

Version table

| Version | Date amended | Amendments made |
|--------------------|--------------|-----------------|
| Version 1.0 | | |
| Version 1.2 | 11 Nov 2019 | Wording |
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Finlay Park Self-catering kitchen policies

The following policies are part of the kitchen protocol at Finlay Park Adventure Camp and applies to all visiting groups making use of the Finlay Park kitchen. When this document refers to kitchen staff, it particularly talks about members of the visiting group who operate and manage the kitchen at Finlay Park for their own group's needs.

Policies

1. Health and Personal hygiene

Policy: All kitchen staff must maintain good personal hygiene practises to ensure food safety.

Procedure: All kitchen staff must:

- a) Arrive at work clean
 - a. Long hair tied up
 - b. Facial hair trimmed and tidy
 - c. Clean clothes
 - d. Clean shoes
- b) Wash hands with soap and water
- c) Wear appropriate clothing and shoes
 - a. Upper arms and shoulders covered
 - b. Closed shoes
- d) Wear an apron on site
- e) Report illness before entering work area to their kitchen manager
 - a. Report flu like symptoms, diarrhoea, vomiting to supervisor.
 - b. Staff with these symptoms will be kept out of kitchen and serving areas
- f) Bandage and cover cuts, abrasions, or burn that has broken skin
 - a. Cover bandages on hands with gloves
 - b. Inform supervisor of all wounds

2. Kitchen Equipment and care

Policy: All food service employees will use equipment as intended by the manufacturer, in a safe way as not to cause harm to anyone or oneself.

Procedure: All kitchen staff must:

- a) Use all equipment in a safe manner as stated in the Kitchen induction document
- b) Sign and date this policy
- c) Report any fault, damage or hazard involving equipment immediately to the kitchen manager
- d) Maintain the kitchen log (chiller temperature, staff check, cleaning check)

Cleaning

Policy: All staff will clean and maintain the kitchen work area, to promote as safe and hygienic work environment

Procedure; All kitchen staff must

- a) Follow the cleaning procedures as stated in the induction document
- b) Record cleaning and sign of the cleaning diary
- c) Use the proper chemicals and substances to clean the kitchen area
- d) Only use clean cloths and tea towels meant for kitchen use.

3. Work environment and relations

Policy: All kitchen staff and casual helpers are responsible for the health and safety of themselves and others in the kitchen

Procedure; All kitchen staff must

- a) Read and sign the induction document
- b) Read and uphold these policies and procedures
- c) Create a safe and clean work environment

| Group name | | |
|-------------------|------------------|--|
| Host name | | |
| Name | Signature | I have read and understood the induction and policies (✓) |
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