

AGENCY STAFF POLICIES

- **All agency staff must be aware of the food safety policies and have an understanding of Basic Food Safety (Level 1- certificate in Health Care)**

Basic Policies:

- Never come to work with flu like symptoms, a virus or a food borne illness.
You must report to the Food Service Manager *immediately*, if symptoms appear at work.
- Clean and sanitise all food preparation benches prior to food preparation and in-between each practice
- Wash hands thoroughly, prior to beginning food handling, after every break and in-between each change of practice.
- Wear gloves when handling ready to eat food & service of meals.
- Hair cover & a clean apron must be worn in the kitchen and removed prior to each break.
- Minimal jewellery to be worn –no stones or studs. Wedding band only.
- Cook food & reheat all meals to 75° C (including vitamised food)
- Test the core cooking & meal temperatures with a clean & sanitised probe
- Reheat meals only once
- Dispose of meals if contaminated in any way
- Sanitise mixer blades/bamix blades -prior to each use.
- Sanitise ready to eat salads/fruit as per company policy using correct chemicals
- Mobile phones are not to be used inside the kitchen
- Chefs jackets must be removed prior going outside to smoke
- Staff are not to arrive or leave work in their uniform. Uniforms must be clean each shift.
- Report non-compliances to Food Safety Policies to the Catering Manager

I understand and accept the conditions for working in this kitchen:

Name: _____

Agency _____

Sign _____ **Date** _____