

FOOD PREPARATION/HANDLING AND KITCHEN USE

As the Event Host/Committee, it is your responsibility to ensure all food preparation and handling is done properly and that the kitchen is cleaned and left ready for the next user.

Food safety during preparation and serving is of the utmost importance. Proper hand washing, hair coverings, use of gloves and dishwashing methods are critical.

Food Safety focuses on two main areas.

1. Proper management of food preparation surfaces; and
2. Ensuring that hot food is kept above 60 degrees Celsius/140 degrees Fahrenheit and cold food is maintained below 4 degrees Celsius/40 degrees Fahrenheit.

Dishwashing is properly done when the dishwashing machine is used with the high temperature and detergent. Pots and pans should be washed with a “**Scrap, Wash, Rinse, Sanitize and Air Dry**” process.

Signs have been posted in the kitchen to help remind users of the correct process

You should also ensure you understand how to operate the kitchen equipment (dishwasher, stove etc.). If you need training, please contact the BHCC Office to schedule a training session.

After your booking, the kitchen is to be cleaned, including washing the floor and emptying all the refrigerators of food and drink. Dishes are to be cleaned using the dishwasher and appropriately stored. **All garbage must be placed in the correct containers outside the kitchen doors.**

Complete the Clean Up Audit form to ensure that all tasks have been completed.

If you find any deficiencies and/or have broken anything, please let the office know so items can be replaced.