



Food Safety Procedure

Kitchen procedures

By following these procedures, volunteers can assist in keeping kitchens running smoothly and efficiently.

- Check the noticeboard on arrival to keep up with the latest information
- Let the Supervisor or CEO know as early as possible if you're unable to come in or if you are ill you are not to attend.
- Staff and volunteers are expected to report to work on each occasion in clean clothing. Observe the hygiene and food safety standards checklists displayed in the kitchen
- Hands must be kept clean and must be washed regularly with soap and hot water, or approved hand sanitisation gel, wear gloves as and when required
- Clean gloves must be worn at all times while preparing food and should be changed regularly.
- Gloves should not be used when handling money
- Tongs or other appropriate utensils must be used in handling food where gloves are not appropriate (e.g. taking pies from the pie warmer)
- Wear a clean apron (remove when leaving kitchen), disposable hat and (for those with facial hair) a beard cover. Hair should be clean, tidy and secured in place. Appropriate hair covering must be worn if hair is longer than shoulder length.
- Aprons must be removed when leaving food area e.g: toilet, outdoors.
- Ensure meals are cooked and packed in line with the Supervisor's or Cook of the Day's requirements
- leave the kitchen clean and tidy clean and put away all utensils
- Write messages (signed and dated) in the kitchen on the white board
- Report any problems to the Supervisor or CEO or Cook of the Day.
- Where staff or volunteers observe any practice by any other person which they believe to be in conflict with general hygiene standards, this should be reported to the Supervisor or CEO immediately, in order to rectify the problem.
- If an incident (act, omission, event, or circumstance) which has or could cause harm to a consumer or anyone else, under the Code of Conduct for Aged Care, must be recorded in an incident management system and managed appropriately against the [Serious Incident Response Scheme reportable incidents workflow](#).
- Regular temperature checks
- Smoking, eating & drinking is not allowed in areas where food is stored, prepared or served.

Hands must be washed when

- ~ When entering food handling area
- ~ Before touching any cooked or prepared food and after handling raw food.
- ~ After using the toilet
- ~ After having a cigarette
- ~ After handling garbage or cleaning equipment and chemicals
- ~ After using a handkerchief or tissue or stifling a sneeze or cough

- ~ After handling money and prior to food preparation
- ~ Before resuming work after any break or change in work area
- ~ After touching hair, face or other parts of the body

Report to the Supervisor or CEO –

- ~ Any skin irritations (eczema, dermatitis etc) especially on the hands
- ~ Any stomach complaints or bowel conditions
- ~ When you feel generally unwell (eg colds etc)
- ~ Any changes in health which may affect your ability to perform duties
- ~ All accidents, injuries, hazards and near misses as soon as practicable
- ~ All cuts, scratches and wounds which may contaminate food must be dressed and bandaged immediately

It will then be the responsibility of the Supervisor to reallocate jobs if necessary

In addition to this Policy all Association personnel shall be required to follow those guidelines described in the Australia New Zealand Food Standards Code and the guide accompanying this Act called 'Safe Food Australia'. Volunteers to undertake an annual training review of guidelines and this should be recorded in volunteer database.

Quality checks must be conducted as required per procedures. These include – time and temperature checks and sanitation and cleaning schedules. Corrective action should be taken immediately to eliminate or reduce any identified hazards

Health

If a food handler has a contagious disease or is suffering gastric symptoms such as diarrhoea or vomiting, they must not go to work.

Hygiene

Tea towels are not to be used to dry hands. Hands should be washed and dried thoroughly before handling food and after handling raw foods, as well as at any other time when there might be a risk of spreading germs (for example: after going to the toilet, sneezing, coughing, eating, drinking and touching the hair, scalp or body).

- Cover any sores, scratches etc. with a waterproof bandage or dressing.
- Cover coughs and sneezes with a tissue or your arm.
- Avoid using your hands and turn away from others and food if you cough or sneeze.
- Dispose of tissues immediately in a rubbish bin.
- Always wash and dry hands thoroughly before handling food.
- Clothing (including aprons) should be clean.
- Don't handle food unnecessarily.

Food preparation

Benches should be kept clean. Jasol anti-bacterial cleaning products and dishwashing products must be used.

Avoid cross contamination by thoroughly washing and drying hands, and any utensils used after handling raw foods.

Hand washing

Wash hands with soap and warm running water for at least 10 seconds.

Dry hands thoroughly using a single-use paper towel or electric hand dryer.

Alcohol-based hand rubs may be used but only where clean, warm water and soap is not available.

Gloves

If you choose to use gloves, they must be exchanged for a new pair or disposed of at any time when you would normally wash your hands or if the gloves become torn or damaged.

Best before/Use by dates

All foods that have reached or gone past the stated date are to be marked when spotted. Under no circumstances are foods that have reached or gone past the stated "Use by" date to be used or served.

Best before date are to be monitored and all used by date must be disposed of when approved appropriately.

Refrigeration and transporting of food


Food must be refrigerated according to the instructions on the packet/container.

Frozen food must never be thawed by leaving at room temperature. Frozen food must be removed from the freezer and placed in the fridge for the duration of the thawing process

Food which has been taken from the refrigerator for handling or preparation must be returned to the refrigerator at the earliest possible time after use with a dated label.

Cooked food must be placed in the fridge as soon as it is cool enough to safely do so.

Food must be transported at 5 degrees centigrade or colder in a suitable food-safe cooler or refrigerator.

Date first formulated		
Dates approved by Board	V1 under construction V2 V3 V4	June 2016 Feb 2018 March 2019 Oct 2022
Next Review Date	Oct 2024	
Related Documents	Food Safety Procedures Healthy Catering Policy Work Health and Safety Policy My Aged Care website CHSP Manual National Guide to the CHSP Client Framework (Guide) Serious Incident Response Scheme reportable incidents workflow.	
Legislation	Work Health and Safety Act (SA) 2012 Food Act 2001 (South Australia) Food Standards Code Standard 3/3/1 – Food Safety Programs for Food Service to Vulnerable Persons The South Australian Eat Well Be Active Strategy 2011–2016 The State Public Health Plan (SA) 2019-2024 Code of Conduct for Aged Care	
Signed on behalf of TBCC Board of Management by: Name: Judy Bagg Position held: Chairperson		
		Signature:  5.10.2022