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| On Site Food Handling and Preparation |  |

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

# Performance Metrics

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| Monthly hygiene inspections of kitchen, food storage, preparation and mess hall are carried out. Non-conformances are corrected according to the due date. Serious non-conformances are corrected immediately. |  |  |  |
| Food storage, preparation and segregation of raw and cooked foodstuffs Work Instructions are in place and followed.  |  |  |  |
| Separate utensils and cutting boards are used for raw foods (e.g. meats, fish, poultry, vegetables) and cooked foods.  |  |  |  |
| Chilled or frozen food delivery vehicles are operating at the correct temperature (below 8°C for chilled and –18°C for frozen) before unloading food at the canteen.  |  |  |  |
| Temperature of cooked food reaches at least 75°C. This is checked by monitoring the temperature display or measuring the temperature.  |  |  |  |
| Only potable water is used to prepare, rinse and cook food, also to wash dishes and hands.  |  |  |  |
| Personnel wash hands with soap after using the toilet and other non-food related activities (e.g. handling garbage).  |  |  |  |
| Chefs and kitchen staff are trained and assessed competent in food handling, storage, preparation and service.  |  |  |  |
| Kitchen and food preparation cleaning Work Instructions are in place and followed.  |  |  |  |
| Chefs and kitchen staff wear required PPE (e.g. hair nets, disposable face masks, gloves).  |  |  |  |
| Chilled food is kept at 5° C or colder and Hot food is kept at 60° C or hotter. Temperature is monitored and recorded hourly.  |  |  |  |
| Personnel wash hands with soap between handling raw and cooked food.  |  |  |  |
| Additional measures are in place to control food use (including stopping use of specific foods) where contamination by infectious organisms (e.g. cholera bacteria) may be present.  |  |  |  |

# Supervisor Task Requirements

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| Verify that chilled or frozen delivery vehicles are operating at the correct temperature (below 8°C for chilled and –18°C for frozen) before unloading food at the canteen. |  |  |  |
| Verify raw meat is kept in the refrigerator separate or below any other foodstuffs, like dairy produce and fresh products.  |  |  |  |
| Verify frozen foods are kept in food groups (fish, meat, vegetables).  |  |  |  |
| Verify that clean uniforms and required PPE are being worn and high personnel hygiene standards are maintained (e.g. hand washing, clean nails).  |  |  |  |
| Confirm daily temperature checks are made for refrigerators and freezers and a complete record is kept for inspection.  |  |  |  |
| Verify hot foods on display are kept above 60°C, and cold foods are kept below 5°C.  |  |  |  |
| Verify when reheating takes place, the food must be heated to +83°C for a minimum of 3 minutes to ensure any bacteria are killed.  |  |  |  |
| Verify canteen housekeeping is maintained.  |  |  |  |
| Verify inspections, cleaning and maintenance of canteen equipment is carried out according to the Maintenance Program.  |  |  |  |

# Operator / Maintainer Requirements

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| Follow Kitchen Food Preparation and Cleaning Work Instructions, including the use of approved and designated utensils, cutting boards and cleaning tools.  |  |  |  |
| Follow first in-first out method to store and use products. Food is stored in original containers or new containers are labelled (including date of transfer and best before date).  |  |  |  |
|  Stop using any food with abnormal characteristic (e.g. odour, colour) and report to Supervisor / Chef.  |  |  |  |
| Wear clean uniforms and required PPE (e.g. dispensable mask, hair net, gloves) when handling or preparing food.  |  |  |  |
| Clean ovens, refrigerators, freezers, counters, floors daily according to the canteen practises established in the Work Instructions.  |  |  |  |
| Inform Supervisor / Chef when suffering of any infectious disease.  |  |  |  |
| Maintain canteen housekeeping at all times and according to the Work Instructions / Procedure.  |  |  |  |
| Wash hands with soap between handling raw and cooked food.  |  |  |  |
| Wash hands with soap after using the toilet or other non-food related activities (e.g. handling garbage).  |  |  |  |

# Comments/Actions