



LYELL McEWIN REGIONAL VOLUNTEER ASSOCIATION INC

Last reviewed 10/05

POLICY & PROCEDURES DOCUMENT

POLICY TITLE:

FOOD HANDLING AND PREPARATION

POLICY NUMBER: 9.1

POLICY STATEMENT:

High standards of hygiene and product protection shall be maintained in relation to food handling throughout all program and services of the Volunteer Association, in accordance with all relevant regulations, acts and standards.

EXPECTED OUTCOMES:

- ✓ **That all volunteers working in areas where food is prepared or served will recognise & understand the important role of maintaining good personal hygiene and sanitation practices.**
- ✓ **That by adhering to these practices, the Volunteer Association shall avoid the spreading of disease through its food services.**
- ✓ **That by adhering to these practices, the Volunteer Association shall meet all relevant Government standards which apply to food handling.**
- ✓ **That clear training and orientation processes shall be in place to ensure that the relevant information is passed on to all volunteers and staff of the Association**
- ✓ **That all volunteers and staff are responsible for ensuring that consumers are protected from contaminated food and the risk of food poisoning**

PROCEDURES (To implement Policy):

1. Where staff or volunteers observe any practice by any other person which they believe to be in conflict with general hygiene standards, this should be reported to the Area Manager, team leader or Executive Officer immediately, in order to rectify the problem.
2. Staff and volunteers are expected to report to work each day in clean clothing.
3. Hair should be clean, tidy and secured in place. If below shoulder length hair must be tied back or a hair net worn
4. Clean gloves must be worn at all times while preparing food and should be changed regularly. Gloves should not be used when handling money (See Procedure Document on use of gloves)
5. Tongs or other appropriate utensils must be used in handling food where gloves are not appropriate (eg. taking pies from the pie warmer)

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6. Smoking, eating & drinking is not allowed in areas where food is stored, prepared or served.
7. Hands must be kept clean and must be washed regularly with soap and hot water, especially;
 - ✓ When entering food handling area
 - ✓ Before touching any cooked or prepared food and after handling raw food.
 - ✓ After using the toilet
 - ✓ After having a cigarette
 - ✓ After handling garbage or cleaning equipment and chemicals
 - ✓ After using a handkerchief or tissue or stifling a sneeze or cough
 - ✓ After handling money and prior to food preparation
 - ✓ Before resuming work after any break or change in work area
8. Report to the Volunteer Manager -
 - ✓ Any skin irritations (eczema, dermatitis etc) especially on the hands
 - ✓ Any stomach complaints or bowel conditions
 - ✓ When you feel generally unwell (eg colds etc)
 - ✓ Any changes in health which may affect your ability to perform duties
 - ✓ All accidents, injuries, hazards and near misses as soon as practicable
 - ✓ All cuts, scratches and wounds which may contaminate food must be dressed and bandaged immediately

It will then be the responsibility of the Manager to reallocate jobs if necessary

9. In addition to this Policy all Association personnel shall be required to follow those guidelines described in the 'Essential Food Safety Practices' handout, endorsed by Food Standards Australia and distributed to all volunteers by the Volunteer Association.
10. Quality checks must be conducted as required per procedures. These include - time and temperature checks and sanitation and cleaning schedules. Corrective action should be taken immediately to eliminate or reduce any identified hazards.

Dated : 21st April 1999
Revised: 24th January 2001
Revised: 12th March 2003
Revised: 20th October 2005