

FOOD SAFETY GUIDE¹

PREPARING FOOD

- Use separate utensils, including cutting boards and knives for raw food and cooked food. If this is not possible, thoroughly wash and sanitize equipment before using them.
- Wash all fruit and vegetables in clean water before using them.
- Don't use food from damaged packaging.
- Don't let raw food come into contact with cooked food to avoid cross contamination.

HANDLING FOOD

- Cooked or ready to eat food shouldn't be handled with bare hands. Use tongs, spatulas, spoons, or disposable gloves.
- Raw food to be cooked can be handled with bare (washed) hands.
- Change disposable gloves every hour &/or when they tear &/or when you change tasks.

COOKING AND HEATING

- Thaw frozen food before cooking, in microwave or at the bottom of the refrigerator.
- Never put thawed food back in the freezer.
- Cook thawed food immediately after thawing.
- Cook all foods completely, especially red meat, fish and chicken.
- Reheating: bring to boil and simmer for a minimum of 5 minutes before serving (or microwave using the manufacturer's guidelines).

STORING FOOD

- Temperature: meat, dairy or fish not already processed by heat are high risk foods. Store at the correct temperature, frozen (hard) at -15°C or cooler or refrigerated at 5°C or cooler.
- Time: Don't keep food in storage for too long. Record dates. Apply the "first in – first out" rule. Food should not be out of refrigeration for very long – 4 hours maximum.

DISPLAYING FOOD

- Wrap or cover food on display. Tag or label food trays, not the food.
- Refrigerated displays 5°C or cooler and hot displays 60°C or hotter.
- Don't use hot display equipment to reheat food.

TRANSPORTING FOOD

- Keep cold by using insulated containers like an Esky™ with ice or cold blocks.
- Food which is to be served hot should be transported cold and heated at event.

¹ Adapted from *Implementation Pack: Protecting Our Future – Creating Safe Places* 2007, Adapted from *Our Church is a Safe Place*, Baptist Union of Victoria.