



GRLC Food Handling Rules

1. Keep Food Safe

- 1.1. Food is safest at <5C or > 60C otherwise bacteria can grow. Our aim should be to keep food within these temperatures.
- 1.2. Otherwise, food should be kept below 21C and must be served within 4 hours.
- 1.3. Don't use food from broken or damaged containers, or if it is out of date.
- 1.4. Food preparation is only to be done by properly supervised and/or briefed people using proper food preparation techniques. Food prepared at home is to comply with the food preparation document.

2. Storage

- 2.1. Put food straight into a temperature-controlled environment immediately on arrival.
- 2.2. All food is to be covered or sealed when in storage.
- 2.3. Raw meat is to be stored separately to other food.
- 2.4. Do not mix old and new batches, if appropriate label batches and serve in order of first in-first out.
- 2.5. Keep chemicals clear and away.
- 2.6. All food at an event is distributed or disposed – no leftovers are to be kept.
- 2.7. Do not refreeze frozen food.

3. Labelling

- 3.1. All food is to be labelled with contents, including home-made food.
- 3.2. Read labels – do not use food past use-by date.
- 3.3. Food that is allergen free is to be kept separated.
- 3.4. Where possible food when served should be labelled.

4. Cleanliness

- 4.1. Before commencing the food-handling space and utensils are to be cleaned and sanitised. Any non-essential equipment is to be removed.
- 4.2. Raw meat is to be prepared with in areas separate from cooked and other food.
- 4.3. The serving area is to be always kept clean – clean up spillage immediately.
- 4.4. Garbage is to be kept under control and emptied regularly.
- 4.5. Cleaning and food handling material are to be available and accessible.
- 4.6. On completion:
 - 4.6.1. All leftover food is to be disposed.
 - 4.6.2. Wash utensils and platters in hot water (preferably dishwasher).
 - 4.6.3. Clean and sanitise all surfaces, utensils, boards and food handling equipment.
 - 4.6.4. Clean and mop floor with disinfectant
 - 4.6.5. Clean out sinks and dishwashers
 - 4.6.6. Restow all food handling equipment.

5. Team Management

- 5.1. A Safe Food Handling qualified supervisor ([Food Handler Basics training | NSW Food Authority](#) certified) must always be at the food area and are to supervise the workers and the space.
- 5.2. The supervisor to check and brief all assistants on cleanliness and food handling before commencement of the activity.
- 5.3. All food handlers are to be supervised on their handwashing for proper technique.
- 5.4. Only assigned people are to be working in food serving, no children under 12.
- 5.5. Food handlers are to be clean and healthy. Open cuts or injuries are to be dressed.
- 5.6. Food handler's hair is to be tied back, and disposable gloves are to be worn. Gloves are to be renewed when contaminated, at least hourly, or any change of role.

6. Event Management

- 6.1. Servers are to be polite and friendly.
- 6.2. Public statement on food handling and hygiene.
- 6.3. Where possible have a queueing arrangement to allow for fair access.
- 6.4. Ensure food with common allergens is labelled and separate.
- 6.5. Keep food stored or covered until needed.
- 6.6. Where possible food is to be handled with utensils.
- 6.7. Where possible, customers are not to serve themselves and they are to be served food by servers. If this is not practical, they are to use serving utensils and supervised. They are not to handle food directly in the serving area.
- 6.8. Unwell customers are to be served away from the counter.
- 6.9. Contaminated food is to be removed immediately.

Supervisor Briefing Notes

1. Detail the risk of contamination and sources.
2. All servers are to be well and clean. Any cuts are to be covered, and hair back. Hands are to be thoroughly washed, and people are to avoid touching their faces etc.
3. Food handling area and tools are to be cleaned and sanitised before use.
4. Gloves are to be worn and replaced if broken, handling rubbish or raw meat.
5. No children in the serving area.
6. Preferably all food is to be served by assistants, and if self-serving it is to be supervised.
7. Clean up as we go, and don't allow rubbish bins to overflow.
8. The dishwasher is to be used for as much cleaning as practical. (Demonstrate how to operate the dishwasher and the routine around it.)
9. The serving area must be cleaned and sanitised on completion