Safe Food Handling Practices - Volunteer Guide

To ensure all food served is safe, high quality, and fully compliant with our Food Control Plan, all volunteers must follow the essential hygiene and safety practices below.

Health & Personal Hygiene

Reporting Sickness: If you have vomited or had diarrhoea within 48 hours prior to entering the premises or while on shift, or 24 hours following a shift, you must report to the Day-to-Day Manager immediately and must not handle food.

Hand Washing: Clean hands thoroughly before starting work, after touching raw food, after using the restroom, after touching your face or handling waste, and after cleaning.

Clothing: Volunteers must wear clean personal clothing and a clean apron provided by the kitchen. Long hair should be tied back, and closed toe shoes must be worn.

Cuts & Sores: All cuts and sores must be completely covered with a waterproof plaster, and a glove worn. If cuts/sores are weeping or infected and cannot be totally covered, you cannot handle food.

Food Safety & Cross-Contamination

Separating Foods: Always keep raw and uncooked foods strictly separated from cooked and ready-to-eat foods during storage and preparation.

Allergen Management: Carefully identify ingredients containing allergens. Sanitise surfaces, boards, and tools between prepping allergen-containing foods and other meals.

Chemical Safety: Store all cleaning chemicals, sanitisers, and poisons well away from food prep areas and surfaces.

Temperature Control & Monitoring

Key Rule: Cold foods must remain chilled, and cooked foods must reach safe internal temperatures.

Chillers & Cold Cabinets: Monitor and log temperatures of cold storage units. Use a probe thermometer to check internal food temperatures.

Cooking: Ensure foods are properly cooked through before serving. **(Chef check)**

Daily Tasks & When Something Goes Wrong

Daily Routines: Complete assigned tasks on the Opening Checks, Cleaning Tasks and Closing Checklist.

Corrective Actions: If equipment fails, food temperature breaches limits, or contamination occurs, inform the Day-to-Day Manager/Head Chef immediately so it can be resolved and recorded in the Incident Log.