



ST JOSEPH'S SCHOOL, STANTHORPE Tuckshop

RULES FOR A TUCKSHOP FOOD SAFETY PROGRAM

DUTY OF CARE

To ensure that food provided through the Tuckshop is delivered safely and with quality.

VOLUNTEERS

All volunteers who work in the tuckshop must have been provided with initial induction into the requirements of working in the tuckshop. This will include safety rules; fire equipment and evacuation procedures; personal health and hygiene and first aid. It is necessary that all hazards are reported and incident reports are completed.

Each aspect for the safe provision of food is separately listed below.

Basic Tuckshop Rules
Cleaning the Tuckshop
Personal Health and Hygiene
First Aid
Manual Handling
Pest Control
Food Suppliers

Food Delivery
Food Storage
Food Preparation
Cooking
Cooling
Display and Serving
Labelling and Packaging

BASIC TUCKSHOP RULES

- Always make sure that your hands are washed correctly before starting work and between handling food and cleaning etc.
- Turn the handles of pots and pans inward so you can't knock them off and spill the contents or burn yourself.
- Always use a dry potholder or oven mitt when handling pots and pans. Wet items will not keep the heat from burning your fingers.
- Put foods gently into boiling water so it will not splash on you and lift lids from hot pots with the opening away from you.
- Keep loose clothes, long sleeves and long hair away from hot burners along with dish towels, potholders and recipes as they may catch fire.
- Do not put hot grease into water or water into hot grease. It will splatter and might burn you.
- Wipe up spills immediately. Keep the floor dry so that no one slips and falls.
- When finished cooking, always make sure all oven and stove dials are turned off.
- Keep wet hands away from electrical outlets
- Always pick up a knife by its handle, not its blade and always cut away from yourself.
- Store knives in the container with lid.
- Cutting should be done on a suitable cutting board placed on a firm surface. Use correct cutting board for appropriate food items. Cutting boards should be dried in the storage rack.
- Only use knives for cutting and not for any other purpose.
- Be aware of fire evacuation procedures and location of fire equipment.

CLEANING THE TUCKSHOP

Keeping the food preparation area clean is one of the best ways to avoid food contamination. Thorough cleaning involves removal of dirt and any leftover food, followed by sanitation. Sanitation can be done with diluted domestic bleach (6mls per 5 litres of water) or with other commercial cleaners.

Ensure that all chemicals used are suitable for use in a food preparation area. This can be identified by reviewing the Materials Safety Data Sheet (MSDS). Every chemical in use must have a MSDS available. Do not store close to food.

Establishing a regular cleaning program by:

- Cleaning benches before floors
- Cleaning all equipment and food preparation areas every time, both before and after use.
- Cleaning surfaces of food preparation area regularly including drawers and cupboard handles.

Six Steps to Good Cleaning

1. Pre-clean: Scrape, wipe or sweep away any food scraps then rinse with water.
2. Wash: Use hot water and detergent to take off any grease or dirt.
3. Rinse: Rinse off any loose dirt or detergent foam.
4. Sanitise: Use a food grade sanitizer and follow the instructions.
5. Final Rinse: Wash off sanitizer. (Check instructions to see if this is needed).
6. Dry: Allow to air dry.

What and Where to Clean

- Benches
- Microwave
- Other equipment e.g. frypan
- Exhaust fans in dishwasher in hospitality area.
- Tuckshop bins – clean outside, wearing gloves.

How often:

- After use
- At end of session
- Bin – Last Friday of each month.

Which Chemicals to Use:

- Mr Muscle Oven Cleaner on oven
- Jif Cream Lemon on stove top
- Ajax Spray N Wipe on benches and equipment
- Morning Fresh Dishwashing Liquid and Lemon Dishwashing Liquid on washing up.
- Pine O Clean Dry Floor Cleaner on floors
- Pine O Clean Disinfectant on bin, wearing gloves

ENSURE CLEANING PRODUCTS ARE STORED AWAY FROM FOOD PREPARATION AREAS.

Single use paper towels are better for drying than cloths. If using cloths, make sure they are washed in hot water and replaced regularly.

Responsible Person:

- Tuckshop Supervisor
- Cleaning cloths – Tuckshop Supervisor

PERSONAL HEALTH AND HYGIENE

Good personal hygiene of people responsible for preparing and selling food is essential in reducing the risk of food contamination. Bacteria can cause food poisoning and are easily transferred from the hands and clothes of people handling the food.

Some principles of personal hygiene include:

- Anyone who handles or prepares food while sick can transfer their germs to the food and cause the consumers also to become sick.
- Any food handler who is sick must not handle food.
- Symptoms of concern include diarrhea, vomiting, sore throat, fever or jaundice.
- A food handler who has been ill recently must not handle food until they have received clearance from a doctor.
- Washing hands frequently, and keep fingernails short and clean.
- Tie back long hair or cover it.
- Wear limited jewellery
- All cuts and wounds should be covered at all times with a clean, waterproof, brightly-coloured plaster or band-aid and disposable gloves.

Foot Hygiene ***

As you will be required to stand for a few hours it is recommended that attention be paid to feet and legs.

- Wear comfortable shoes
- Check inside your shoes – make sure there are no seams or rough edges
- Make sure socks and hosiery are not tight around the legs
- Wear shoes to protect your feet
- Cut toe nails straight across and not too short
- Maintain good circulation in your feet, ankles and legs by doing exercises such as walking or leg exercises; this will improve the blood flow to your extremities.

Hand Washing

Always wash hands before handling food.

Wash them completely, remembering the back of the hands, wrists, between the fingers and under fingernails. Use soap and warm water for thorough hand washing and dry with a single-use paper towel.

Hands should be washed again:

- After visiting the toilet
- After handling raw food
- After using a tissue, coughing or sneezing
- After handling garbage
- After smoking, or touching your hair
- When changing disposable gloves
- After handling money

FIRST AID

There is a first aid kit in the Tuckshop.

If a cut or wound occurs during your session, ensure that it is cleaned and covered with a brightly coloured plaster or band-aid and use disposable gloves.

If the injury involves a minor burn, place the affected part under cool running water. Minor burns with reddened skin and no blisters may be treated with burn ointment or spray to reduce pain. If the burn is a major one with blistering, an ambulance should be called.

All incidents must be recorded in the first aid register.

If an accident requiring more than first aid occurs, contact an ambulance directly and also advise the Administration Office.

MANUAL HANDLING

Report all injuries

Working posture

Continuous standing (without walking) can lead to lower back discomfort and swelling of the legs because of blood pooling in the lower legs. It is recommended that taking breaks by walking around or doing leg exercises will help to alleviate this.

Bending while cutting, preparing food can also result in neck, shoulder or back pain. Again do not spend too long in carrying out an activity and move around or rest that body area.

Handling loads

- Do not lift loads of more than 15kg.
- Do not lift items you find heavy or awkward.
- Place feet – keeping well balanced. Squat down by the load, bending knees without going too low.
- Keep a straight back – do not bend/slump.
- Get a good grip – use the palm of your hand not just fingers.
- Pull the load close to your body, tuck in chin and lift smoothly using leg muscles to stand up. Brace your abdominals and use your legs.
- Request the assistance of another person. It is essential to co-ordinate and plan the movement. Each person knows where to move to, one person leads the operation and there is sufficient space to move. Make sure you can see where you are going and the path is clear.

Storage

The best level of muscular effort can be exerted at about knuckle height – so loads should be stored at this level.

Do not store above shoulder level or close to the floor unless the item is light or infrequently used.

PEST CONTROL

Pests such as cockroaches, rats, mice, flies and insects, wasps, ants and spiders can contaminate food which will then become unsafe for eating.

The best solution is to prevent pests from entering the Tuckshop. This can be achieved by:

- Installing door fittings to secure food areas
- Removing rubbish and dispose of appropriately
- Protecting food and ingredients from pests
- Implementing a pest control monitoring program to check for pest activity. This would involve regular inspection of the Tuckshop, the food storage areas and rubbish storage areas for signs of activity by pests.

Should there be evidence of pest activity such as flies, insects, cockroaches, ants or spiders these can be controlled by use of pest sprays. For rats and mice, bait stations could be considered. If these control measures are unsuccessful, professional assistance would be required.

FOOD SUPPLIERS

To ensure that food is supplied in a safe manner is to purchase from reliable suppliers only.

This can be achieved by speaking to the supplier and advise how you want the goods to be delivered e.g. in small packets; in 2 kg bags etc. When goods are received, inspect the deliveries to ensure these requirements are adhered to. Observe whether the driver and the truck are clean and check that the vehicle is not carrying any animal(s) or chemicals in the same area as the food. Do not accept deliveries if they do not measure up. Check the temperature of deliveries when they arrive – chilled food should be below 5°C, frozen foods should be frozen solid and hot foods above 60°C. Dry goods like bread, dry ingredients or canned foods should be in good condition without torn packaging or heavily dented cans.

Make sure all food deliveries are protected by proper packaging and/or containers and inspect to see if the packaging is damaged. Make sure that all products are properly labelled, has an ingredient list and any allergen information. All products should also have a “best before” or “used by” label. Look for any visible signs of dirt or any other signs of contamination. Do not accept deliveries if they do not measure up.

Keep a list of approved food suppliers. Keep all delivery notes, invoices or receipts related to purchased food products.

FOOD DELIVERY

Food poisoning can occur if food is contaminated with bacteria, viruses or chemicals. The best way to prevent this is to use safe food handling practices.

This starts from food delivery through to storage, preparation, cooking, chilling, serving and displaying food.

Germs can move from:

- Hands to food
- Cutting boards, knives and other utensils on to food
- From one food item to another, especially from raw to cooked food.

Food poisoning cases have been linked with high risk foods not being handled safely or not being stored at the correct temperatures. High risk foods include meat, seafood, poultry, dairy products, small goods, cooked rice or any food product that contains these foods such as pies, quiches, prepared salads or desserts.

To prevent food poisoning the following points need to occur:

- Someone must be nominated to supervise every aspect of food preparation and sales
- Each person handling or preparing must know how to handle food safely.
- Equipment and utensils used in preparing the food is clean and germ-free.
- Correct and safe food storage.
- Correct and safe food preparation.

Receiving Food

Keeping food safe starts from the moment that the food arrives

Check the following:

- Check that your food suppliers, whether people or businesses, are supplying safe food.
- All food donations to the Tuckshop must be adequately packaged and labeled. (See requirements under Packaging and Labelling section).
- Check that the food has been protected from contamination during transport, by a sealed container or other packaging material. Also check that it has not been damaged during transport.
- Check the temperature of deliveries when they arrive – chilled foods should be below 5°C, frozen foods should be frozen solid and hot foods above 60°C. Transfer the delivered food to appropriate storage as soon as possible.
- Dry goods like bread, dry ingredients or canned foods should be in good condition without torn packaging or heavily dented cans.
- Check there is no evidence of chemical or pest damage or infestation.
- Return any goods that do not measure up.
- Keep all delivery notes, invoices or receipts related to purchased food products.

Food Storage

- Ensure all food and storage containers are stored off the floor or ground, to assist with pest control and cleaning.
- Do not store utensils in food, for example a ladle in soup or knife in spread.
- All storage areas are to be clean, sanitary, in good repair and pest-proofed.
- Store food away from direct sunlight and moisture.

- Chemicals, cleaning equipment and personal belongings must be stored separately from food.
- Ensure that all foods in storage are labeled and protected from contamination, in undamaged packaging or sealed containers.
- Cover all food with lids, foil or plastic wrap. Do not leave food in an opened can, transfer it to a suitable container.
- Bakery goods such as cakes and biscuits can be protected through the use of a clean tea towel.
- Stock is rotated using the first in first out principle so that food is within its use-by or best before dates.
- Only take food out from storage for further preparation when ready to use.
- Ensure that freezers and refrigerators are defrosted regularly and do not overload them.
- Do not keep food in storage for too long. Date label containers and remember the “first-in-first out” rule. Use products with earliest use-by-date first.
- Food that has been out of the refrigerator for longer than 4 hours it should be thrown out.
- Raw food should be stored away from cooked food. For example in the refrigerator store raw food below cooked foods to prevent drips from the raw food potentially causing contamination to the cooked foods.

FOOD PREPARATION

When preparing food, you need to be aware of other contaminants such as chemicals (cleaning agents or sprays) or physical items (pieces of plastic or wood) that may get into the food.

- No pets are allowed in the food preparation area.
- Ensure all work surfaces and utensils are clean and sanitized before preparing food.
- If gloves are worn, change gloves when commencing preparation of different food types.
- If gloves are not worn, wash your hands before commencing work and regularly throughout the preparation process.
- Use separate utensils for raw and cooked foods.
- Because it is easy to transfer bacteria from raw to cooked food, it is important to have separate utensils including cutting boards and knives, for raw and cooked food.
- If this is not possible, thoroughly wash and sanitise equipment between uses.
- Wash all fruit and vegetables in clean water before using them.
- Don't use food from damaged containers like dented cans, torn packaging, leaking packages and cracked eggs.
- To avoid cross-contamination, don't let raw food come into contact with cooked food.
- Frozen food should be thawed thoroughly before cooking (see Thawing frozen food section).

Handling and Preparing Food

- Cooked or ready-to-eat food should not be handled with bare hands. Use tongs, spatulas, spoons or wear disposable gloves.
- Raw food to be cooked can be handled with bare hands, but hands must be washed between tasks.
- When using disposable gloves change them:
 - Every hour
 - When they tear
 - When you change tasks like moving from cleaning to cooking or from food preparation to serving cooked food or handling money.

Thawing Frozen Food

- Make sure that frozen food is thoroughly defrosted before cooking. This can be done by checking for ice using a skewer or a probe thermometer. If ice is present defrost for a longer period or defrost smaller amounts which will defrost more quickly.
- Thaw frozen food at the bottom of the refrigerator in a lidded storage container or covered with cling wrap.
- Food can also be thawed in a microwave but must be cooked immediately.
- Never put thawed or partially cooked food back into the freezer. It can be returned to the refrigerator with a date label.
- Cook thawed food immediately after thawing.
- Keep defrosting food separate from cooked and ready-to-eat foods.
- Dispose of any food that may be contaminated and clean and disinfect the area.

COOKING, HEATING AND COOLING

- Ensure frozen food is thawed completely before cooking (See How to Thaw frozen food section)
- Only remove meat from the fridge just prior to cooking it. Never leave it sitting around
- Cook all foods thoroughly especially meat, fish and chicken.
- Use a probe type thermometer one which penetrates into the centre of food to check that the internal temperature of the cooked food reaches at least 75°C.
- Throw out any marinade that was used on raw meats – do not baste food that is being cooked, with this marinade.
- Cook eggs until both the yolk and white are firm.
- Always use clean utensils for cooked meats, never use the same plate that held the raw meat.
- When cooking make sure that raw food does not come in contact with cooked foods.
- If food is not consumed within 4 hours of cooking, it should be thrown out.

Heating

- Hot food is to be kept at 60°C or hotter
- Reheat food thoroughly and ensure an internal temperature of 75°C is reached.

Cooling

- For faster cooling divide the food into smaller quantities or place in shallow containers.
- Food, once cooked and protected from contamination may be left at room temperature until the temperature drops to 21°C as long as this occurs within 2 hours. Then refrigeration is required.
- See Section on Food Storage for other requirements.

DISPLAYING AND SERVING FOOD

- Wrap or cover all food on display
- Tag or label food trays, not the food.
- Do not mix food on display with new batches.
- Refrigerated displays should be kept at 5°C or colder and keep raw and cooked foods separate.
- Ensure utensils and display equipment are cleaned and sanitized before use.
- Have separate utensils available for raw and cooked items.
- Allow time for hot display (e.g. bain marie or pie warmer) to reach holding temperature before adding the food.
- Hot foods should be kept at 60°C or hotter.
- Don't reheat food in hot display equipment.
- Hot foods and ready-to-eat foods not packaged must be protected from contamination.
- Disposable gloves should be worn and changed regularly when serving. Don't handle money with gloves.
- If gloves are not worn, hands should be washed regularly.
- Separate utensils are to be used for service to customers.
- Don't overload display equipment by stacking food above the level of the trays.
- Do not leave foods at room temperature between 5°C and 60°C for longer than 4 hours.
- Throw out any potentially hazardous foods which have been out of refrigeration for longer than 4 hours.

LABELLING AND PACKAGING

- Ensure foods are protected from contamination in sealed/closed containers or in cling wrap.
- Limit the time high risk foods are between 5°C and 60°C.
- Designated packaging area is to be clean and sanitized prior to start of packaging.
- Ensure packaging area is uncluttered and free from any material not used for the packaging of food.
- Store packaging materials in safe and sanitary conditions.
- Do not use damaged packaging.

Food Labelling

- A food label should contain at least the following:
 - A description of the food
 - A list of ingredients
 - A “best-before” date to show how long the food will keep
 - Identification of the presence of nuts
 - Any storage conditions e.g. Keep refrigerated after opening”.
 - Name and address of the person or company
- The label may be handwritten with a waterproof pen.

Food allergies and labelling

Because some people can be severely allergic to certain types of food, it is important that information about the product is available.

If the food is not labelled, a sign or brochure advising customers of the presence of foods that can cause allergies must be available.

Foods that commonly cause allergies include the following:

- Peanuts and peanut products.
- Gluten;
- Crustaceans (shellfish) and products made from this.
- Egg and egg products.
- Fish and fish products.
- Soy beans and soy bean products.
- Milk and milk products.
- Other nuts and nut products.
- Sesame seeds and sesame seed products.
- Sulphites at a level or more than 10mg/kg.