

John Paul College Policy

HANDLING OF FOOD

RATIONALE

To provide food which is hygienically safe and sound according to New Zealand food safety guidelines (by law) for anyone consuming food prepared and served on/in the John Paul College premises.

PURPOSE

To ensure good "housekeeping practices" by teaching staff, students and cafe workers are complied with. A checklist of desirable safe practice, as recommended by Toi Te Ora (Public Health Service BOP) is to be displayed and adhered to by:

- Teaching staff
- Students
- Cafe workers/staff

GUIDELINES

A STAFFROOM

1. Food is always covered on benches or in refrigerator. High-risk foods such as meat, cooked rice/pasta are refrigerated within two hours. Re-heated foods must reach the appropriate temperature.
2. Hands are washed prior to preparing and serving food.
3. All staff put their own dishes in the staff dishwasher.
4. The four simple rules, Clean, Cook, Cover, Chill, are to be followed at all times.

B. CLASSROOM

1. If food preparation or handling is part of a lesson then all students must learn safe food procedure before starting the lesson. Food safety requirements must be displayed on the classroom wall.
2. When preparing or sharing food all students and staff must wash hands before touching food. A 6 step procedure for hand washing should be situated above the hand basin.
3. All food and all ingredients are to be stored correctly in a suitable place and covered. A list of storage requirements to be followed is displayed in the classroom (usually displayed in the storage area itself).

4. All cutlery and crockery is to be washed in the dishwasher weekly. Daily is preferred, but the Home Economics Room has only one dishwasher at present. Any cutlery or crockery used by students/staff/visitors should be otherwise washed in hot soapy water.
5. People who are handling money should not be handling food.
6. When wearing gloves treat them like your skin i.e. wash them between procedures as you would your hands.

C. CAFE

1. All food must be covered/sealed (depending on the food).
2. Tongs must be used to select food. Separate tongs must be used for high/low risk food.
3. Food handlers should wash hands according to set procedure or wear disposable gloves.
4. The Manager should hold Food Hygiene Certificates 167 and 168 and supervise helpers to maintain appropriate standards. These certificates must be displayed.
5. Critical limits for the required temperature of the fridge, the required re-heating temperature (83 degrees C) and time limits for storing, displaying and re-heating food should be displayed and adhered to in the canteen.
6. A cafe staff member is responsible for checking and recording food information on delivery, storage, cooking and re-heating times and temperature of food.
7. The Café comes under the Food Act 2014 and therefore needs to register under a food control plan.

D. OTHER FOOD EVENTS

1. Food is always covered on benches, chilly bins, refrigerator, etc. High risk foods such as meat, cooked rice/pasta are refrigerated within two hours. Re-heated foods must reach the appropriate temperature.
2. Hands must be washed prior to preparing and serving food.
3. The four simple rules – clean, cook, cover, chill are to be followed at all times.

Ratified by Board _____ Signed by BOT Chair

27.08.2018

Date

Next Review _____ Signed by BOT Chair

2021