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**Food Preparation and Storage Practices**

## Receiving foodKeeping 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 food vehicle, and check the temperature of deliveries when they arrive. Then transfer to the correct type of storage.
	+ Dry goods, dry ingredients or canned foods should be in good condition, without torn packaging or heavily dented cans.

## 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.

**Handling food**

* + Cooked, or ready-to-eat food shouldn’t be handled with bare hands. Use tongs, spatulas, spoons, or disposable gloves.
	+ Raw food to be cooked can be handled with bare hands.
	+ Change disposable gloves every hour and/or when they tear and/or when you change tasks.

**Cooking and heating**

* + Thaw frozen food before cooking in microwave or at the bottom of the refrigerator.
	+ 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 minimum of 5 minutes before serving (or microwave using manufacturer’s guidelines)

**Storing food**

**Temperature:** meat, dairy or fish (not already processed by heat) are high-risk foods. Store at the correct temperature, frozen (hard) at -15ºC or cooler or refrigerated at 5ºC or cooler.

**Time:** Don’t keep food in storage for too long. Record dates, ‘first in - first out’ rule. Food should be out of refrigeration for a maximum of four hours.

**Displaying food**

* + Wrap or cover all food on display. Tag or label food trays, not the food.
	+ Refrigerated displays must be 5ºC or cooler and hot displays 60ºC or hotter.
	+ Don’t use hot display equipment to reheat food.

**Transporting food**

* + Keep cold by using insulated containers such as an Esky™ with ice or cold blocks.
	+ Food which is to be served hot should be transported cold and heated at the event.

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