

inner city care
child care centre
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Food Safety Plan...

Purchasing and Receiving Food:

- Deliveries to be checked they are at correct temperature. Refrigerated foods need to be below 5 degrees Celsius. Frozen foods need to be frozen solid with no sign of defrosting.
- Use by or best before dates need to be valid.
- Containers and packaging must show no signs of vermin infestation, damage or tampering.
- Food must be stored immediately in the correct area and manner.
- Records of food delivery (receipts) must be kept.
- Check the driver's cleanliness and they must not be carrying food together with chemicals.

Refrigerated Storage:

- Thermometer must be in fridge.
- Correct temperature to be maintained and monitored daily to be at below 5 degrees Celsius - this must be recorded.
- Area to be kept clean and maintained.
- Stock must be rotated regularly - food coming in first must go out first.
- Food is to be suitably wrapped or packaged to prevent cross-contamination.
- Food shouldn't be packed together too tightly as this prevents cold air circulation.
- Leftovers should be labeled and dated and used within 24 hours if not frozen immediately.
- Raw and cooked foods need to be stored separately. Cooked foods are to be placed above raw foods to ensure raw foods like meats don't drip onto foods below.

Frozen Storage:

- Frozen foods should be kept below minus 15 degrees Celsius.
- Freeze foods in shallow containers or thin sliced to speed up the freezing process.
- Never refreeze previously frozen or thawed foods.
- Don't overload freezer with too many foods.
- Don't store raw meat for long periods or it may become freezer-burnt.
- Keep freezer clean and maintained.

Dry Storage:

- Store dried and canned products in a cool, dry and dark place.
- Before purchasing the product check the use by date and storage conditions.
- Check package for signs of spoiling such as insects or mould.

- Once can is opened remove the contents as some products may dissolve the metal resulting in chemical food poisoning or a metallic taste. Transfer the remaining food to a clean container and refrigerate.

Preparation and Cooking:

- People involved in food preparation should have a Safe Food Handling Certificate.
- Always wash your hands with soap and water before any food preparation.
- Separate utensils, chopping boards, etc. should be used in the preparation of raw and cooked foods.
- Wash fruit and veggies in clean water before use to remove dirt, bacteria, insects and chemical residue.
- Wear clean clothes for food preparation.
- Disposable gloves are to be worn when preparing foods that aren't to be cooked, eg. fruit, vegetable and sandwiches, etc.
- Food is to be reheated and cooked to above 75 degrees Celsius and then served at 50 degrees Celsius.

Defrosting:

- Defrosting food in the refrigerator can take up to two days so allow ample time to do so.
- Use a microwave if time is limited and always use food straight away after thawing in the microwave.
- Use cold running water below 20 degrees Celsius.
- Never leave food out on the bench to thaw.
- Cover food to prevent cross-contamination while thawing.

Reheating:

- Food should be reheated to at least 75 degrees Celsius and in the shortest time possible.
- Stir foods to speed up this process.
- Use a thermometer to check the temperature of reheated foods.
- Don't freeze left over food that has been reheated.

Serving Food:

- Use clean, uncontaminated storage containers, serving utensils and dishes.
- Make sure people serving foods wash their hands first and tie their hair back.
- If using gloves make sure they are used properly.
- Keep hot food above 60 degrees Celsius and cold foods under 5 degrees Celsius.
- Use a clean sanitized thermometer to check the centre of food is at the correct temperature.

Developed in June 2003 and revisited in November 2005, revisited in January 2012.