



Procedures for Food Handling, Storage and Preparation

FOOD STORAGE

- All perishable foods will be stored in the refrigerator between 0- 5 degrees Celsius .
- A thermometer will be kept in the fridge to ensure the fridge is at the optimum temperature to store food.
- The service cook is responsible for checking all food thoroughly to ensure food is not spoiled or past the expiry date (once delivered).
- The only non- food items to be stored in the fridge are antibiotic medicines. These are to be stored in the BLUE medication box.
- Non-refrigerated foods must be stored in dated and labelled containers once opened.

FOOD PREPARATION

- Staff will wash hands before and after preparing, handling or serving food.
- Staff that are clearly unwell will not be permitted to handle food.
- All fruit and vegetables are to be washed.
- Home preserved food, food that is unlabelled or in rusted, dented or bulging cans will not be utilised.
- Frozen meat, fish and poultry must be thoroughly thawed prior to cooking either by using the microwave oven or defrosting overnight in the refrigerator. **DO NOT THAW ON BENCH OR SINK.**
- Frozen rice will be treated as above.
- Cooked foods will be consumed as close to cooking completion time as possible. All food will be covered until served. Food will be heated to 70 degrees C.
- Cold food to be served hot will be served within the hour of being removed from the fridge. It will be reheated only once.
- Contact between raw and cooked foods will be avoided at all times.
- Cooked foods are to be stored above raw foods within the refrigerator.
- Separate cutting boards for raw and cooked food items will be used.
- All food preparation boards are colour coded
 - White- Dairy
 - Green- Fruit & Vegetables
 - Brown- Cooked meat
 - Red- Raw meat
 - Yellow-Poultry
 - Blue-Seafood
- All Kitchen surfaces must be cleaned before and after all food preparation using sanitizer on all surfaces.
- Children are encouraged to interact with the cook from the doorway due to WH&S risks.
- NO animals are permitted in the centre.
- Gloves will be used when practical and safe to do so when preparing meals.
- Kitchen aprons, towels, cloths are changed daily and laundered.

SERVING FOOD

- Staff will have the opportunity to attend in services about food handling and hygiene.
- Staff and children will wash their hands before eating.
- Staff serving food to children will wear gloves unless there is a barrier between food and hands i.e. tongs
- Only casual staff who are familiar with the children and the various food needs are able to serve food.
- Staff will use utensils to serve meals to children.
- Children will share utensils such as tongs for fruit platters.
- Food table cloths will be wiped down with neutral after each use.

MILK, FORMULA & BREAST MILK

- Bottles will be heated only once and leftovers discarded.
- Breast milk only will be stored in the refrigerator for 48 hours or 3months if frozen.

COOKING ACTIVITIES WITH THE CHILDREN

- Staff and children will wash hands before any cooking activity.
- Children that are ill will not participate in cooking activities.

Last reviewed: December 2015

Next Review: December 2016