

THE UNIVERSITY OF AUCKLAND

**FOOD PREPARATION, SAFETY AND SERVICE
GUIDELINES**

PURPOSE

To ensure safe food hygiene standards are met to prevent injury, fire, or foodborne illness.

APPLICATION

All faculties, service divisions, clubs, student related associations and contractors who at a University of Auckland campus, a University of Auckland controlled entity or whilst undertaking any University-sanctioned activity shall follow this guideline.

GUIDELINES

1. Good Safety Practices

Personal Hygiene

- 1.1. Hair should be tied back and covered i.e. hat, cap, etc.
- 1.2. Do not touch hair, nose or mouth during food preparation.
- 1.3. Food handlers should not spit, sneeze or cough over food.
- 1.4. Do not serve food if you are unwell.
- 1.5. Cover cuts and sores with a waterproof and brightly coloured dressing.
- 1.6. Use tongs whenever possible when handling food.

Hand Washing

Wash hands thoroughly in the hand wash basin. Use antibacterial liquid soap, a nail brush, and warm water and dry with disposable paper towels:

- 1.7. On entering the food area
- 1.8. After going to the toilet
- 1.9. Before handling food
- 1.10. When hands are dirty or soiled
- 1.11. After handling raw food
- 1.12. After taking a break, eating, or drinking
- 1.13. After using a hankchief, coughing, or touching hair, nose, mouth or face
- 1.14. Hand washing facilities must be accessible by all food handlers.

Protective Clothing

- 1.15. Wear closed-toe shoes at all times.
- 1.16. When possible, wear an apron when handling hot food.

2. Keeping the Food Preparation and Serving Area Clean

Keeping your kitchen clean, using clean equipment and having a personal hygiene policy in place will help you produce safe food.

This is vital to prevent food poisoning as harmful bacteria can build up on equipment, surfaces, chopping boards, crockery, utensils, switches, door handles, taps and other areas that you and food can come into contact with.

Here are some tips:

- 2.1. Ensure a constant, easily accessible supply of cleaning cloths, cleaning chemicals and hot water is available at all times.
- 2.2. Store cleaning equipment, detergents and fluids in a separate compartment away from food.
- 2.3. Clean all bench and food contact surfaces with detergent or degreaser to remove the dirt, then use a food grade sanitiser to kill bacteria.
- 2.4. Always read the labels on cleaning chemicals.
- 2.5. Ensure all utensils are cleaned prior to service at a rinse cycle temperature above 83°C.

3. Cross Contamination

It is important to prevent cross contamination before foods like raw meat, shell eggs and unwashed vegetables can harbour harmful bacteria.

Raw foods can be made safe by cooking, as this kills the bacteria.

Bacteria on salad foods can spread to cooked or ready-to-eat foods by direct contact with people, animals and objects. This can be removed through peeling, trimming and washing thoroughly.

Safe handling practices will reduce the chance of transferring harmful bacteria.

There are two types of contamination;

- 3.1. Direct contamination – contact between raw food and cooked or ready-to-eat food during transport, storage or preparation.
- 3.2. Indirect contamination– for example via equipment, splashing, chef's cloths or food handlers.

Separate raw, cooked and defrosting foods

- 3.3. Use separate refrigerators for raw and cooked or ready-to-eat foods, where possible. If not possible, store raw food in the bottom of a shared refrigerator and below the cooked or ready-to-eat foods.
- 3.4. Raw meat must be stored separately from raw vegetables.
- 3.5. Raw food which is being defrosted should be stored on the bottom shelf of the refrigerator in a tray or bowl that will catch any 'drip' as the food is defrosting.
- 3.6. All foods in the process of being cooled should be kept separate from raw foods.

Storing food

- 3.7. Store food containers off the floor to prevent them from picking up dirt which could be transferred to the work surfaces.
- 3.8. Separate designated equipment should be used for raw and cooked or ready-to-eat foods. If this is not possible, then it must be thoroughly cleaned and sanitised between uses.

Separating food handling equipment

- 3.9. Designated utensils should be used for the handling of raw food and separate utensils for cooked or ready-to-eat foods.
- 3.10. Reduce the handling of ready-to-eat food. This may be achieved in various ways such as the use of dedicated tongs and serving spoons. This will assist in reducing the risk of cross contamination.
- 3.11. When cleaning, it is recommended that high risk areas are cleaned before low risk areas, especially when the same equipment is being used.
- 3.12. Use separate cloths for cleaning raw areas from cooked or ready-to-eat areas. Cleaning cloths can help to transport bacteria around your premises

4. Transportation

- 4.1. When purchasing meat, if your trip back is likely to take more than 30 minutes, pack your chilled and frozen purchases in a chilly bin.
- 4.2. **All perishable foods e.g. sausages, cheese, butter etc must be transported and stored at a temperature of 4°C or below.**
 - 4.2.1. Place ice or chiller blocks in cold storage containers/chilly bins and keep the lid on to maintain temperatures. Make sure you have enough ice throughout the day. Chilly bins also prevent contamination from insects, dirt etc.

5. Pest Control

Pests contaminate food with harmful bacteria and cause serious damage to stock and the structure of the premises. Conduct a weekly visual check for any damaged stock, droppings, dead insects, and egg cases. Most pests are active during the night so you are unlikely to see live insects or rodents during the day.

It is important that food is stored off the floor and slightly away from the wall to enable these checks to be conducted.

6. Stock Control

Stock control describes the measures taken to ensure that food is not kept beyond its shelf life. If high risk food is kept too long, even under favourable conditions, harmful bacteria may multiply. Stored foods may become contaminated by food handlers, pests and the catering environment. Longer shelf life foods, whether dried, canned or frozen, may also deteriorate if kept for too long.

7. Temperature control

Harmful bacteria are present in foods and can quickly multiply if left out at room temperature. **The 'danger zone' is between 5°C and 60°C.**

To control the rate that bacteria multiplies, food must be kept frozen, chilled or hot (i.e. out of the danger zone).

Refrigeration

- 7.1. Place perishable food in the refrigerator for storage immediately after delivery
- 7.2. Left-over food must be refrigerated as soon as possible.

- 7.3. Store raw meat (including poultry) in a separate refrigerator, otherwise store at the bottom of the refrigerator so it cannot drip or spill onto other food.
- 7.4. Stacked food must be covered at all times.
- 7.5. Do not cover food with tea towels.
- 7.6. Ensure good stock rotation.
- 7.7. Do not overload the refrigerator. The air inside must be able to circulate.
- 7.8. Refrigerator temperature should be at or below 4°C.
- 7.9. Freezer temperature should be below -18°C.
- 7.10. Defrost food in the refrigerator.
- 7.11. Keep the refrigerator clean and defrost regularly.
- 7.12. Record temperatures when taken.

Cooking, cooling, reheating and hot holding

- 7.13. **Cook food to a minimum of 75°C core temperature.**
- 7.14. Cooked food must be rapidly cooled and then refrigerated within one hour. Use shallow containers with food about one inch in thickness and stir to aid cooling or place food container in a clean sink with cold water and a sufficient amount of ice.
- 7.15. Food being hot held for service must be kept in pre-heated equipment above 60°C. If 60°C cannot be maintained the food must be either reheated within two hours or disposed of.
- 7.16. Reheat food to a minimum of 75°C core temperature. Do not reheat again.
- 7.17. It is advisable to conduct temperature checks of food and food storage appliances using thermometers and a temperature probe for food and record the results. Please ensure you use anti-bacterial wipes to thoroughly clean the food probes after each check.
- 7.18. Record temperature when taken.

8. Waste disposal

The storage and disposal of waste is important as it presents a risk of physical contamination to food and may also attract pests. Food that is damaged, out of date or rotting may present a risk of microbiological cross from harmful bacteria. Waste is any item of food, ingredients, packaging materials or old cleaning cloths which is not suitable for further use and intended to be thrown away.

Food waste

Food waste should be placed in containers with suitably fitted lids and removed frequently from the food handling areas where it is produced. The containers should be kept in good condition and be made of durable material so they are easy to clean and disinfect.

Packaging

Other waste such as cardboard and paper should be kept separate from food but does not need to be kept in sealed containers. It must also be stored in a way that does not pose a risk of contamination to food or provide somewhere for pests to live or breed.