



Food Safety & Handling Tips

Thank you for your donation of food. While we value your contribution, we need to ensure a few rules are followed so we are serving safe, nutritious food to our clients. **Remember to ensure your kitchen is clean before you start!**

Personal Hygiene

Good personal hygiene practices include:

- hand washing - always wash hands thoroughly and every 30 minutes
 - before handling food and after visiting the toilet
 - coughing or sneezing
 - handling garbage
 - touching hair or other body parts or any other activity that may carry bacteria to food



- personal cleanliness - when handling food:
 - tie long hair back or cover it with a cap or other approved headwear
 - wear limited jewellery
 - wear clean protective clothing over normal clothing
 - store personal items and spare clothes away from any areas involving food handling

- personal behaviour - do not smoke, chew gum or undertake any other unhygienic practice in food handling areas
- illness and injuries - all wounds or cuts on hands or arms are to be completely covered with brightly coloured wound strip or bandage. If the wound is on the hands, disposable gloves must be worn over the top of the wound strip. Both the wound strip and gloves must be changed at least hourly or sooner if there is a change in tasks. Individuals suffering from diseases that can be transmitted through food must not handle food.

Food Preparation

Food naturally contains bacteria and some food may contain food poisoning bacteria. Foods need to be handled correctly to ensure that they do not become contaminated and that the bacteria already in the food do not have an opportunity to grow.

It is important to keep raw food totally separate from cooked or ready-to-eat foods.

If raw food is cooked thoroughly most of these bacteria will be killed. However, if raw food comes into contact with other food that has already been cooked, or is ready-to-eat, the bacteria can transfer to this food. This is called cross-contamination.

The below table outlines key food preparation and storage considerations.

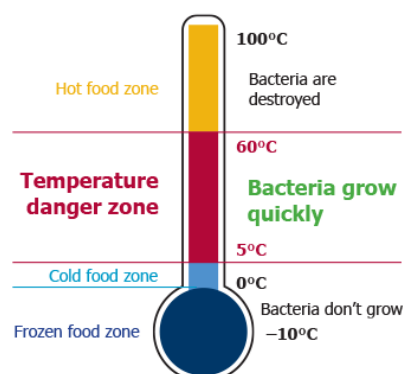




Food Safety & Handling Tips

| Task | Consideration |
|------------------------|--|
| Preparing food | <ul style="list-style-type: none"> • Only use clean and disinfected work surfaces & equipment for preparing food. • Use separate utensils, chopping boards & other equipment for raw and ready-to-eat foods to avoid cross contamination. If this is not possible, thoroughly wash and sanitise equipment between use. • Thoroughly wash all fruit & vegetables before use. • Don't use any food if you cannot guarantee its freshness. |
| Handling food | <ul style="list-style-type: none"> • Raw foods which are to be cooked, can be safely handled with bare hands (provided hands are clean). • Cooked or ready-to-eat food should be handed with utensils <p><i>Note: If gloves are worn, they must be changed at least hours or sooner if they become torn or if there is a change in task e.g. when changing from raw to ready-to-eat food. Always wash hands before putting on gloves. Never touch food with gloves that have been used for cleaning!</i></p> |
| Cooking & heating food | <ul style="list-style-type: none"> • Thaw food in the bottom part of the refrigerator before cooking, never on the counter. • Microwave ovens can be used to thaw food provided that the food is cooked immediately afterwards. • Never refreeze food that has been thawed. • Cook all food thoroughly, especially those of animal origin and ensure the juices run clear. • If food can be cooked from a frozen state, extra care must be taken to ensure the food is cooked right through. • If reheating food, ensure that it is brought to the boil and simmered for at least five minutes. • Food should be refrigerated as soon as possible. Cool food until not steaming and then refrigerate. You can speed this up by stirring the pot to allow steam to escape. DO NOT allow food to sit at room temperature for more than two hours or less if it's a hot day (32C or above) |
| Transporting food | <ul style="list-style-type: none"> • When transporting food to us, remember the safe temperature zone ↓ |

- The temperature danger zone is between 5°C and 60°C, when it is easiest for harmful bacteria to grow in food
- Minimise the time that food spends at these temperatures in order to keep food safe
- Refrigerated food needs to be kept at 5°C or below
- Hot food needs to be kept at 60°C or above



Lastly, but most importantly, write a list of the ingredients you have used in your cooking. We will display this with the food to ensure food allergy sufferers avoid food that could harm them!