

FOOD HANDLING & STORAGE POLICY

AIM

To ensure that all food is handled, prepared and stored hygienically.

IMPLEMENTATION

All Centre staff will be food handlers and handle food regardless of who provides and prepares the foods. Therefore the Centre requires that the following steps are followed by all staff;

Leadership will:

- Oversee review and implementation of this policy
- Conduct an audit every term to check that allergy and food safety procedures are effective and up-to-date

Food Handlers will:

- Wash their hands after;
 - Eating
 - Toileting
 - Wiping their nose
 - Touching exposed parts of their body
 - Handling rubbish
 - Handling soiled utensils
 - Handling raw foods
 - Between handling raw and cooked foods.
- Wash their hands before handling and serving foods.
- Wash their hands before setting up tables and handling utensils.
- Ensure they are free from illness
- Cover cuts/sores with a coloured bandaid.
- Ensure jewellery is secure
- Have neatly trimmed nails.
- Use provided tongs to serve and handle food when possible.
- Gloves must be worn when handling food if the staff member is wearing jewellery or nail polish. Gloves will be changed at the same intervals as hand washing would normally occur, particularly between handling raw and cooked foods. Gloves are provided in the rooms.
- Ensure utensils and equipment is clean and free from pests and vermin.
- Sanitise preparation and dining areas
- Leave dishes to air-dry
- Regularly clean bins
- Provide clean utensils for every meal
- Wash all food utensils
- Clean freezers/fridges/dishwashers once a week with old food discarded and dates recorded.
- Document and maintain a cleaning schedule with duties to be completed daily, weekly, fortnightly and months.
- Complete food handling training (Bug Busters) annually.
- Supervise children while they wash their hands before meal times or wipe younger children's hands with flannels or wipes.
- Pass on allergy information and when children are absent to the chef.
- Be aware of cross contamination and not use utensils between dishes.

- Discuss hygiene practices with children and families.

The chef will:

- Defrost meat at the bottom of the fridge.
- Cover any food that is not being immediately served.
- Store food correctly (fridge, freezer, cupboard, sealed containers etc.) and in the correct temperature zones of below 5° or above 60°.
- Use thermometers before serving food and record the reading.
- Use correct meat thawing procedures.
- Reheat food so that it is above 60°c and record the temperature.
- Ensure allergy information is displayed in kitchen & rooms.
- Wear an apron and have their hair covered or tied back when preparing all foods.

EVALUATION:

This policy is viewed to be working effectively when:

Food is handled and stored in a safe and hygienic way.

National Quality Standards:

2. Children's Health & Safety.

2.1.3.- Effective hygiene practices are promoted & implemented.

Procedure Forms:

Food Safety Plan

Cleaning Records

Temperature Records

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Approver
1.0	January 2011	Policy adopted.	Onkaparinga Institute polices	Governing Council
1.1	May 2012	Policy circulated to Policy Review Committee and staff for review and suggested amendments indentified, including; <ul style="list-style-type: none"> • Required Checklists • Bug busters training for staff • Reheating procedures • NSQ 	K Cook/ M. Miyasato	
2.0	April 2012	Suggested amendments put to Policy Review Committee and adopted, including; <ul style="list-style-type: none"> • Required Checklists • Bug busters training for staff • Reheating procedures • NSQ 	K Cook/ M. Miyasato	Policy Review Committee
2.1	April 2015	Checked policy against current standards and room practices	P Murray	Policy Review Committee

Review: To be reviewed bi-annually - by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee (**Last Reviewed: March 2017**)

Source: Australia New Zealand Food Standards Code - Standard 3.2.2 - Food Safety Practices and General Requirements