



Food Handling – Policy

The SpringDale Neighbourhood Centre is often required to host functions and activities and food and beverages are served as part of the experience. In order to ensure that the food is prepared to the highest hygiene and safety standards, Staff and Facilitators are encouraged to gain the Basic Food Handling Certificate.

The following kitchen rules are to be followed:

1. Maintain strict personal hygiene. Wash your hands thoroughly before you start, or resume the food preparation.
2. Sanitise the food preparation area before you start.
3. Ensure your hair is clean and tied back at all times during handling and serving of food.
4. Take care when tasting food – ladle food onto a saucer and taste with a clean teaspoon.
5. Do not eat while preparing food.
6. Keep raw foods separate from cooked and ready to eat foods during both preparation and storage.
7. Wash hands during food preparation after handling raw foods.
8. Use the provided tongs to serve food.
9. Do not use the same tea towel to dry utensils and the food surface area.
10. Store food in the correct areas in airtight containers or cover it carefully. Label and date all containers.
11. Store the same types of foods together.
12. Store raw food below cooked food in the fridge.
13. Carefully check and only use food within best before, use by and sell by dates.
14. Watch for and remove and/or clean up any spillages immediately as they occur.
15. Be very careful using washing and storing knives, do not place sharp kitchen knives in sinks – please leave them on the bench ready for washing to reduce risks of cuts.
16. SpringDale is serious about recycling. Please dispose of waste in the correct waste bins.
17. When in doubt, throw suspect food out.
18. At the end of the session all rubbish is removed.
19. Clean up immediately after cooking session – this includes all work surfaces, sinks, ovens etc used and also the floor is washed ensuring the room is ready for the next user.
20. Tea Towels are removed for laundering at the end of the session.

Resources/References

Education and Care Services National Regulations 168(2)h
National Quality Standards 2.3