



Little Feet Childcare Centre Limited

"we care for your child"

Food Preparation & Handling Procedure

Rationale:

Little Feet Childcare Centre aims to ensure that all food are hygienically prepared and handled in the Centre by all staff and children to avoid any form of food contamination.

Food Safety Plan

- The kitchen and cooking utensils must always be kept clean.
- Green colour cloth will be used in the kitchen and the food preparation area.
- All food items once received are checked and stored properly immediately after they are delivered.
- Any food which requires refrigeration, is kept in the refrigerator or frozen except when being handled.
- Cover food, wrap or store in clean sealed containers.
- All meat must be cooked immediately after defrosting.
- All food items, while being prepared, are protected against contamination from dust, flies, rodents and other vermin, unclean utensils and work surfaces, unnecessary handling, coughs and sneezes, flooding, drainage and overhead leakage, and any other source of contamination.
- Only authorized personnel are allowed in food preparation areas.
- Food from broken packages or swollen cans, or food with an abnormal appearance or odour will not be served.
- All food items are prepared according to standardized recipes. Recipe book is kept in the kitchen.
- It is the responsibility of the cooking staff to ensure that proper food handling and preparation procedures are always followed .
- Food will be prepared and served with clean tongs, scoops, forks, spoons, spatulas, knives, to minimize handling and avoid manual contact of food during preparation and serving.
- All staff are required to wear hand gloves during food preparation and serving.
- No soiled cloths, boxes, cartons or other items that may contaminate food are placed on food preparation surfaces.
- Any leftover food from one child's plate will not be served to another child.

- All prepared food must be stored in clean, sealed containers when going for excursions or any other outing.
 - All disposable containers and utensils will be discarded after one use. Only dishwasher-safe containers may be reused.
 - Cook meat fully until it is steaming hot, all the way through and juices run clear. Reheat leftovers until steaming hot throughout, and reheat only once.
 - Separate cutting boards will be used for:
 - a) Raw meat, poultry and fish;
 - b) Fruits and vegetables;
 - c) Cooked meat, poultry and fish.
- Prepared foods must not be cut on the same board as raw food.
- Cutting boards are marked/colour coded for clear identification. Black board is used for cutting raw meat. Red board is used for fruits and vegetables. White board is used for bread and cheese and the wooden chopping board is used for slicing cooked meat.
- Cutting boards will be washed and sanitized after each use.
 - All raw, unprocessed fruits and vegetables are thoroughly washed under clean, running water before being cooked or served.
 - No raw eggs will be served. Eggs must be cooked.
 - Custards, cream fillings or similar high-protein products prepared by hot or cold processes will be kept at safe temperatures except during necessary periods of preparation.
 - All table surfaces and utensils used in food preparation shall be cleaned and sanitized prior to use. Any serving dish or utensil must be thoroughly cleaned and dried prior to use.
 - Leftover food must be dated, labelled, covered, cooled, and stored in a refrigerator.
 - Hand gloves must be worn when touching raw food.
 - All canned foods will be washed prior to opening. Can opener is washed and dried daily.
 - Food that stand for several hours at room temperature will be discarded and will not be refrigerated.