

## SMC Kitchen and Food Hygiene Practices for Type 2 Events:

### Light Refreshments & Party Food

(e.g. including cakes, sausage rolls, pizza, chopped fruit & veg. etc.).

#### Instructions

One of the Kitchen Team to act as the Food Hygiene Lead for the Event:

1. to ensure that the Food Hygiene Practices listed below are carried out during the event, and
2. to complete a one-line-entry at the end of the Event Type 2 Section of the blue ring-binder on shelf, to record:
  - a. the Date,
  - b. the Event Name,
  - c. the Food Hygiene Lead's initials, to verify that the Practices were followed.

Kitchen and Food Hygiene Practices (Light Refreshments & Party Food)	
1	All members of the Kitchen Team to review this list on arrival.
2	Before, or when the guests arrive, the organiser to ask guests (or their parents/carers) about food allergies or other requirements and make the team aware of any specific issues. Possible available options may be suggested, while flagging items with unknown allergen content.
3	Hands to be washed often in the hand basin by the door (not in the sink): wash before food preparation, after touching potentially unclean surfaces (e.g. waste bins, door handles), coughing, sneezing, using toilet, etc.
4	All work surfaces & equipment to be wiped down before & after use using anti-bacterial spray provided under the sink.
5	Different food types to be prepared in different sections of the worksurface, with their own utensils, to avoid cross contamination between raw & cooked foods and between foods containing allergens.
6	Appropriate Cutting Boards to be used: (RED=Raw Meat, BLUE=Raw Fish, YELLOW=Cooked Meats, GREEN=Salads & Fruits, BROWN=Vegetables, WHITE=Dairy Products).
7	Packaging & food waste to be correctly disposed of after retaining any packaging labels containing allergen information.
8	Food to be covered to protect from bacteria as appropriate.
9	If any milk has been left out during the event, do not pour back into the container in the fridge as this causes the milk in the fridge to go off before its date.
10	Remove recycling to the appropriate outside bins.
11	Used Church cloths and tea-towels to be taken away to launder (External groups to leave in covered laundry bucket under the central work surface).