



RECEIVING FOOD

- Keeping food safe starts from the moment that the food arrives:
- Check that your food suppliers are supplying safe food.
- Ensure that perishable food arrives in a refrigerated food vehicle, and check the temperature of deliveries when they arrive. Then transfer to the correct type of storage.
- Dry goods, dry ingredients or canned foods should be in good condition, without torn packaging or heavily dented cans.

PREPARING FOOD

- Use separate utensils, including colour coded cutting boards and knives, for raw food and cooked food. If this is not possible, thoroughly wash and sanitise equipment before using it.
- Wash all fruit and vegetables in clean water before using them.
- Don't use food from damaged packaging.
- Don't allow raw food to come in contact with cooked food to avoid cross-contamination.

HANDLING FOOD

- Wash your hands with Antibacterial soap provided.
- Cooked, or ready-to-eat food should not be handled with bare hands. Use tongs, spatulas, spoons, or disposable gloves.
- Raw food to be cooked can be handled with bare hands.
- Change disposable gloves every hour and/or when they tear and/or when you change tasks.

COOKING AND HEATING

- Thaw frozen food before cooking in a microwave or at the bottom of the refrigerator.
- Never put thawed food back in the freezer.
- Cook thawed food immediately after thawing.
- Cook all foods completely, especially red meat, fish and chicken.
- Reheating: bring to the boil and simmer for a minimum of 5 minutes before serving (or microwave using manufacturer's guidelines).

DISPLAYING FOOD

- Wrap or cover all food on display. Tag or label food trays, not the food.
- Refrigerated displays must be +5°C or cooler and hot displays must be +60°C or hotter.
- Do not use hot display equipment to reheat food.

TRANSPORTING FOOD

- Keep cold by using insulated containers such as an Esky™ with ice or frozen bricks.
- Food which is to be served hot should be transported cold and heated at the event.

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STORING FOOD

- Temperature:** meat, dairy or fish (not already processed by heat) are high-risk foods. Store at the correct temperature, frozen (hard) at -15°C or cooler, or refrigerated at +5°C or cooler.
- Time:** Don't keep food in storage for too long. Record dates, "first in – first out" rule. Food should be put out of refrigeration for a maximum of 4 hours.

STORAGE OF OPENED FOODS

- All opened food and beverage placed in the fridge must have the date they were opened written on them. Use the permanent marker and tape provided.
- Any opened food or beverage not dated will be thrown out
- Most food and beverages that have been opened for more than a week will be thrown out, some will be discarded earlier in accordance with recommendations of Annexure A of this document.
- The exception to this will be sauces, butter, margarine and commercial jams; these will be discarded after one month of opening
- When in doubt about when to discard food items please check the listings found in **Annexure A**.

STORAGE OF UNOPENED FOODS AND BEVERAGES

- These items will be thrown out in accordance with the guidelines found in **Annexure A**.

IF IN DOUBT ...THROW IT OUT!

CLEANING

- Use paper towel to clean up spills on the floor.
- Use Red Cloth for wiping bench tops.
- Use Blue Cloth for washing dishes.
- Make sure benches are wiped down after use with antibacterial spray.
- Clean filters for the dishwasher after use and wash down inside machine with hose from sink.

REMEMBER TO WASH YOUR HANDS
CHANGE DISPOSABLE GLOVES REGULARLY
DO NOT CROSS CONTAMINATE FOODS