

St. Alkmund's Duffield

Food Hygiene - Kitchen Instructions

This document provides information and instructions on the use of the kitchen facilities at St Alkmund's Church Duffield so that best practice is followed in any food preparation, serving and cleaning up within the premises.

Please note: Cleaning materials and supplies are kept under the sink and in the upper & lower cupboards at the LHS of the cupboards in the Frank Wright Room

Instructions to those preparing and serving food

1. Since the highest food hygiene risks are associated with preparing raw chicken, raw fish (including shell fish) and raw pork, these foods should not be brought onto the premises unless a lead person involved in the kitchen use has completed some food hygiene training.
2. The person leading the food preparation event (the 'Lead User') should ensure that
 - a. only people actively engaged in food preparation should be in the kitchen,
 - b. no-one in their team currently has an upset stomach or has had one within the last 3 days
 - c. anyone preparing or serving food must wash their hands **before** starting food preparation, and whenever needed during preparation e.g. when changing the food type handled, after handling waste products, when re-entering the kitchen.
 - d. all ingredients used are within the use-by date
 - e. food is stored chilled and/or be appropriately reheated to the required temperatures, using the temperature probe provided. (See item 11 below)
3. When food has been prepared off site and is intended for use in the hall, the person providing the food should ensure that it has been prepared to equivalent hygiene standards as defined for the hall kitchen above.
4. Kitchen users should provide their own rubber gloves, tea towels and aprons with bibs. Some are available in the kitchen for internal users.
5. Before and after using the kitchen, all surfaces should be washed and wiped with anti-bacterial solution.
6. Please store bags in the tray under the saucepan shelf, and not on kitchen surfaces. If bags or boxes have been used to transport food or equipment, please remove them as soon as the contents have been unpacked, then re-clean the surfaces.
7. No children under the age of 12 should be in the kitchen when food is being prepared or served except when being directly supervised by a competent adult for purposes of training.

8. Cleaning cloths are colour coded. Please ensure that the correct cloth is used.
 - a. Blue - washing up, cleaning kitchen surfaces and kitchen sinks
 - b. Pink - toilet cleaning
 - c. Yellow - toilet hand basins
9. Please use the correct colour chopping board as below:
 - a. Red: Raw meat
 - b. Blue: Raw Fish
 - c. White: Bakery & Dairy
 - d. Yellow: Cooked meats
 - e. Green: Washed Fruit & Salad
 - f. Brown: Raw Vegetables
10. When cooking or re-heating food on site, use the food temperature probe provided to ensure the food is adequately heated. Heated food must be above 63°C when served, and during cooking the thickest part of the food must reach 75°C for thirty seconds or 80°C for six seconds. Please clean the temperature probe and wipe it with anti-bacterial probe-wipes after use.
11. Keep chilled foods in the refrigerator as long as possible.
12. Only sugar, coffee, tea, salt & pepper, tinned foods and fruit squash should be left on the premises. Any food left in the fridge short-term should be clearly labelled showing which group it has been left for, and removed by the 'Use-by' date. Hirers should provide their own tea, coffee, milk etc.
13. Best practice for washing up is:
 - Scrape food waste into the general refuse bin.
 - Wash in the left hand large sink with detergent, cloth and hot water. The water temperature should be hot enough to require the use of rubber gloves.
 - Rinse in the right hand large sink using hot water.
 - Drain and dry.
 - Change the water in both sinks frequently.
14. All wounds, injuries or rashes on hands must be covered with a blue dressing. These are provided in the First Aid box at the top RHS of corridor sliding cupboard. In case of injury while in the kitchen, an **incident form** should be completed and given to the church hire contact or a Church Warden. Copies of incident forms are provided in the office for church users and in the First Aid Box for Hirers.
15. Any dishcloths/scourers used should be discarded after each event
16. Hirers should use the grey bin to the LHS of the sink for **general rubbish**, and when full place the tied bags in the large green bin for General Refuse in the Courtyard. If it is more than half full, please take your rubbish home.

Recycling:

Put clean glass into the bin under the sink or straight into the glass caddy in the courtyard. If more than half full, please take bottles home.

Other recycling; plastic containers & paper should go into the bin by the Fridge/Freezer. (Plasticized wrappers should go in the General Bin.)

Put cardboard into the purple bin by the Frank Wright Room window.

All recycling should be put in the grey bin in the courtyard at the end of your event. If the recycling bin is more than half full, please take your recycling home. Restock with clean bin-liners.