

Procedure Title:	Food Preparation and Handling
Effective Date:	December 2010
Review Date:	As necessary under the Policy and Procedure Development Policy

METHOD

In relation to personal hygiene:

- long hair must be tied back or covered
- limited jewellery, for example, a plain banded ring or sleepers may be worn
- clean protective clothing is to be worn over regular clothing
- personal items and spare clothes are stored away from the food handling area
- any wound, infection or cracks on the hand or arms is completely covered with a waterproof band aid. If the wound or infection is unable to be covered, the employee is excluded from food handling duties
- in cases where the wound is on a hand, disposable gloves are worn in addition to the band aid
- if an employee involved in handling food is ill, and, it is likely the illness could be transmitted through food, they are removed from that duty
- if an employee handling food has experienced diarrhoea or vomiting, they do not resume food handling duties until at least forty eight (48) hours after the illness has abated
- a hand washing basin, soap and single use towels are provided in the kitchen

In relation to visitors in the kitchen:

- As far as is reasonably practical, only those persons involved in food preparation and serving are allowed in the kitchen

In relation to food preparation, storage and handling:

- Inner City Care has notified the NSW Health Department that it is operating as a food business as required by ANZFA Food Safety Standard 3.2
- Employees have undertaken accredited food handling and/or menu planning programs
- All foods, in particular those of animal origin, are cooked thoroughly. In the case of meat, the juices run clear before it is removed from the heat
- When reheating food, it is brought to the boil and simmered for at least five (5) minutes
- Frozen food is thawed in the bottom part of the refrigerator before cooking. In cases where the food is cooked from a frozen state, extra care is taken to ensure the food is cooked right through.
- The microwave oven is only used to thaw food that is to be cooked immediately after thawing.
- Thawed food is not refrozen
- All food (including breast milk and milk for bottles) is heated on one occasion only
- High risk, temperature controlled hot and cold food is kept at appropriate temperatures, that is, for cold food below 5°C; for hot foods above 60°C
- The operating temperatures of the refrigerator and the thermometer are monitored three times per day
- The freezer and refrigerator are of a frost free design and are not overloaded at any time

- Equipment failures are reported to The Director promptly
- Raw food is stored separately (and beneath) cooked food and raw, ready to eat food (for example, fruit and vegetables)
- Food is covered with a lid, foil or plastic wrap prior to serving
- Dry foods are stored in tightly sealed containers
- Any food remaining in a can after it has been opened, is transferred to a plastic or glass container
- Food is dated before being stored, and no food is stored for longer than the manufacturer's instructions, recommendations and/or use by date
- Disposable cups are used once only. Unused cups are stored in a sealed container
- In cases where food from home remains uneaten, the food is disposed of appropriately
- Cooking activities in which the children are active participants only involve the preparation of foods that must be cooked. Long hair is tied back, loose clothing removed, and children who are unwell do not participate.
- Staff who toilet children and/or change nappies are not to be involved in food preparation on the same day

In relation to cleaning procedures:

- All cleaning agents are stored away from the food preparation and food storage areas
- The food preparation area, that is, all surfaces that come into contact with food (including handles on doors, refrigerators and cupboards), is cleaned and sanitised regularly and systematically throughout the day. For example, walls and splash back areas are wiped down before the serving benches and the benches are cleaned before the floor is cleaned.
- All other areas, for example, stoves, microwave ovens, refrigerators, exhaust hoods and filters, the dishwasher etc. are maintained and cleaned as required
- Dishwashing cloths are washed in hot water after every use.
- The cleaning routine is as follows:
 - Pre-clean, that is, remove excess dirt and food scraps by sweeping, wiping or scraping, and pre-rinsing with water
 - Wash, that is, remove surface grease and dirt, using hot water and a detergent
 - Sanitise, that is, use a sanitising solution or commercially available food grade sanitiser. (For example, immersion for 30 seconds in a solution containing 50 parts per million (ppm) available chlorine at 50°C). Vinegar may also be used
 - Rinse, that is, remove loose dirt and detergent
 - Final rinse, that is, remove sanitiser (depending on the type of sanitiser used)
 - Dry, that is, allow to air dry

In relation to pest control:

- Waste is disposed of regularly and appropriately in sealed bags. Garbage bins are cleaned and disinfected weekly or as required
- As far as is reasonably practical, all cracks and crevices are sealed to prevent access by vermin

This procedure was adapted from Managing OHS in Children's Services, Sue Tarrant – Lady Gowrie Child Centre, Sydney, 2002. This procedure was approved by Management Committee in June 2006 and reviewed in August 2009 and December 2010.