

Open Kitchen

HOMELESS MEALS

Food Hygiene Standards Cooks

1. Cooks must read the online manuals, and confirm they have read the manuals.
2. Cooks must take responsibility to:
 - a) Cook in accordance with the standards set out in the manual
 - b) Ensure helpers comply with good hygiene practice (hand washing and leave if ill)
 - c) Check new volunteers are told what they need to do.
3. Policies specific to Open Kitchen
 - a) All food must be cooked from fresh. No frozen food may be used in any of the main courses.
 - b) Food must either be purchased on the day of cooking, or purchased within two days of cooking and stored in a working fridge. If the fridge stops working at any time, the food must be disposed of.
 - c) We will not cook shellfish
4. Food for the shelter
 - a) Cooked rice can not be taken to the shelter
 - b) All cooked food must be packed and put in a fridge within 2 hours of cooking.
 - c) Volunteers must take food from the fridge to the Shelter within 1 hour. For volunteers taking food back when the shelter is closed, it must be re-refrigerated within 1 hour and delivered to the shelter within 3 days.
5. Supervisors must read the online manuals and take responsibility to:
 - a) Carry out opening and closing checks
 - b) Check all volunteers are healthy, and send home any volunteers who are not feeling well
 - c) Report any incidences

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Food Hygiene Standards Supervisors

1. Supervisors must carry out the Opening and Closing Checks at each meal, to confirm that food hygiene standards are being applied properly.
2. Supervisors may rely on cooks to carry out their function properly, and St Joseph's Church to carry out checks on proper working of equipment, such as the fridge, and pest control.

Opening checks

1. Kitchen surfaces and floors are clean
2. The fridge is working
3. Volunteers use cleaning material to clean the dining tables
4. Volunteers are healthy. (It is sufficient to ask them if they are feeling well)
5. Soap is available

Closing checks

1. All food is put away in the fridge
2. All washing materials and dirty cloths are put in the bags to take away.
3. All cooking equipment is put away
4. The oven, extractor fan, kettles and lights are turned off
5. We have left nothing on any of the surfaces
6. Tables and chairs are wiped clean and put away
7. Floors are hoovered (including the hall)
8. Any spillages/stains are cleaned with a damp cloth.
9. Ask the cooks whether there were any incidents, and confirm the meal was cooked in accordance with the online manual