

FOOD HANDLING AND STORAGE Version 1.16

Keithcot Farm Children's Centre will ensure that all food handling, preparation and storage systems are hygienically maintained to reduce the risk of food poisoning / contamination. Food hygiene training will occur for all permanent staff who are involved in food handling (Bug Busters or I'm Alert program) and this will be updated every two years. Correct hand washing techniques will be displayed in the kitchen.

If a cook is infected with Diarrhoea and/or is vomiting with Gastroenteritis, they should not return to work until they have been symptom free for 48 hours.

All food handlers when working in the kitchen will ensure that they maintain strict hygiene standards by washing their hands with warm water and soap:

- Before and after handling raw foods.
- Between raw and cooked foods.
- After toileting.
- After wiping their nose.
- After touching body parts.
- After handling refuse.
- After handling soiled utensils.

All food handlers, when preparing food, will consider their health and hygiene by:

- Ensuring hair that is below shoulder length is tied back or in a hair net.
- Being free from illness.
- Have all cuts and sores covered with coloured bandaids.
- Have clean, well maintained fingernails.
- Wearing gloves when in direct contact with food.
- Wearing clean clothes and an apron.
- Do not wear long earrings and instead wear stud earrings only.

The kitchen or food preparation environment will be:

- Sanitised on arrival and departure.
- Free from pests and vermin.
- Stocked with clean utensils available for use.
- Equipped with a dishwasher that washes at 66°C to thoroughly clean / sanitise all utensils and equipment and rinses at 86°C, calibrated to +/- 1°C.
- Supplied with clean rubbish bins.
- Equipped with a regularly maintained fridge and freezer.
- Equipped with an appropriate thermometer to record accurate readings inside the fridge and freezer.
- Equipped with an appropriate thermometer for testing and recording appropriate food temperatures.

General hygiene procedures will be followed as listed:

- Food will remain covered after preparation and until serving commences.
- Cold food will be stored at a temperature between 0°C and 5°C.
- All frozen food will be stored in the freezer below minus 15°C.
- All hot cooked foods/meals will be heated to a temperature of 75°C and the temperature recorded as per Food Safety Plan.
- All meat will be thawed in the fridge or in the microwave or the oven immediately prior to use.
- Lunch is to be consumed on the premises or it will be discarded. If a child is asleep at lunch or snack time, their food will be safely stored along with their allergy / meal requirements placemat until they are ready to eat it.
- Utensils will not be shared between people.
- Raw and cooked foods will be kept separately.

- Equipment and utensils will be cleaned and sanitised between raw and cooked food preparation.
- Tongs, utensils or gloved hands are used to serve food and shoulder length hair is tied back.
- Separate colour coded cutting boards and clean knives for fruit and raw and cooked meats are used
- Bench tops are kept clean and free of mess.
- Kitchen floor should not become slippery or hazardous with water or food spillage.
- Appropriate reheating, cooking and cooling procedures are used as identified in the Food Safety Plan.

Food safety programs as listed below will be maintained by the 'Cook' (Support Worker Level 2). He/she will:

- Maintain accurate records of all deliveries of cold food, frozen food, meats etc.
- Identify and report (if necessary) all hazards immediately.
- Reduce any risks at the time of identifying them.
- Record a pest control maintenance program.
- Check stock and record returns.
- Maintain accurate records of cleaning programs.
- Follow-up / respond to any identified areas after receiving written documentation from health authorities.

CREATED: November 2007

REVIEWED: November 2008, July 2009, July 2010, July 2011, July 2012, July 2013, July 2014, July 2015, July 2016, July 2017, July 2018, July 2019, March 2020, April 2021, April 2022

TO BE REVIEWED: April 2023

SOURCED: Dietary Guidelines for Children and Adolescents in Australia (National Health and Medical Research Council 2003)
 Infant Feeding Guidelines for Health Workers (National Health and Medical Research Council, 2003)
 Feeding and Nutrition of Infants and Young Child World Health Organisation, 2000)
 Child and Youth Health, South Australia: www.cyh.com.au
 Australian Breast Feeding Association Guidelines
 Start Right Eat Right
 Australian Government Healthy Eating & Physical Activity Guidelines for Early Childhood (birth to five year olds)
 Staying Healthy 5th Edition
 DECD Hazard Alert HA41 - Food Safety 2017