**Food Handling Policy**

**Aim:**

To ensure that food handling operations at the centre are conducted in a safe and hygienic manner.

**Procedure:**

* The Cook will have a Food Safety Supervisor Certificate or be undergoing training
* All of the main preparation and cooking duties are only to be carried out by a person who has completed the basic training in food safety and nutrition in accordance with the Food Standards Australia and New Zealand (FSANZ) – food safety code.
* Casual staff and room staff will undergo Food Handling training.
* Correct food handling techniques are to be followed at all times e.g. adherence to maximum serving temperatures and minimum storage temperatures.
* The centre kitchen will be used as the designated food preparation and storage area. This is to be maintained in a hygienic and sanitary manner at all times.
* A cleaning schedule is in place. Daily, weekly and monthly cleaning charts are to be marked off when completed. These are displayed on the clipboards in the kitchen.
* Staff will not use any chipped, broken or cracked eating or drinking utensils for food handling.
* Staff will use separate colour coded chopping boards for meal preparation.
* Cooked and uncooked meats will be kept in separate compartments in the fridge.
* A temperature control program will be implemented which will maintain food at a temperature of 5C or below or above 60C. Regular temperature checks will be taken and recorded. Temperature checks will also be conducted when reheating food.
* Daily temperature readings are recorded for the fridge, freezer, dishwasher and oven. The freezer will be kept below -18C, the fridge will be kept below 5C and the dishwasher will be kept over 80C.
* On delivery of meat, the temperature is checked using the food thermometer probe and this is recorded.
* All frozen and fresh foods are immediately stored in the fridge or freezer. Foods are stored to prevent contamination and are rotated according to date labels or by delivery date (for fresh produce) – stock rotation. Damaged stock will not be accepted.
* Fresh foods will be sanitized upon delivery and stored in appropriate sanitised containers.
* Separate serving utensils are provided for each food.
* Staff preparing meals will wear a clean apron, clean outer clothing and have their hair tied back.
* Staff will wear food blue handling gloves when preparing food. Blue band aids only will be worn by staff preparing food.
* Staff will undertake appropriate food handling training as required and will be aware of the ‘2 hour / 4 hour rule’-
	+ - If potentially hazardous food is out of temperature control for less then 2 hours - refrigerate immediately, between 2 and 4 hours - use immediately or more than 4 hours - throw out.
* Staff will be aware of children’s allergies and food preferences when preparing and serving food to minimise cross contamination.
* Staff and children will wash their hands before handling food or eating.
* Children will be discouraged from handling other children’s food or utensils.

**Sources:**

27, 28

Approved May 2002

Amended June 2005

Amended September 2007

Amended August 2009

Amended August 2017