PL agricultural products produced and



processed in Texas must grow as producers employ best practices to sustain water, land, animal, and human resources and minimize food waste.

According to a Center for Food Integrity survey (CFI, 2017), only 42% of consumers believe that the U.S. food system is on the right track. A lack of consumer trust can be attributed in part to a lack of understanding about food and agricultural production systems in general. This knowledge gap impacts consumers' food choices and is counterproductive to the goal for all Texans to make informed food purchase decisions based on truthful, relevant and accurate information. Further, a lack of knowledge regarding food, agriculture and their relationship to health leads to increased risk for chronic disease in adults and children, resulting in a loss of productivity and higher health care costs (CDC, 2010).

The Food and Agriculture Organization (FAO) of the United Nations has estimated (2011) that one-third of the food produced in the world is never consumed; this waste occurs during the planting, harvesting, storage, transportation, and distribution stages, and is also due to processing errors, food discoloration and spoilage prior to users' purchase and consumption. Communicating with retailers, food service personnel and consumers about best practices to ensure healthy and safe food products are consumed will potentially reduce food waste.

Agricultural and food producers must understand their stewardship role to meet the wants and needs of consumers. By producing food, fiber and other agricultural goods in a way that utilizes our land, water, and human resources sustainably, we can leave a healthy legacy for future generations.

Texas A&M AgriLife Extension, the scientists/specialists who study, investigate, and identify best practices, along with Family and Community Health, Agriculture and Natural Resources, Horticulture and 4-H Youth Development Agents who share their findings can educate consumers on Path to the Plate. Check out Lubbock County Path to the Plate on Facebook at

https://www.facebook.com/groups/323642711404922/?re f=bookmarks and http://pathtotheplate.tamu.edu/ website.

#### FOOD SAFETY AT CHARITY EVENTS

A recent food borne outbreak in North Carolina served by church members to thousands of people was contaminated with bacteria that thrives when food is not kept hot enough. Hundreds of people reported falling ill with clostridium perfringens (C. perfringens) after consuming a stew. This bacterium is a common food poisoning with 1 million victims in the U.S. annually, according to the U.S. Centers for Disease Control and Prevention. People preparing large group meals or planning charity feeding events for the holidays should be aware that food left too long in the danger zone (between 40°F and 140°F) is at risk for foodborne illness growth. NEVER leave perishable food out more than 2 hours, or 1 hour if it is hotter than  $90^{\circ}$ F outside.

Symptoms are diarrhea and abdominal cramps within 6 to 24 hours after eating contaminated food. It often begins suddenly and lasts less than 24 hours. However, symptoms can be severe enough to require medical attention, for dehydration. Young children (under school age), the elderly, pregnant women and those with weakened immune systems, such as cancer or chronic illness, are more at risk for serious infections and complications. They could be sick for 2 weeks.

For food safety, separate food to prevent crosscontamination; clean work surfaces, hands and utensils; cook food to the proper temperatures; hold food at 140°F or higher or below 40°F; and chill leftovers or pre-cooked foods promptly within 2 hours of cooking.

Source: Food Safety News, Nov.19, 2018

#### MASTER WELLNESS VOLUNTEER TRAINING OPPORTUNITY

The holiday season always brings with it an overwhelming spirit of generosity and loving-kindness.

Everywhere you look, people are throwing change into Salvation Army buckets, taking angels off of the trees to give presents to the needy, donating food items to pantries, and buying gifts for friends and loved ones. Do you want more ideas for how to give back to your community? Do you want to reach people across generations and offer a gift that lasts longer than the time it takes to take down Christmas decorations?

The answer to these questions lies in one word: volunteerism. Dr. Martin Luther King, Jr. once said, "Everyone can be great because anyone can serve. You don't have to have a college degree to serve. You don't even have to make your subject and your verb agree to serve...You only need a heart full of grace. A soul generated by love."

Our community has so many people with souls generated by love and hearts full of grace. There are so many people willing to reach out and care for others in need. We are happy to introduce to you another way to focus this incredible desire to help and give hope. You can now become a Master Wellness Volunteer! You may be familiar with another group of local master volunteers called Master Gardeners. Not everyone has a green thumb, but everyone has the ability to do something.

So, what exactly is a Master Wellness Volunteer? Let's start by defining wellness. Wellness is a state of health that doesn't just involve the absence of an illness. It encompasses a person's physical, emotional, social, spiritual, and financial well-being. It is the job of the Texas

A&M AgriLife Extension Service Family and Community Health agent to promote wellness for our community through teaching others. Master Wellness Volunteers will have that same opportunity!

Texas A&M AgriLife Extension Service has many programs for everyday folks to deliver to anyone. Master Wellness Volunteers can help teach classes to any age group about the importance of eating fruits and vegetables. They can help implement diabetes education programming, such as the Do Well, Be Well with Diabetes series. They can serve as Walk Across Texas site managers. Love to cook? Master Wellness Volunteers can provide healthy recipe demonstrations for people at grocery stores, businesses, or clinics. The opportunities are endless.

Being a Master Wellness Volunteer doesn't have to mean getting up in front of people and teaching a class. It can also mean helping with administrative tasks, like helping to register people for programming, entering important data into computers that is gathered from AgriLife Extension programs, and designing newsletters or flyers. There is something for everyone!

What's in it for you? Here's one more quote - "You cannot help someone get up a hill without getting closer to the top yourself." General H. Norman Schwarzkopf certainly knew about the side of humanity that longs for self fulfillment. The Master Wellness Volunteer program offers this sense of fulfillment with every hour of service donated.

Here's the deal: Master Wellness Volunteers attend classes that include 40 hours of training in health and wellness education. In return, volunteers agree to give back 40 hours of service to the community. Volunteer training will be held on the following dates: January 22, 2019 and February 19, 2019. Cost is \$25 for college students and \$75 for other adults. For an application and more information, please contact your local Texas A&M AgriLife Extension Service office at 775-1740 or e-mail kay.davis@ag.tamu.edu.

Have a Safe, Healthy, Happy Holiday Season!

E. Kay Davis, M.S. County Extension Agent -Family and Community Health Lubbock County

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#### **Recipe Corner**

#### **Black-Eyed Pea Skillet Dinner**

A different way to serve the traditional blackeyed peas for good luck for the New Year.

1 lb. ground beef
1 ¼ cups onion, chopped
2 cloves garlic, minced
1 cup green pepper, chopped
2 cans (16 ozs. ea.) black-eyed peas, drained
1 can (16 ozs.) tomato wedges, undrained
3⁄4 teaspoon salt
1⁄2 teaspoon pepper
1⁄2 teaspoon Tabasco sauce

Cook ground beef, onion, garlic, and green pepper over medium heat until beef is browned, stirring to crumble meat; drain. Add remaining ingredients and bring to a boil. Reduce heat; cover and simmer 30 minutes, stirring often.

#### **Imitation Guacamole**

½ cup tender cactus
1 can (15 ozs.) asparagus, well drained
½ cup picante sauce
4 small tomatoes, finely chopped
¼ teaspoon garlic powder
1 teaspoon lime juice
⅓ teaspoon cumin

In small bowl, mash cactus with fork (do not blend or process). Place asparagus in blender or food processor and blend until smooth. Add to cactus with remaining ingredients; mix lightly. Makes 6 servings.

NOTE: Cactus may be omitted. If so, use less picante sauce (approx. ¼ cup). Prepared cactus is available in the pickle section of major grocery stores or sometimes in the fresh food section. Fresh cactus would need to be steamed a few moments.

Nutrition Information per 1/8: 24 cal. (16% from fat), 2 g pro., 5 g carbo., 2 g fiber, .6 g fat (.1 g saturated), .2 mg chol., .8 mg iron, 222 mg potassium, 209 mg sodium. Analysis does not include cactus.

Source: Mexican Cooking with a Light Touch from SPS.



## BASIC GUIDELINES

FACT SH

No running around the preparation area

Keep trash off the floor and counters

Sanitize all work surfaces prior to starting food preparation

Start with clean utensils, totes, and equipment/supplies

Place eggs in a small bowl to prevent them from rolling onto the floor before you can use them

Before preheating an oven, move oven racks to the needed positions

Keep raw foods separate from ready to eat foods



Be sure an appliance is in the "off" position before plugging it in,

Keep portable appliances unplugged when not in use

Avoid using any appliance with a frayed or worn cord

Use a barrier when handling foods if possible. (Gloves, spoons, spatulas, tongs, deli tissue, wax paper etc.)

Gloves may only be used for one task and must be changed if damaged or anytime they become contaminated, this includes if a participant touches a part of their exposed skin, or if they perform a task such as touching trash

Hold by the edges to put on hands, do not blow into them or roll them up your hands

Have gloves that fit, and are not too big

Wipe up all spills immediately with paper towel, cloth or mop

Keep cupboard doors and drawers closed unless in use

Turn handles of sauce pans away from the walk area when being used

> Clean and sanitize utensils between uses

Dry hands well before using electric cords or appliances

Use only dry hot pads or oven mitts, damp ones conduct heat

Always open oven, stove or microwave door/lid a crack to vent some steam before looking and tilt lid away from you so steam is released away from your face

Use a thermometer to determine 📮 doneness of foods, clean and sanitize after each use



Have a plan for where you'll go with a pan when you take it out of the oven or off the stovetop,

TEXAS A&M

Have cooling racks and counter savers in place

Always turn the burners/skillets off when finished

Disconnect appliances by pulling out the plug, not by tugging on the cord

Unplug small appliances before cleaning

Always use a cutting board to protect yourself and the counter

Do not hold the food in your hand to cut it, even if it is only an apple

Wash knives and sharp objects separately

Never place knives in sink filled with soapy dish water

Store knives in a special compartment or holder











## PERSONAL Hygiene

Have hair restraint cap, chef's hat, bandana, visor, or hair net etc. (keeps hair from contacting exposed food)

No jewelry or big ear rings (risk of contamination)

Do not wear clothing that is loose or drapes below your wrists

No chewing gum or eating while prepping or presenting

Open cuts/sores MUST be completely covered with waterproof bandage AND covered with a glove if on the hand

Do not compete if you have persistent discharge from eyes, nose and mouth or are exhibiting symptoms of a foodborne illness (ie. vomiting and/or diarrhea)

Use clean aprons/clothing and closed toed shoes

# KNIFE SAFETY

Select the correct knife for the job and cut (into the cutting board away from your body

### CHEF'S KNIFE

A chef's knife is usually the largest knife in the kitchen, with a wide blade that is 8" to 10" long. Choose a knife that feels good and balanced in your hand. The knife should have a full tang. This means that the blade should go all the way through the handle for the best wear and stability.

## PARING KNIFE

Paring knives are generally 2-1/2-4" in length. The most often used knife in the kitchen. It is ideal for peeling and coring fruits and vegetables, cutting small objects, slicing, and other hand tasks.

## UTILITY KNIFE

Utility knives are longer than paring knives but smaller than chef's knives, usually around 5-8" long. They are also called sandwich knives because they are just the right size for slicing meats and cheeses.

## **BONING KNIFE**

This knife has a more flexible blade to curve around meat and bone. Generally 4-5" long.

## **BREAD KNIFE**

Bread knives are usually serrated. Most experts recommend a serrated knife that has pointed serrations instead of wavy serrations for better control and longer knife life. You must use a sawing motion when using a serrated knife.

## **CAN OPENER**

Used to open sealed metal cans. Hold the handle of the can opener, not the sharp edge. After the lid has been cut off the can, pick it up carefully and discard. Look for pieces of the label or metal shavings from the can in the food after opening (physical contamination)

Keep Knives sharp! Sharp knives are safer than dull ones

# PREVENTATIVE MEASURES

### PREVENTING FIRE

Keep a fire extinguisher in the kitchen & know how to use it



Avoid leaving the kitchen if you have food cooking or baking, if you must leave, carry a timer with you to remind you to return on time

Always turn the oven or stove top to off when finished

Smother a grease fire with a tight-fitting lid, never use water it will spread

Clothing on fire: remember stop, drop, roll to smother it

#### ELECTRIC SHOCK

Avoid using any appliance with a frayed or worn cord

Keep portable appliances unplugged when not in use

Be sure an appliance is in the "off" position before plugging it in



Never insert metal utensils in electrical appliances that are plugged in



