



## Palgrave and District Community Centre (PDCC)

### Kitchen Guidelines May 2019

Hands must be washed regularly and always after visiting the toilet, on entering the kitchen and before handling any food or equipment, between handling raw and cooked food, after eating, coughing or blowing your nose, after emptying the waste bin or after handling cleaning materials.

Nails should be short and not varnished. No jewellery should be worn other than rings that are plain bands and long hair should be tied back.

Aprons are to be worn.

Work surfaces should be disinfected using Dettol or equivalent.

Clean tea towels should be used or dishes allowed to air dry.

Reheated food must reach a temperature of 75°C and only be reheated once.

High risk foods must be left to cool for no longer than 90 minutes before storing in a refrigerator.

Cooked food: the centre of the thickest part of the food must be recorded in the log for the Lunch Club for all PDCC events.

Keep the 'fridge clean and wipe up any spilt food immediately. Do not use any strong smelling detergent as it may also make the food smell.

Monitor the 'fridge temperature and defrost regularly.

Do not leave food in the 'fridge in the hope that others may use it, take it home or dispose of it.

Do not place warm food in the 'fridge as this will raise the temperature generally.

Store raw meat and fish at the bottom of the 'fridge, away from cooked foods.

In the 'fridge food must be below 8°C.

In the freezer food must be below -18°C.

Choose the correct chopping board for the job.

Make sure the same utensils are not used for both raw and cooked food - they must be properly cleaned and used between the use for raw and cooked food.

Illness: if you are unwell in any way (sickness, diarrhoea etc.) **do not prepare food on or for use at these premises**, and all cuts should be completely covered with a blue plaster.