



SAFE FOOD HANDLING PRACTICE

PURPOSE

One of the reasons for creating our Life Centre is to provide a place where individuals and families can come together to experience God's goodness and grow holistically as they spend time together in community.

This involves ensuring that people are safe when they are here. In addition to our responsibility to adhere to Food Safety regulations, we are concerned for the health and safety of all who use our facility.

For this reason this manual has been created to provide guidelines to ensure that all reasonable measures have been taken to ensure people are not placed at risk of illness or infection from foods served at our functions and events.

How to use this document

The document has been designed to make it as easy to use as possible. It covers what needs to be done for different types of food service to ensure we are making reasonable attempts to reduce the risk of food contamination and spoilage.

Once you've read the guidelines, anyone involved in food preparation, storage, serving and clean up must complete the Safe Food Handling questionnaire and agreement. For those in the Team Leader role, there is another document and agreement outlining their additional responsibilities.

Thank You

By becoming familiar with our responsibilities in terms of safe food handling, you are helping to create a safe place for our families, friends and the community as they join us here at Georges River Life Centre.

We greatly appreciate your willingness to adhere to these guidelines.

Safe Food Handling

“Bring a plate” Cold luncheons



These guidelines cover situations where people have been asked to bring foods to share that do not require heating (or being kept warm). Foods containing meat or dairy will require refrigeration unless they will be consumed within 1 hr.

It is recommended that foods such as dips are avoided due to the possibility of contamination through double dipping. Alternatively ensure they are placed out of reach of children.

Please ask parents to serve small children.

The person coordinating the luncheon needs to be mindful of the time that refrigerated foods are to be served. When these foods have been at room temperature for 1 hr foods need to be removed from tables and discarded.

Children under 12 and animals are not allowed in kitchen areas under any circumstances

Never be involved in food handling if:

You have been sick, have a fever, runny nose, cough, vomiting or suffering from diarrhoea in the previous 2 days, or suffering from a disease that might be transmitted through food.

Find a replacement for yourself in these instances.

Servers - Before your begin

- Place personal belongings in the far left rear cupboard out of sight (do not leave personal belongings on benches or counter tops.
- Tie back or cover long hair
- Cover any wound with a bright blue waterproof bandage
- If you have a bandaged wound on your hand, wear gloves
- Remove jewellery including necklaces (other than plain band rings or watches)
- Wash hands thoroughly with soap and warm water for at least 20 seconds
- Use paper towels to dry hands (not a tea towel)
- Sanitize all work surfaces (use the spray sanitizer provided)

Hand Washing

- Hand washing is one of the most important actions you can take to prevent foodborne illness.
- Hands should be washed using hot, soapy water for at least 20 seconds and dried thoroughly with a single-use paper towel.
- Hands should be washed:
 - Prior to food preparation;
 - Before handling ready-to-eat food and after handling raw food;
 - Whenever they are likely to be a source of contamination i.e. after using the toilet, smoking, coughing, sneezing, using a tissue/ handkerchief, eating, drinking or touching the face, hair, scalp or body.

Whilst Working

Chemicals, cleaning equipment and personal belongings must be stored away from food.

Eliminate poor hygiene habits such as:

- Touching skin or nose or scratching
- Playing with your hair
- Licking your fingers (even to open plastic bags)
- Wiping hands on aprons or tea towels

Food storage

- Request that anyone who is bringing foods requiring refrigeration (anything containing meat or dairy) bring it in covered containers that can be stacked in the refrigerator.
- Set up an area where people can drop off food items. Items containing dairy or meat products need to be kept in the refrigerator at 4°C.
- Ensure that when you are using milk that you check the dates and put the milk at the front of the fridge that needs to be used first.
- Temperature danger zone is between 4°C and 60°C. Any food that has been in this range for longer than 1 hr should be discarded.

Serving Food

- Refrigerated items will need to be placed on serving platters immediately prior to serving.
- Uncover foods immediately prior to consumption to avoid contamination through breathing, coughing or sneezing.
- When making coffee, please take the milk from the fridge. Do not leave it on the bench.
- Use tongs or gloves (do not touch food with hands).
- Change disposable gloves every hour, or when they tear or when you change tasks.
- Wash hands again after:
 - Using the toilet
 - Touching other people, your hair, raw meat or handling money
 - Blowing your nose, touching a tissue, coughing or sneezing.
 - Changing the job you are doing or taking a break
 - Touching the garbage bin or removing garbage
- Do not blow into bags before filling.
- Don't use the same utensils or cutting boards for raw and cooked foods

Cleaning up after

- Temperature danger zone is between 4°C and 60°C. Any food that has been in this range for longer than 1 hr should be discarded. If in doubt, throw it out.
- Food stuffs which are not to be discarded must be removed from the premises.
- Wash utensils and platters in hot water with detergent and dry thoroughly before storing away.
- Clean all surfaces with sanitizing spray.
- Remove rubbish from the kitchen bin to the council bin.
- Remove all storage and serving platters which do not belong in the kitchen.
- Mop the floors with disinfectant.



Safe Food Handling

BBQs/ Hot Lunch & Dinner/ External Events

Children under 12 and animals are not allowed in kitchen areas under any circumstances

Never be involved in food handling if:

You have been sick, have a fever, runny nose, cough, vomiting or suffering from diarrhoea in the previous 2 days, or suffering from a disease that might be transmitted through food.

Find a replacement for yourself in these instances.

Serving a large number of people a hot meal safely, takes careful planning and implementation.

Hot foods must be kept at no less than 60°C.

For barbecues and other events where food is cooked progressively it can be difficult to determine the length of time that foods have been standing at room temperature. The safest way to eliminate foods being in the danger zone for too long is to remove cooked foods from the BBQ and place them immediately in the oven on a low heat (75°C) until serving.

Money needs to be collected by people who are not involved in the serving of the meals.

Before you begin

- Place personal belongings in a safe place out of sight (do not place personal belongings on benches or food preparation/ serving areas).
- Tie back or cover long hair
- If you have a hand wound, cover it with a waterproof bandage and wear gloves.
- Remove loose jewellery and avoid wearing jewellery on hands and wrists.
- Wash hands thoroughly (see below)
- Sanitize all work surfaces (use the spray sanitizer provided)

Eliminate poor hygiene habits such as:

- Touching skin or nose or scratching
- Playing with your hair
- Licking your fingers (even to open plastic bags)
- Wiping hands on aprons or tea towels

Hand Washing

- Hand washing is one of the most important actions you can take to prevent foodborne illness.
- Hands should be washed using hot, soapy water for at least 20 seconds and dried thoroughly with a single-use paper towel.
- Hands should be washed:
 - Prior to food preparation;
 - Before handling ready-to-eat food and after handling raw food;
 - Whenever they are likely to be a source of contamination i.e. after using the toilet, smoking, coughing, sneezing, using a tissue/ handkerchief, eating, drinking or touching the face, hair, scalp or body.

Food preparation

- Wear clean protective clothing over your normal clothing.
- Defrost food in the refrigerator or microwave, not in the open.
- Wash fruit and vegetables before use.
- Change gloves as often as you would wash your hands, use gloves only once and change gloves when you change from one task to another.
- Do not eat or chew gum while preparing food.

- Do not blow into bags before filling.
- Keep raw and cooked foods separated during preparation.
- Don't use the same utensils or cutting boards for raw and cooked foods.
- Use only wholesome and undamaged foods. Don't use:
 - Cracked eggs
 - Products with mould or discolouration
 - Badly dented or swollen cans
 - Food from ripped or damaged packaging or broken seals.
 - Check dates on packaging before use. Don't use out of date products.

Food storage

- Dairy and meat products need to be kept in the fridge at 4°C.
- Keep raw foods separate from cooked foods.
- When transporting food which has just been cooked, do not pack it while it is still warm, unless it will be delivered and served within 30 minutes.
- To help food cool faster, split it up into smaller containers. Allow food to cool on the bench until it stops steaming, then immediately place food in the fridge or freezer.
- Frozen food needs to be kept at -15°C. Do not freeze food that has been defrosted.
- Ensure that when you are using milk that you check the dates and put the milk at the front of the fridge that needs to be used first.
- Temperature danger zone is between 4°C and 60°C. Any food that has been in this range for longer than 1 hr should be discarded. Make a note of when you have finished cooking food items so that you will know the time when foods will need to have been consumed or discarded.

Serving

- Utensils, such as tongs or spoons should be used to serve food. Do not touch food with your hands.
- If gloves are used these should be changed as often as you would wash your hands. Use gloves only once and change gloves when you change from one task to another.
- Food should only be reheated once.
- Hot food needs to be served at 60°C.
- When milk is not in constant use, please replace milk in the fridge between uses. Do not leave milk on the bench.

Cleaning up

- Food that has been at a temperature between 4°C and 60°C for over 1 hr needs to be discarded.
- Unused foods left at room temperature for less than 1 hour must be refrigerated in small portions and then taken home that evening, or discarded.
- To help food cool faster, split it up into smaller containers. Allow food to cool on the bench until it stops steaming, then immediately place food in the fridge or freezer. Do not cool hot foods in the refrigerator or freezer as this may affect the temperature of other foods.
- All utensils and serving platters need to be washed with warm water with detergent, dried thoroughly and either returned to storage or taken home by the owner.
- At the end of the event all surfaces must be cleaned with a disinfectant spray (available in kitchen).
- The bins need to be emptied.
- The floor needs to be mopped with a disinfectant

Safe Food Handling

Morning Tea/ Supper

Applies to serving of cake, biscuits and hot/cold beverages

Children under 12 and animals are not allowed in kitchen areas under any circumstances

Never be involved in food handling if:

You have been sick, have a fever, runny nose, cough, vomiting or suffering from diarrhoea in the previous 2 days, or suffering from a disease that might be transmitted through food.

Find a replacement for yourself in these instances.

Before your begin

- Place personal belongings in a safe place out of sight AWAY from food preparation and serving areas.
- Tie back long hair
- Wash hands thoroughly with soap and warm water
- Use paper towels to dry hands (not a tea towel)
- Cover any wound with a bright blue waterproof bandage and wear gloves
- Sanitize all work surfaces (use the spray sanitizer provided)

Hand Washing

- Hand washing is one of the most important actions you can take to prevent foodborne illness.
- Hands should be washed using hot, soapy water for at least 20 seconds and dried thoroughly with a single-use paper towel.
- Hands should be washed:
 - Prior to food preparation;
 - Before handling ready-to-eat food and after handling raw food;
 - Whenever they are likely to be a source of contamination i.e. after using the toilet, smoking, coughing, sneezing, using a tissue/ handkerchief, eating, drinking or touching the face, hair, scalp or body.

Whilst Working

Chemicals, cleaning equipment and personal belongings must be stored away from food.

Eliminate poor hygiene habits such as:

- Touching skin or nose or scratching
- Playing with your hair
- Licking your fingers (even to open plastic bags)
- Wiping hands on aprons or tea towels

Food preparation

- Use gloves or tongs to handle or serve food. Change gloves as often as you would wash your hands, use gloves only once and change gloves when you change from one task to another.
- Do not eat or chew gum while preparing food.
- Do not accept containers that are unmarked.
- Cover foods to avoid contamination through breathing, coughing or sneezing.

Food storage

- Dairy products need to be kept in the fridge at 4°C.
- Ensure that when you are using milk that you check the dates and use the earliest expiry dated milk first.
- Biscuits should be stored in a sealed container. Leftover cake and other foods should be discarded.

Serving Food

- When making coffee, please take the milk from the fridge. Do not leave milk on the bench longer than 1 hr.
- Use tongs or gloves to handle or serve food.
- Wash hands again after:
 - Using the toilet

- Touching other people, your hair, raw meat or handling money
- Blowing your nose, touching a tissue, coughing or sneezing.
- Changing the job you are doing or taking a break
- Touching the garbage bin or removing garbage

Cleaning up after

- Food stuffs which are not eligible to be stored must be discarded or removed from the premises. Milk that has been left out more than an hour should be discarded.
- Remove rubbish from the kitchen bin to the council bin.
- Wash utensils and plates in hot water with detergent and dry thoroughly before storing away.
- Return all storage and serving platters which do not belong to the kitchen to their owners.
- Clean all surfaces with sanitizing spray.
- Mop the kitchen floor with floor cleaner disinfectant and water.

Safe Food Handling For Children

Foods can be easily contaminated, spreading illness from person to person and family to family.

Children (up to 12 yrs) cannot be relied upon to remember and carry out safe food handling practices. Because of this, they cannot be involved in food preparation where foods will be shared.

Food activities must be limited to individual items that they can consume immediately or take home in a labelled container (such as iced precooked biscuits).

Children will require ingredients to be in individual containers where they are not sharing or dipping in together. This could cause cross contamination.

Examples of activities could include:

- Biscuit icing
- Sandwiches
- Wraps
- Fruit salads
- Salads
- Dips
- Ice-cream cones with toppings
- Cracker biscuits with toppings

Leader preparation

- Sufficient table space for each child to have an identifiable work area.
- Individual containers for ingredients for each child.
- Labelled containers to take food home (eg: takeaway containers)
- Safe food handling practices for food preparation prior to the session.
- Hair ties for children with long hair.

Child preparation

- Tie up long hair.
- Wash hands with soap or use hand sanitiser.
- Use gloves.
- Provide instructions about only touching your own foods.

During session

- Watch children to ensure no cross contamination of foods.
- Where cross contamination occurs, remove contaminated food products and place in bin.
- Place uneaten completed foods in labelled containers.

After session

- Place all unused foods in the bins (even durable items may have been contaminated by children's hands).

Clean up

- Ensure that floors are vacuumed and spills are cleaned up.
- Empty bins.
- Remove all foodstuffs.
- Disinfect all surfaces.
- Wash and dry all containers and utensils and replace in kitchen area or take home.