

HEALTH & SAFETY POLICY - FOOD PREPARATION & HYGIENE

FOOD PREPARATION AND SERVING

1. The kitchen is to be used for the heating and serving of PRE-PREPARED food and drink.
2. No preparation of raw meat & fish or uncooked vegetables.
3. No frying or “flambéing” is permitted.
4. Aprons must be worn for all food preparation and please use anti-bacterial hand wash. Use oven gloves for handling of hot dishes.
5. Only the cutlery and utensils already supplied may be used. Additional utensils may only be bought by wardens or kitchen supervisor.
6. Food Storage: Best before dates must be observed– all food outside “Best before dates” must be disposed of.
7. No half used cartons of milk fruit juice etc must be left in the fridge unless it is being used within the next 2 days.
8. Disposable gloves must be worn for serving food eg cakes, sandwiches. These are to be found in the cupboard under the sink in the kitchen.
9. All cold food must be covered before serving. Cling film and foil are to be found in the kitchen drawer. Hot food to be covered by foil.

CLEANING

1. Cleaning supplies – only approved cleaning supplies may be used. These may be bought by wardens or kitchen supervisor only
2. All surfaces must be left completely clear when the kitchen is not in use, appliances unplugged and stored – with the exception of the coffee maker.
3. The correct cleaning material must be used – especially the Ceramic Hob Cleaner. Special cleaners are supplied for Stainless Steel (Sink & Dishwasher) Work Surfaces & Disinfectants.
4. Waste Bins must be emptied at the end of each “session” into the wheelie bins outside. Coffee grounds should be placed in garden waste bin. Recyclable materials should be placed in recycle bin. Please fit a new bin liner ready for next use.
5. The dishwasher should be used at all times, except for the handwashing of a few mugs after a small meeting. Ensure hot water and detergent are used for these. Please rinse dinner plates to remove food remnants before putting in dishwasher to prevent blocking of filter. Dishwasher must be drained at the end of each session, the two removable drain filters rinsed if necessary; before turning off at the wall.
6. At the end of each session, please place used tea towels in the laundry bag provided, and put out new ones for next kitchen user. The kitchen supervisor will collect and wash tea towels and handtowels, and replace disposable dishcloths.

RESPONSIBILITY

Kitchen Supervisor and all Food Preparation Servers; Teas & Coffee Teams; Events Organisers.

Policy Owned By: Church Wardens/Gill Deadman

Reviewed By: EDF PCC

Date Last Reviewed: 11.11.24

Next Review Due: 11.11.25