

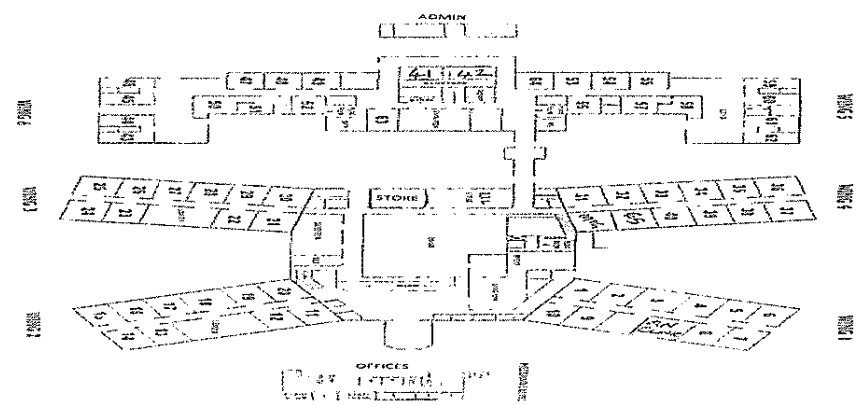


██████████ – CATERING BUDDY CHECKLIST

NAME: _____ DATE: _____

ADMIN/PAPERWORK	BUDDY INITIALS	NEW STAFF INITIALS	DATE
Introduce to other staff on site			
How to make photocopies			
How to use DECT phones			
How to transfer calls on DECT phone			
Finger Scan, Sign on book			
Rosters, Time Sheets, Leave Request, Change of Shift Forms etc			
Accident/Incident form completion – where they are located and the location of the policy, how, when, why and to whom			
Improvement logs how, when, why, to whom			
Hazard forms how, when, why, to whom			
Location of forms/phone numbers			
Logging sick calls			
How to use fax machine			
Memo folder <u>read every shift</u>			
Internal mail system			
Staff mail system			
Staff mail locations/pigeonholes/lockers			
Catering communication books explained			
Comments & complaints system			
Use/Location of Aprons			
Temperature documentation			
Maintenance book			
RAO communication book explained			
Tray forms location			
Diet sheet location			
How to update residents drink lists			
POLICIES & PROCEDURES			
Emergency Procedure Manual			
HACCP documentation explained			
Likes and Dislikes board explained			
Information of new resident paperwork explained			
Process for new admissions explained			

ADMIN/PAPERWORK	BUDDY INITIALS	NEW STAFF INITIALS	DATE
EQUIPMENT			
Use of colour coded boards			
Observation equipment and use			
Cleaning documentation			
Use of Combi – Oven			
Use of Dishwasher			
Use of Blast Chiller			
Use of Slicer			
Setting up of trays			
Setting up of tables			
Resident room tray service explained and signage			
How to take temperatures of equipment			
How to take temperatures of Food			
How to use labelling machine			
Complete all Catering Competencies required.			
Complete Observation Report			
Complete Food Safety Training			
Complete Fire Orientation			
INFECTION CONTROL			
Use/Location of Aprons, Gloves and Hats			
Contaminated bins/waste bin locations and use			
Mop colour coding explained			
Mop use explained			



Completed on date: _____

New staff signature: _____

Buddy signature: _____

Managers signature: _____

COMPETENCY TEST**TEMPERATURES**

AIM: To ensure all food, equipment, deliveries and procedures are maintained and carried out at correct temperatures.

STAFF MEMBER _____

DESIGNATION _____

	YES	NO
1. Put on disposable gloves		
2. Have probe thermometer and sanitiser wipes available		
3. Turn on thermometer		
4. Wipe probe with sanitiser wipe		
5. Place tip of probe into middle of the food source		
6. Wait for required reading		
7. Wipe excess food off probe with paper towel		
8. Wipe probe with sanitised wipe to remove bacteria		
9. Turn thermometer off		
10. Document temperature on appropriate record sheet		
11. Alert the supervisor if corrective action is required		
12. Staff member aware of correct equipment temperatures		

ATTEMPTED Date: / / Assessed by Name: _____ Sign: _____

REQUIRES PRACTICE YES ☐ NO ☐

Date: / / Assessed by _____ Sign: _____

REQUIRES PRACTICE YES ☐ NO ☐

Date: / / Assessed by _____ Sign: _____

COMPETENCY COMPLETED

Date: / / Staff signature _____

CATERING SUPERVISOR: _____ **DATE** / /

FOOD HANDLER'S DECLARATION

NAME:

DESIGNATION;

I agree to report to my manager, on the following occasions and understand that I may be required to submit samples for examination:

1. If I develop an illness involving:
 - Vomiting
 - Diarrhoea
 - Skin Rash
 - Septic Skin Lesion (boils, infected cuts, etc) however small
 - Discharge from ear, eye, nose or any site

- 2 Before commencing work following an illness involving any of the above conditions and I must submit a Medical Certificate of Fitness to Work from a Doctor.

3. On return from a trip abroad, during which an attack of vomiting and /or diarrhoea lasted more than two days.

4. I have/have not had typhoid, paratyphoid or enteric fever (for recorded purposes only). *(Delete as appropriate).*

I have read (or had explained to me) and understand the above rules on personal hygiene and have received a copy of this statement.

Signature.....Date.....

Witness.....

STAFF FOOD HYGIENE INFORMATION

RFBI is committed to ensuring that their foods are safe.

To support the development & implementation of our food safety system based on HACCP principles and as a follow up to the initial food safety training we carried out, the proprietors are providing one to one training for all staff.

If there is anything explained to you that you do not understand, please ask. Our system in food safety will only work if we have the commitment from our staff.

- No jewelry to be worn during preparation, exempt single band rings & sleepers.
- Ensure that your head covering fully covers your hair, when handling food.
- Ensure that your clothing and footwear are clean daily.
- Wash your hands regularly,
 - after handling waste;
 - after a break & before you start work;
 - after coughing, sneezing, touching your hair;
 - after eating & drinking;
 - after going to the toilet.
- Only wear gloves when handling finished product.
- Cover all cuts, burns and the like with waterproof blue band-aids.
- Fingernails to be kept clean and short.
- Report any symptoms of food poisoning. You legally have to do this.
- Clean as you go. Don't leave spillages for someone else to clean. Clean all food contact equipment after **EVERY** use.
- Make sure that the food contact equipment you are about to use is clean.
- Keep raw materials and finished products separate to avoid cross-contamination.
- The danger zone is 5°C – 60°C.
- Dispose of any cleaning cloth that is old, dirty and can not clean effectively.
- Ensure all bags of rubbish are tied correctly before placing them into the bin.
- Do not leave items in the sink.
- Ensure that the water in the sink for cleaning is hot with the detergent.
- Do not leave mops and buckets in the facility after use.
- Keep the toilets clean at all times.
- Ensure that all food containers are clean.
- Report any worn or broken food contact equipment.
- Report any structural defects to machines or the fabric of the building.
- Report any signs of pest infestations.

NameDate.....

Signature.....

Food Safety Training Course Overview

Delivery: Power Point Presentation

A Food Safety Training presentation was specifically developed for the employees of
the course covered the following topics.

- ✓ Introduction to food safety
- ✓ Present legislative requirements
- ✓ Understanding a food safety program
- ✓ Definition of food poisoning and contamination
- ✓ Identification of food safety hazards and their controls
- ✓ Low risk foods, potentially hazardous foods and high risk foods
- ✓ Understanding the 4/2 hour time rule
- ✓ Safe food storage and labelling
- ✓ Safe food handling practices
- ✓ Allergen management
- ✓ Documentation requirements
- ✓ Personal hygiene and illness