



### Procedure for Storing, Preparing and Serving Food

Consult the allergy checklist before ordering hot dinners or preparing food. This must be update at least termly or when a new child starts.

1. All staff involved in storing, preparing and serving snacks or meals must have had basic food hygiene training.
2. The person responsible for storing, preparing and serving foods must carry out daily/weekly checks on the kitchen to ensure standards are met consistently and recorded on the appropriate chart.
3. Anyone handling food must wash their hands in the hand washing sink provided and dried with a paper towel before touching any food.
4. Disposable plastic aprons and gloves must be worn whilst preparing and serving breakfast, snack or lunch.
5. Anyone preparing food must cover any cuts with a waterproof plaster and long hair must be tied back.
6. Wash fruit or vegetables for snacks thoroughly.
7. Check milk cartons to ensure they are in date. Use in date order.
8. Any surface or table used for food and drink must be sprayed with an anti-bacterial solution, wipe with a blue roll or yellow cloth and allowed to dry.
9. Children must wash their hands before coming to the table to eat their snack or meal.
10. At 11.15am, a lunch-time supervisor must collect the dinner trolley and take it to its designated position.
11. Use serving utensils whenever necessary.
12. Children will be encouraged to discard unwanted food or wrappings etc in an appropriate bin.
13. All aprons must be replaced after helping a child with the toilet.
14. Waste food is disposed of daily.
15. Staff food must be kept in a separate fridge.
16. Food is stored at the correct temperature 5-8 C and is checked daily to ensure it is in date and not subject to contamination.
17. Fridge temperatures are checked daily and recorded on the fridge temperature chart attached to each fridge.
18. All cloths must be discarded at the end of each day.
19. All confirmed cases of food poisoning must be reported to the manager, Environmental Health and Ofsted.