



Little Feet Childcare Centre Limited

"we care for your child"

Food Preparation & Handling Procedure [HS20](#)

Rationale:

Little Feet Childcare Centre aims to ensure that all food is 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 be kept clean at all times.
- 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.
- All food that is provided by the centre is recorded in a **Food Record Book** which kept in the kitchen.
- It is the responsibility of the cooking staff to ensure that proper food handling and preparation procedures are followed at all times.
- The menu will be displayed for parents to view and there will be a rotation of dishes according to the season and needs of the children.
- 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 and are required to change their hand gloves immediately if it gets contaminated (cleaning child's nose, picking things up from the floor and in case of doing beddings, and tying shoelaces).
- 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 Blue 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.
 - Fruits such as apples and pears must be peeled, seeds taken out and thinly sliced before serving to the children.
 - **Apple and other hard fruits and vegetables will only be served to children under 2 years of age if they are peeled and grated, cooked or mashed.**
 - 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.

Method for Defrosting Chicken

Use the microwave Chicken must be cooked immediately after you thaw it using a microwave. That's because microwaves heat poultry to a temperature between 40 and 140°F (4.4 and 60°C), which bacteria thrive in. Only cooking the chicken to proper temperatures will kill the potentially dangerous bacteria.

The temperature of the cooked chicken must be taken and recorded; the cooked chicken should reach a Temperature of 75 degrees Celsius.

Use cold water

1. Place the chicken in a leakproof plastic bag. This will stop the water from damaging the meat tissue as well as any bacteria from infecting the food.
2. Fill a large bowl or your kitchen sink with cold water. Submerge the bagged chicken.
3. Change out the water every 30 minutes.
4. Chicken must be cooked within an hour after defrosting.