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| On Site – Food Allergies |  |

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| **Name:** |  | **Date:** |  |
| **Job Description:** |  | **Location:** |  |

# Performance Metrics

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| Food allergy labelling is displayed in food service and self-service areas.  |  |  |  |
| Food labelling for allergens and dietary intolerance procedure is in place and followed. |  |  |  |
| Employees report food allergies to Chef or Supervisor. People with a known severe food allergy should carry an epinephrine auto-injector (Epi-pen).  |  |  |  |
| Chefs and kitchen staff are trained and assessed competent in food handling, storage, preparation (including food allergen awareness) and service.  |  |  |  |
|  Daily menu includes alternative food for people with a food allergy / dietary intolerance.  |  |  |  |

# Supervisor Task Requirements

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| Verify food in service and self-service areas have allergy labelling. |  |  |  |
| Verify that only ingredients from the recipe are used.  |  |  |  |
| Include alternative food on canteen menu for people with food allergies and dietary intolerance people. |  |  |  |

# Operator / Maintainer Requirements

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| Follow recipe and use only ingredients from the list. |  |  |  |
| Display allergen labels (e.g. contains peanuts) for food available in food service and self-service areas. |  |  |  |
| Keep food in the original containers with ingredient labels (may contain allergens e.g. eggs) where possible.  |  |  |  |
| Label containers for ingredients which are delivered in bulk, and then transferred or stored in smaller containers.  |  |  |  |
| Keep a copy of the ingredient information of any foods that have been removed from their original packaging or labelling.  |  |  |  |
| Report food allergies to Chef or Supervisor. People with a known severe food allergy should carry an epinephrine auto-injector.  |  |  |  |

# Comments/Actions