



Kitchen

Procedure Guidelines

Fridge/freezer

Snack person to check and log temperature during the nursery session
Adjust temperature to meet regulations (fridge 1-4 c and freezer -18-20 c)
Wipe down after each session
Thoroughly clean shelves and seal around the door weekly
Dispose of out of date foodstuffs

General

All food to be wrapped or covered and labelled.
Remove polythene wrapping from milk cartons or outer cardboard packaging from products before storing in fridge
Keep door opening to a minimum
First in first out system for milk
Limit one person access to kitchen area

Food Service/Serving Person:

One person to prepare snack for all groups
Wear disposable or wipe down apron
Regular hand washing is essential
No rings or jewellery except wedding band
Blue plasters should be applied to any cuts
Do not enter toilet area or change a child while on snack duty

Equipment:

Children's dishes washed in dishwasher after each session
Chopping boards colour co-ordinated according to use
Sink washed dishes should be washed in soapy water, rinsed, disinfected with the disinfectant left on, air dried on dry rack and then stored in clean and dry location until next use
Pest control should be on at all times to enable as much ventilation as possible throughout setting

Foodstuff –

Prepared food not being served should be returned to the fridge
Soup should be stirred to ensure heat disperses throughout
Use a probe for hot food
Hot food must be served at or above 63c, re-heated food must be heated to 82c and allowed to cool
Adults handling raw egg or egg shell must wash hands immediately afterwards



Raw dirty vegetables to be washed in dirty sink (if available), then washed again in the kitchen before preparation. If no dirty sink purchase pre washed vegetables.

Storage

Seal items in wrappers or storage containers when open

Check sell by dates on all products before use

Label open food packets with the date it was opened

Cleaning

Use anti-bacterial cleaning products- 'food safe sanitizer' for surfaces

Paper towels to be used in all food preparation areas and disposed of

Use anti-bacterial soap and paper towels for hand washing

Tea towels should be washed in a separate boil wash

Wipes used for food probe after each item

Jobs

Wipe down all surfaces with disinfectant at the end of each session

Wipe kitchen sinks after each session

Mop kitchen floor daily – cleaner

Rinse floor mop on a daily basis – cleaner

Wipe inside oven, front of cooker and units once weekly

Wipe and clean microwave, kettle, toaster and the front of dishwasher and seals

Use Foodsafe recording sheets as a record of procedures

Log jobs on a daily basis

Bins

Small bins at each sink for paper towels. Paper towels to be treated as potentially contaminated waste.

General waste bin in the kitchen

Food compost bin

All bins to be emptied after each session

Reviewed on: 21.9.22