



Eastwood Community Baptist Church

Food Preparation and Storage Policy

Overview

Food preparation and storage practices are taken as a crucial part to any food ministry. The church ensures that it follows the best food preparation and storage practices. People should ensure that:

- They check the used by date on foods
- They don't distribute out of date food
- Correct labelling of food is applied

Policy

1. Receiving Food

Keeping food safe starts from the moment that the food arrives:

- Check that your food suppliers are supplying safe food.
- Ensure that perishable food arrives in a refrigerated vehicle, and check the temperature of deliveries when they arrive. Then transfer to the correct type of storage. (Frozen Food: minus15 Deg, Refrigerated Food: 5 Deg & Hot Food: 60 Deg Plus)
- Dry goods, dry ingredients or canned foods, should be in good condition, without torn packaging or heavily dented cans.

2. Preparing Food

- Use separate utensils, including cutting boards and knives for raw food and cooked food. If this is not possible, thoroughly wash and sanitise equipment before using it.
- Wash all fruit and vegetables in clean water before using them.
- Don't use food from damaged packaging.
- Don't let raw food come into contact with cooked food to avoid cross contamination.

3. Handling Food

- Cooked or ready-to-eat food shouldn't be handled with bare hands. Use tongs, spatulas, spoons, or disposable gloves.
- Use separate utensils for each type of food
- Raw food to be cooked can be handled with bare hands, (disposable gloves are preferable)
- Change disposable gloves every hour &/or when they tear &/or when you change tasks.

4. Cooking and Heating

- Thaw frozen food before cooking, in microwave or at the bottom of the refrigerator. (do not thaw on bench tops)
- Never put thawed food back in the freezer.
- Cook thawed food immediately after thawing.
- Cook all foods completely, especially red meat, fish and chicken.
- Reheating: bring to the boil and simmer for a min 5 minutes before serving (or microwave using manufacturer's guidelines).

5. Storing Food

- **Temperature:** meat, dairy or fish (not already processed by heat) are high-risk foods. Store at the correct temperature, frozen (hard) at -15°C or cooler or refrigerated at 5°C or cooler.
- **Time:** Don't keep food in storage for too long. Record dates. 'First in – first out' rule. Food should not be out of refrigeration for a maximum of four hours.

6. Displaying Food

- Wrap or cover all food on display. Tag or label food trays, not the food.
- Refrigerated displays 5°C or cooler & hot displays 60°C or hotter.
- Don't use hot display equipment for displays to reheat food.(i.e. – pie warmer)

7. Transporting Food

- Keep cold by using insulated containers like an Esky™ with ice or cold blocks.
- Food which is to be served hot should be transported cold and heated at event.

8. Labelling Food

- All users of the church site who chose to leave appropriate food items in the fridges must ensure that they label the container or packaging of the food item with their ministry group and the used by date.
- The church does not accept liability if any food item that has been left beyond its use by date in the fridges is disposed of in the bins in the church.
- All people who are leaving food items at the church accept responsibility for that food item.
- The Church does have the permission once food is stored on the premises to remove these items if they have expired or place people's health at risk.
- The Work Health and Safety Officer, in communication with the Property Officer, Property Booking Officer and Cleaning Officer will monitor the labelling of food and will have permission to remove any item that does not meet the food storage practices policy of Eastwood Community Baptist Church.
- Once Food has been removed from the Church site, all efforts will be made to communicate with this ministry of the food being removed.