LARGS BAY SCHOOL CANTEEN PROCEDURES

The School Council, canteen committee and members of our school community thank you for your voluntary assistance. Please take time to read the following and feel free to ask any questions or offer suggestions for improvement.

Canteen volunteers will:

• be shown through the canteen and have the school emergency procedures explained by the Canteen Manager.
• be given appropriate instruction before tasks are done.

We ask that volunteers would:

• protect their own health and safety while working and hence not adversely affect the health and safety of others.
• report safety hazards or maintenance needs to the Canteen Manager.
• report accidents or incidents to the Canteen Manager.
• wash hands thoroughly before starting work, after visiting the toilet, handling raw food, garbage, household chemicals, and after sneezing, coughing, blowing nose or touching hair.
• wear a clean apron daily.
• avoid sneezing or coughing over food or utensils.
• not work in the canteen while ill, especially if suffering a stomach upset, infected wounds or sores.
• ensure that any cuts or sores are well covered with clean, waterproof material.
• secure and tie hair so that it does not come into contact with food.
• use the tongs, forks, scoops and paper provided to minimise hand contact with unwrapped food.
• open bags with tongs rather than with hands.
• avoid transfer of bacteria by not handling cooked and uncooked meats together.
• reheat cooked food no more than once (and thoroughly - ie at above 60°C).
• keep sandwich fillings covered when not in use to protect them from flies and airborne dust.
• not keep foods containing protein such as chicken, meat, fish and cheese at room temperature any longer than absolutely necessary.
• cover all prepared foods before refrigerating.
• clean as you go - do not use cutting boards, utensils, etc for raw food and then for cooked food without first washing them.
• wash utensils which are dropped on the floor before re-using them.
• clean up spills as they happen, whether on the floor or benches.
• wrap change in paper provided before placing in lunch order bags.

We thank you for your co-operation.