

THE GOWRIE (QLD) INC

FOOD PREPARATION, HANDLING & STORAGE POLICY

CONSIDERATIONS:

QIAS	Principle 6.2
REGS	Child Care Regulation 2003 Sections 56 / 57 / 58

POLICY STATEMENT:

To document and implement workplace procedures and instructions to minimise the risk of food contamination.

RELEVANT FORMS/MATERIAL:

- **Queensland Health (2002) *Food Safety Standards: Information for Child Care Providers*. Queensland Government.**

SOURCES:

Australian and New Zealand Food Authority (ANZA) *Food Standards Code* (Chapter 3 – Food Safety Standards).
National Health & Medical Research Council (2005) *Staying Healthy in Child Care: Preventing infectious diseases in child care*. (4th Ed.) Commonwealth of Australia: Canberra.

REVIEWED: February 2011

Date to be Reviewed : February 2012

IMPLEMENTATION:

<p>PERSONAL HYGIENE</p>	<ul style="list-style-type: none"> - Long hair will be tied back or covered. - Limited jewellery will be worn. - All staff will adhere to the Handwashing Policy using correct techniques and procedures before preparing or eating meals. - Gloves will be worn for all food preparation including the preparation of vegetables and fruit. - Clean protective clothing (eg apron) will be worn over regular clothing. - Personal items and spare clothes will be stored away from the food handling area. - Any wound, infection or cracks on the hand or the arms will be completely covered with a waterproof band aid. If the wound or infection is unable to be covered, the employee is excluded from food handling duties. - In cases where the wound is on a hand, disposable gloves will be worn in addition to the band aid. - If an employee involved in handling food is ill, and, it is likely the illness could be transmitted through food, they will be removed from kitchen duty (for example, any viruses that may lead to vomiting and diarrhoea). - If an employee handling food has experienced diarrhoea or vomiting, they will not resume food handling duties until at least forty eight (48) hours after the illness has abated. - A hand washing basin, liquid soap and paper towels will be provided in the food preparation area.
<p>ACCESS</p>	<p>During program hours only those persons involved in food preparation and serving are allowed in the kitchen (eg cook and assistant).</p>
<p>FOOD PREPARATION & HANDLING & STORAGE</p>	<ul style="list-style-type: none"> - Kitchen staff will undertake an accredited food handling and/ or menu planning course every two years (including identifying signs of potential food poisoning). - All food of animal origin will be cooked thoroughly. In the case of meat, the juices must run clear before the meat is removed from the heat. - When reheating food, it will be brought to the boil and simmered for at least five (5) minutes. - Frozen food will be thawed in the bottom part of the refrigerator (or defrosted in the microwave oven – no more than 3 Kg at a time) before cooking. In cases where the food is cooked from a frozen state, extra care will be taken to ensure the food is cooked right through. - The microwave oven will only be used to thaw food that is to be cooked immediately after thawing. - Thawed food will not be refrozen. - Food will not to be re-heated in the microwave or oven (to prevent the

	<p>growth of bacteria).</p> <ul style="list-style-type: none">- All food (including solid food for babies) will be heated on one occasion only.- Raw food will be stored separately (and beneath) cooked food and raw, ready to eat food (for example, fruit and vegetables).- All fruits and vegetables will be washed thoroughly before chopping/cutting/cooking.- All skin and fat will be trimmed from meat and chicken to prevent potential risk of food poisoning (as chemicals accumulate in fatty tissue).- High risk, temperature controlled hot and cold food (for example, dairy products and chicken) will be kept at appropriate temperatures, that is, for cold food below 5 degrees Celsius, and for hot foods above 60 degrees Celsius.- The operating temperatures of the refrigerator, freezer and the thermometer will be monitored daily.- The freezer and refrigerator will be defrosted quarterly and will not be over-loaded at any time.- Equipment failures will be reported to the Workplace Health & Safety Representative immediately.- Separate utensils (including cutting boards) will be used for raw and cooked foods (these are clearly labeled or colour coded).- Food will be covered with a lid, foil or plastic wrap prior to serving.- Dry foods will be stored in tightly sealed containers.- Any food remaining in a can after it has been opened will be transferred to a plastic or glass container, with an appropriate seal.- Foods from unopened cans, jars or bottles that are dented, swollen or leaking, or with seals that have “popped” or any food that seems “unfresh” when opened will not be used.- Food will be dated before being stored, and no food will be stored longer than the ‘Use By’ date.- All food containers will be clearly and accurately labeled.- All children with “special diets” will be catered for and provided with the correct food each day of attendance.- Note: If special celebration foods are brought in from home, staff will check the ingredients to avoid allergic reactions in any child/ren.- All children who have a suspected or identified allergy will be catered for each day of their attendance. Special “Diet Charts” will be displayed in the kitchen and allergy charts and emergency action plans will be attached to the food trolley.- Where food from home remains uneaten, the food will be disposed of appropriately.
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<p style="text-align: center;">NEVER</p>	<p style="text-align: center;">Never serve food or drinks containing caffeine to children.</p>
<p style="text-align: center;">CLEANING PROCEDURES</p>	<ul style="list-style-type: none"> - All cleaning agents will be stored away from the food preparation and food storage areas in a locked cupboard. - All food preparation areas, that is, all surfaces that come into contact with food (including handles on doors, refrigerators and cupboards), will be cleaned and sanitized regularly and systematically throughout the day. <i>For example, walls and splash back areas will be wiped down before the serving benches and the benches will be cleaned before the floor is cleaned.</i> - All other areas, for example, stoves, microwave ovens, refrigerators, exhaust hoods and filters, the dishwasher etc. will be maintained and cleaned as required and at least monthly. - Window sills and door frames etc will be wiped down weekly. - Paper towels (or disposable cloths) will be used for cleaning. In cases where regular cloths are used they will be washed in hot water after every use. - The cleaning routine is as follows: <ul style="list-style-type: none"> - Pre-clean, that is, remove excess dirt and food scraps by sweeping, wiping or scraping, and pre-rinsing with water. - Wash, that is, remove surface grease and dirt, using hot water and a detergent. - Rinse, that is, remove loose dirt and detergent. - Sanitise, that is, use a sanitising solution or commercially available food grade sanitiser or bleach mix. - Final rinse, that is, remove sanitiser (<i>depending on the type of sanitiser used</i>). - Dry, that is, allow to air dry.
<p style="text-align: center;">PEST PREVENTION</p>	<p>The food preparation area is screened and as far as possible all cracks and crevices are sealed to prevent access by vermin.</p> <ul style="list-style-type: none"> - Waste will be disposed of regularly and appropriately in sealed bags. - Garbage bins will be cleaned and disinfected weekly.