

Food Hygiene Policy

1. Purpose

The purpose of this Food Hygiene Policy is to ensure that all food prepared and served at Diggers Memorial Bowls Club is safe to eat and handled in accordance with recognised food safety standards. The club is committed to maintaining high standards of hygiene and cleanliness to protect members, guests and volunteers.

2. Scope

This policy applies to all volunteers and members involved in:

- Preparing or serving food and drinks in the clubhouse or at outdoor events.
- Handling, storing, or transporting food.
- Cleaning kitchen and food service areas.

3. Food Safety Standards

- This policy complies with *Australia New Zealand Food Standards Code* (under the *Food Standards Australia New Zealand Act 1991*) and Safe Food Australia.

4. Responsibilities

- **The Club Committee** is responsible for overseeing food hygiene practices and ensuring this policy is implemented.
- **The Kitchen Coordinator (or nominated person)** will:
 - ✓ Ensure volunteers receive basic food hygiene instruction.
 - ✓ Keep cleaning and temperature records.
 - ✓ Conduct regular hygiene checks.
- **All volunteers and members** involved in food handling must:
 - ✓ Follow this policy and hygiene procedures.
 - ✓ Maintain high personal cleanliness standards.
 - ✓ Report any food safety issues to the Kitchen Coordinator.

5. Personal Hygiene

All persons handling food must:

- Wash hands thoroughly with soap and warm water and dry hands on single use towel (not tea towels or any towel which will be reused) before food handling. Hand washing must also occur after use of toilet, touching face/hair, or handling waste/money.
- Wear clean clothing or aprons and keep hair tied back and avoid wearing jewellery.
- Cover cuts with waterproof plasters.
- Not handle food if suffering from any type of infectious illness (including but not limited to flu or cold symptoms, diarrhoea, vomiting etc.).

6. Food Storage

- Food must be stored in clean, covered and labelled containers.
- Fridges must operate below 5 degrees Celsius, and freezers below minus 18 degrees Celsius.
- Raw and cooked foods must be stored separately, with raw meat placed below ready-to-eat foods.
- Dry goods should be kept sealed and off the floor.
- The “First In, First Out” (FIFO) rule must be used to manage stock rotation.

7. Food Preparation

- Wear food approved gloves for all food preparation and food service.
- Surfaces, equipment and utensils must be cleaned and sanitised before and after use.
- Do not use any chipped, broken or cracked utensils for food handling.
- Separate chopping boards should be used for raw meat, cooked food and vegetables.
- Cooked food must be cooked to 60°C or above (included reheating of food).
- Cold foods must be kept to 5°C or below.
- Defrost food in the fridge, not at room temperature.

8. Serving Food

- As a general rule, the total time that ready-to-eat potentially hazardous food can be kept at temperatures between 5°C and 60°C is 4 hours. After this time the food needs to be discarded.
- Cooked potentially hazardous foods should be either served immediately, hot held at temperatures of 60°C or above, or cooled for later use to below 5°C within the required timeframe.
- Minimise hand contact with food – use tongs, gloves or utensils.
- Use separate serving utensils for different foods and ensure food is monitored during service.
- Do not use any chipped, broken or cracked utensils for food handling.
- Any food contaminated by another person must be removed immediately from service areas.
- Cover food to protect from insects and dust.
- Leftovers must be cooled and stored safely or disposed of promptly.

9. Cleaning and Waste Management

- A cleaning schedule must be maintained and signed off.
- All work surfaces, sinks and equipment must be cleaned and sanitised regularly.
- Waste bins must be covered, emptied daily and cleaned.
- Cleaning materials and chemicals must be stored away from food.

10. Allergens

- Volunteers must be aware of the major allergens (e.g., nuts, gluten, milk, eggs).
- Whilst awareness of allergens is required, Diggers Memorial Bowls Club is not able to prepare or serve separate meals for those patrons with allergies. It will be the responsibility of the individual patron to make decisions as to what foods or meals they can consume (considering their individual allergy). A sign advising this will be displayed.

11. Training

- At least one person present during food preparation or service should hold a **Level 2 Food Hygiene Certificate** or **Food Handler Certificate** (online or classroom based).
- All other volunteers should receive a basic food hygiene briefing before handling food.

12. Record Keeping

- Maintain:
 - ✓ Fridge/freezer temperature logs
 - ✓ Cleaning checklists
 - ✓ Food delivery and storage records (if applicable)
 - ✓ Records must be kept for at least 12 months.

13. Review

This policy will be reviewed annually by the Club Committee or sooner if legislation changes or incidents occur.