



Safer Food Procedure

A Director must review the *Safer Food Better Business for Caterers* annually and change any procedure as and when identified. The *Policy or Procedure Read/Reviewed* document, which is stored with the *Safer Food Better Business for Caterers* document should be signed each time it is reviewed.

All employees must read the *Safer Food Better Business for Caterers* when they first start and annually thereafter. The *Policy or Procedure Read/Reviewed* document, which is stored with the *Safer Food Better Business for Caterers* document should be signed each time it is read.

When planning the food requirements for the week, a *Notes to Accompany Menu* form should be completed. Details of substitute ingredients/dishes should be recorded for those children that are unable to eat the meals planned for the day. It is the Director's or Area Manager's responsibility to keep the *Known Allergies and Prohibited Foods* document up to date and to ensure it is displayed in the kitchen for all to see. This document details the children and their prohibited foods.

If a new dish/ingredient is added to the menu, it is the Director's or Area Manager's responsibility to update the Allergen Content document. This, together with the revised menu must be published on the website.

A *Record of Weekly Problems and Checks* should be completed each week. This form records any problems or changes that occur during the week. This can be completed by any member of staff. Checks listed on the *Weekly Kitchen Chores* should be signed for at 7.30 am by a member on the early shift, at 9 am and 12.30pm by the chef and at 5 pm by a member on the late shift. The *Weekly Kitchen Chores* also details other checks and when and who they should be carried out by at different times of the day.

The fridge and freezer temperatures should be recorded every working day on the *Fridge and Freezer Temperatures* form by the person on the *Weekly Kitchen Chores*.

When re-heating a previously cooked meal, the reheat temperature should be recorded on the *Re-heat Temperatures* form by whomever is reheating the dish.

The *What You Need to Know Before You Start* poster that is displayed in the kitchen, details what you need to do before and when working with food and how and when to wash hands. **This must be followed at all times.**

The Monthly Review must be completed by a Director or the Area Manager at the end of each month. If the review shows that a procedural change is needed, it their responsible to update any documentation required and to inform staff of the changes. **This must be done immediately.**

The Director responsible for Safer Food, the Area Manager, the Deputy Managers and chefs responsible for the preparation of meals must undertake a Level 2 Food Safety every 3 years.

All other staff must undertake the *Food Safety Essentials* eLearning course on the Mentor website every 3 years.

Associated documents:

- Safer Food Better Business for Caterers



Associated forms:

- Record of Weekly Problems and Checks
- Weekly Kitchen Chores
- Fridge and Freezer Temperatures
- Re-heat Temperatures
- Policy or Procedure Read/Reviewed
- Monthly Review
- Notes to Accompany Menu
- Allergen Content
- *Known Allergies and Prohibited Foods*