

St. Paul's Little Eaton

Food Hygiene – Kitchen Instructions

This document provides information and instructions on the use of the kitchen facilities at St. Paul's Little Eaton 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 in the drawer and cupboard to the right of the sink.

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 cupboard provided, 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.

8. Cleaning cloths are colour coded. Please ensure that the correct cloth is used.
 - a. Blue – washing up, cleaning kitchen surfaces
 - b. Red - toilet cleaning
 - c. Green - toilet hand basins and kitchen sinks
9. Please use the correct colour chopping board as below:
 - a. Yellow: cooked meats, cheese, eggs, and cooked fish.
 - b. Green: fruit, salad and washed vegetables
 - c. White: bread and cakes
 - d. Red: raw meat
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 serving, and the thickest part of the food must reach 70°C for two minutes minimum. Please clean the temperature probe and wipe it with anti-bacterial solution after use.
11. Keep chilled foods in the refrigerator as long as possible.
12. Only sugar, coffee, tea, salt & pepper, and fruit squash should be left on the premises. Any food left in the fridge short-term should be clearly labeled showing which group it has been left for, the date when it has been left, and the date of the expected event. Hirers should provide their own tea, coffee, milk etc.
13. Best practice for washing up is:
 - Scrape food waste into the general refuse pedal 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.
 - Use bowls for small quantities.
14. All wounds, injuries or rashes on hands must be covered with a blue dressing. These are provided in the kitchen. 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 kitchen.
15. Any dishcloths/scourers used should be discarded after each event.
16. Users should use the small pedal bin for general rubbish, and when full place the tied bags into the large grey bin for General Refuse. Both should be emptied at the end of your event. Empty the recycling bin if it is more than half full. Restock with clean bin-liners. Please take your rubbish home, or use the Church dustbins, located in the churchyard, to the left of the lychgate.