

Food Handling Procedure

This procedure should be read in conjunction with the 'Health Practices Policy'

Responsibilities

- Ensure that food is prepared and handled with a high level of hygiene practices and in accordance with the associated procedures to reduce the risk of contamination and/or food poisoning occurring
- Any food handler with symptoms or a diagnosis of an illness must report that they are ill to their supervisor and not handle food if there is reasonable likelihood of food contamination (e.g. coughing, sneezing, running nose, etc.)
- Thoroughly wash and dry hands and put-on/replace gloves before handling food and whenever they are likely to be a source of contamination or cross-contamination (e.g. after handling raw food, before handling ready-to-eat food, after coughing, sneezing, eating, drinking or touching their face, hair, scalp or body)
- Staff and volunteers must not eat, blow, spit or smoke near food or food surfaces

Prior to commencing food handling

1. Ensure you are not experiencing any symptoms of illness that risk contamination
2. Ensure that the food preparation area has been cleaned and is free from germs
3. Remove any loose jewellery on hands and wrists
4. Tie back long hair and put on a hair net
5. Cover any dressings on exposed parts of the body with a waterproof covering
6. Thoroughly wash and dry hands using warm soapy water and paper towel
7. Put on disposable food handling gloves

Upon completion of food handling

1. Ensure that the kitchen is left clean and tidy, all equipment has been cleaned and put away, and surfaces have been disinfected
2. Complete any cleaning checklists as relevant
3. Remove and dispose of gloves and hair net
4. Wash and dry hands with warm soapy water and paper towel

PROCEDURE VERSION AND REVISION INFORMATION



Authorised by GENERAL MANAGER

Current version 1

Last review February 2021