

Missional Community Kitchen Team

Kitchen Guidelines

The role

Preparation and service of food to those attending the Community Dinner in a safe manner adhering to good hygiene practices as outlined in this document.

Team

Missional Community Coordinator: Dave Kendall

Community Dinner Leaders:

Unable to Attend Your Scheduled Duty

Due to the challenge of preparing food and arranging a replacement connect group, the kitchen team must provide a minimum of 1 week's notice if they are unable to fulfil their pre-arranged duty. If a Kitchen Team is unable to give the required notice and can no longer fulfil its duty it is required to seek alternative arrangements to ensure food is available at the dinner.

Notice is to be given to Missional Community Coordinator, familycentre@grainery.org.au, or Church Reception, (02) 4969 5557

Safety

- Do not bring valuables with you or lock them in your car. We cannot be responsible for items lost or stolen while volunteering.
- Secure coats, purses, personal items in designated location upon arriving to volunteer.
- Sign in and out every time you volunteer.
- Follow all food, equipment, building procedures, safety and hygiene rules.

Dress code

- Full shirts must be worn – no tanks, bare midriffs, halter tops, etc.
- Appropriate, closed-toe footwear must be worn; no thongs or high heels.
- If working in the kitchen or serving, tie back long hair.

Preparing food at home/church

As we are not selling the food during our dinners we are not subject to the same rules as a commercial enterprise, however for the health and wellbeing of the patrons we ask that you adhere to the following best practice to avoid contamination of food.

At church

If you prepare food at church, please note the kitchen is used for commercial purposes and therefore equipment must be used and cleaned in accordance with NSW food safety law. Cleaning instructions are found on the walls of the kitchen and the use of chopping boards is as follows;

- Blue = Seafood
- Red = Raw meat
- Green = Fruit & vegetables
- Yellow = Chicken
- White = General
- Brown = Cooked Meats

(see chart near cutting boards)

At home

If preparing food at home, please take all precautions to ensure you avoid the contamination of cooked, uncooked and ready-to-eat food products. This includes ensuring all equipment used is cleaned thoroughly before and between uses.

Temperatures

Temperature control is very important to prevent harmful bacteria from growing in food. To limit the risk of contamination you are required to minimise the time that food spends in the so-called 'temperature danger zone' to keep food safe. This means cold food should be kept at 5°C or below and hot food should be kept at 60°C or above.

If transporting food from home, food can be outside of these ranges for up to 2 hours and be safely returned to below 5°C or above 60°C and remain in a safe edible condition. However, if food is outside these ranges for more than 4 hours the food must be discarded and not used.

Hygiene

Health requirements

Any food handler with symptoms or a diagnosis of an illness (such as vomiting, diarrhoea or fever) must:

- report that they are ill to their employer or supervisor
- not handle food if there is a reasonable likelihood of food contamination as a result of the illness
- if continuing to engage in other work on the food premises, take all practicable measures to prevent food from being contaminated

- notify a supervisor if they know or suspect they may have contaminated food.

Effective hand washing

Hand washing is one of the most important actions you can take to prevent foodborne illness.

Food handlers must:

- wash their hands using hot, soapy water and dry them thoroughly with single-use paper towels
- wash their hands whenever they are likely to be a source of contamination (after using the toilet, smoking, coughing, sneezing, using a handkerchief,
- eating, drinking or touching the hair, scalp or body)
- wash their hands before handling ready-to-eat food and after handling raw food.

Hygiene requirements

Food handlers must:

- not eat, sneeze, blow, cough, spit or smoke around food or food surfaces
- take all practicable measures to prevent unnecessary contact with ready-to-eat food
- Tie back long hair, and take all practical measures to prevent hair contaminating food
- ensure clothing is clean
- cover bandages and dressings on exposed parts of the body with a waterproof covering
- remove loose jewellery and avoid wearing jewellery on hands and wrists.

Use of gloves

The Food Standards Code does not require food handlers to use gloves.

Even when wearing gloves, in many situations it may be preferable to use utensils such as tongs or spoons.

Gloves must be removed, discarded and replaced with a new pair in the below circumstances:

- before handling food
- before handling ready-to-eat food and after handling raw food
- after using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body.

Clean Up

GRAINERY *Care*

The Kitchen should be left in a clean and tidy condition, this may or may not have been how the Kitchen was found on arrival, but it is how we are expected to leave it.

- Café area to be left spotless – coffee / tea, etc., put away
- All benches and tables to be wiped down with sanitiser.
- Rectangular tables to be put away against wall in auditorium, round Café tables and chairs to be re-set.
- Two (2) people required to carry a table, if necessary
- Shop items to be taken down and sent back to the Grainery Food Centre.
- Lounges and furniture to be set up for “Mums and Bubs”/Cafe on the following day.
- Floors to be swept and, if necessary, mopped.

Garbage to be taken out and kitchen to be left spotless, all extra food to be removed.