##

**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.

**Copyright © 2020 Safe Ministry Resources Pty Ltd**

The **Safe Community Framework** is developed and owned by SMR Pty Ltd.

This document cannot be modified without express written permission through a licence agreement. Please contact Safe Community Resources at  info@safercommunities.net.au to seek permission.

Safe Community Resources can also provide customisation services to your organisation in the area of implementation of the **Safe Community Framework** for your organisation.

**Disclaimer**: This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice and have been written with due regard to Australian legislation March 2020.
Legal advice may need to be sought when responding to individual incidents.