Policy 2.26

Food Handler - Hygiene

Food handlers must follow high standards of hygiene and food handling practices. Food handlers must abide by the following requirements while handling food or when in food handling areas:

• When entering the kitchen, all staff must wear a hat at all times and tie back or cover long hair.

• Food handlers must use disposable gloves when serving or handling food in or outside of the kitchen. Food handlers must change the gloves if they are torn, after handling raw foods or changing tasks.

• All staff must wash their hands before putting on disposable gloves, between handling raw food and food that is ready to eat, after using the toilet and returning from a work break. Hands must also be washed immediately after smoking, coughing, sneezing, using a tissue or handkerchief, eating, touching hair, scalp or a body opening.

• Keep fingernails short and clean, do not wear artificial fingernails.

• Wear minimal jewellery (eg. Plain wedding rings, sleepers), especially on hands and wrists.

• Food handlers must wear appropriate and clean clothing.

• Food handlers must cover cuts and sores with a bandage/ band-aid, preferably a bright colour. If exposed the bandage should be covered with gloves or other waterproof covering.

• Food handlers must not work/enter the kitchen if they are unwell. The food handler must follow exclusion periods.

• Will not eat over unprotected food (that will be served to others) or over food contact surfaces.

• Personal belongings not required for food handling must be stored in allocated staff areas.

• When serving food staff must:
  - Follow high standards of hygiene and handling practices.
  - Staff must wear appropriate and clean protective clothing.
  - Use separate tongs/utensils for different foods.
  - Left-over food is to be disposed of in a hygienic manner in regards to the 2 hour 4 hour guidelines.
| Governing Council Member's Signature: | ______________________________ |
| Director's Signature:               | ______________________________ |

*Two Wells Community Children’s Centre's Common Seal*

| Date Reviewed:          | March 2013 |
| Next Review Due:       | October 2014 |
| **Sources:**           |            |

Start Right Eat Right Booklet and Training 2010

Food Safety Programs for Food Service to Vulnerable Persons – Food Standard 3.3.1, Issue 103
Food safe handling, basics for meals and snacks

• Clean the surfaces that will come in contact with the food and with the utensils that are to be used for the meal.

• Wash and dry your hands thoroughly before preparing or serving food.

• Check that all children have washed and dried their hands before they eat or drink.

During the meal:

• If children are sharing food from a common bowl or plate, make sure they understand that they need to use tongs, spoons or other appropriate utensils to take the food they want to eat.

• Remind them that they cannot touch food that is being shared because this can spread germs that might make them or other children ill. This is why it is important to use utensils, not your hands, when taking food from a common bowl or plate.

• Do not allow children to share individual eating or drinking utensils, or take food from other children’s plates or bowls.

• Use a separate spoon for each infant you feed.

• Teach children to turn away from food when they cough or sneeze, and then to wash their hands.

• If you are interrupted to care for another child while preparing food or spoon-feeding an infant, be sure to wash your hands again before you continue.

*This document can be displayed on the serving trolley as a reminder or with new staff*