



Food Safety Program

for

Glen Waverley Uniting Church

Address:

Cnr Bogong Ave & The Kingsway

Glen Waverley 3150

Contact Person (Food Safety Supervisor):

Yan Emms

Careful Kitchen Crew (Food Safety Committee):

Kelli Benjamin, Cynthia Chin, Yan Emms, Michael Foo, Margaret Fraser,
Deb Graham, Lois Hosking, Bronwyn Lowe, Susan Stringer

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This Food Safety Program is based on the approved template –
Dept of Human Services Registered Food Safety Program Template No.3
designed by bcSmallBiz Consulting for the Uniting Church in Australia, Synod of Victoria.
It was adapted and trialed for use at Glen Waverley Uniting Church by M. Fraser,
B. Rindfleisch and J. Tulloch and was first approved by Monash City Council in 2002.

Table of Contents

Section	Title	Page No.
Section 1	<i>Organisation Details</i>	3
Section 2	<i>Food Activities - Activities we run that include food</i>	4
Section 3	<i>Training Plan</i>	5
Section 4	<i>Hazard Analysis – what could go wrong and how we prevent it</i>	10
	• Flowcharts	11
	• Control and monitoring processes	17
Section 5	<i>Standard Procedures</i>	27
	1. Food Handling Actions	29
	2. Cleaning	35
	3. Personal hygiene	41
	4. Pest Control	44
	5. People who are sick	45
	6. Measuring temperature	46
	7. Calibration of digital thermometer	47
	8. Food Complaints	49
	9. Waste disposal	49
	10. Maintenance of premises	50
	11. Food disposal and food recall	51
	12. Special arrangements for annual fete and sausage sizzles	53
	13. Reviewing this Food Safety Program - Internal audits	54
Reference	▪ Glossary of terms	57
Records and Forms	▪ Kitchen Guidelines	61
	▪ Food Safety Checklist for GWUC events using Food	63
	▪ Food Safety Checklist for GWUC Kombivan events using Food	64
	▪ Kitchen Monitoring Checklist (for Careful Kitchen Crew)	65
	▪ Refrigerator Temperature Record Chart	67
	▪ Home Cooking Guidelines	68
	▪ Food Transport Guidelines	70
	▪ Donated Food Register	71
	▪ Thermometer Calibration Record Sheet	72
	▪ Pest Control Record Sheet	73
	▪ Food Stall Guidelines	74
	▪ Quarterly Working Bee Checklist	75
	▪ Food Complaints Record Sheet	76

Section 1: Organisation Details

Organisation Name

Glen Waverley Uniting Church

Contact Person(s):

Mrs Wendy Wyatt (Office Administrator)

Organisation
Address:

Cnr Bogong Ave & The Kingsway
Glen Waverley 3150

Postal Address:

As above

Contact Person's
Phone No:

9560 3580

Contact Person's
Fax No:

9560 1735

Email:

office@gwuc.org.au

Description of the organisation:

A large Uniting Church in Glen Waverley (south-eastern suburbs of Melbourne), with approximately 1500 members. There are 5 worship services each Sunday.

About 20 Church groups and over 10 outside groups use the kitchen facilities on a regular or occasional basis.

There is an annual fete each year which includes food stalls.

The youth program includes the use of a privately owned Kombi campervan, parked on church property, for occasional preparation and serving of drinks.

We recognise the importance of the provisions of the Food Act 1984, FSANZ Food Safety Standards and other relevant regulations and will comply through our procedures as shown in this Food Safety Program.

Section 2. What food activities are we involved in?



N.B. * indicates food prepared on-site

Food Activity	Food involved
1. Leisure Time lunches (aged & isolated persons) – every Monday	Home-cooked casseroles, desserts and cakes/biscuits. Bread & butter * Cooked vegetables, tea/coffee
2. Cooe Fellowship Group lunches – every Friday	BYO Sandwiches, tea/coffee
3. Youth Group suppers & teas - Friday nights	* Variety of purchased hot & cold finger food, eg. Pizza, fish & chips, pancakes, pre-packaged biscuits, some cooking on site Canned/bottled drinks, Tea/Coffee/Milo
4. Uthies Children's Group snacks – Friday afternoons	As above
5. Annual Fete food stalls - October	Home-cooked scones, cakes (no cream fillings), biscuits Canned soft drinks, pre-packaged confectionery * Asian foods (eg. Fried rice, dim sims, noodles), sausages, hamburgers, pancakes, tea/coffee/cordial
6. Fund-raising dinners – occasional, approx 4 times per year	* Cooked meats, vegetables, salads, sweets Food purchased from caterers, and transported to church Teas/coffees, cordial
7. Morning & Afternoon teas and suppers – Sundays, committees & groups, Seniors Badminton, Adult Group, Community Hub, Mens Fellowship, UCAF, choir, concerts	Cakes, biscuits Teas/coffees
8. Special childrens events: Easter Event and Christmas Alight	Home cooked biscuits Cordial, tea & coffee
9. Communion services – every Sunday	Portions of bread/biscuit, grape juice
10. Wedding/funeral refreshments	Variety of home-cooked and purchased hot and cold finger food, tea/coffee
11. Sale of honey	Honey is bought in bulk and transferred to sterilized containers for storage and sale at church.
12. Family church service at 4.30pm – every Sunday	Hot and cold drinks * Hot and cold snack foods – prepared in church kitchen
13. Club 2010	BYO plate of food to share, Teas/coffees
14. Pancake Day	* Commercial Pancake mix is prepared in church kitchen. Pancakes are cooked on portable BBQ, served on paper plates.
15. Church Barbecues - occasional	* Meat cooked on church BBQ, salads, drinks
16. Playgroups - weekly	Parents supply snacks for their own children
17. Kombivan – youth work	Hot and cold drinks
Outside groups hiring church buildings	Hirers are provided with Kitchen Guidelines and are responsible for maintaining their own food safety standards.

Section 3: Training Plan

Part A: Coordinating the safety of our food

Name of person/s
nominated to be Food
Safety Supervisor/s:

Yan Emms

Qualifications of Food
Safety Supervisor

Yan completed the following food safety training in 2008:

1. THHGHSO1B – Follow Workplace Hygiene Procedures unit from Certificate 1 in Hospitality – Kitchen Operations
2. THHBCC11B – Implement Food Safety Procedures unit from Certificate 111 in Hospitality- Commercial Cookery

Yan also has a Bachelor of Veterinary Science (BVSc) and has worked extensively in the poultry and pork industries as a quality assurance manager, and researcher for pest control, anti bacterials and hygiene products. Currently part owner of a private veterinary practice in Camberwell.

How are they going to
learn/refresh their
knowledge and skills
about food safety?

- Previous Food Safety training and experience in food safety
- Use of Victorian Dept Human Services brochures and website, and FSANZ facts sheets and website
- Will work through the Hazard Analysis Process each year as part of the review process, assessing the relevance of existing standard procedures and amending where appropriate. This will ensure familiarity with existing hazards and control measures.
- Newsletters and other material from Monash City Council
- The Environmental Health Officer will be consulted for specific advice as necessary.

Other helpers who need
some sort of training

eg. Food event coordinators,
rostered kitchen helpers,
fete stall cooks
home cooks

- Members of the Careful Kitchen Crew (Food Safety Committee)
- Food Event Coordinators who take responsibility for food safety at food event.
- Rostered kitchen helpers who prepare and serve food in the kitchen
- People who prepare food at home, including buying of ingredients
- People who transport food in private vehicles for church activities

Part B: Training everyone

We recognise that we must take all reasonable precautions to ensure that people know their food safety responsibilities and therefore do not contaminate food or food contact surfaces.

Our Food Safety Supervisor and members of the Careful Kitchen Crew are responsible for making sure this happens at the organisational level.

Food Event Coordinators take the responsibility for food safety at individual events.

What does a Food Safety Supervisor do?

- Training & Resources – organise annual food safety information sessions and ensure sufficient quantity of food safety guidelines available at all times
- Cleaning patterns – check cleaning is being done as per instructions and schedule
- Calibration of thermometers – regular calibration
- Pest Control – monitor for evidence of pests and deal with pests if need arises
- Complaints/Issues/Food Disposal – investigate and resolve any complaints/issues
- Annual Review of the Food Safety Program – based on monitoring of food events and food safety practices. Review records will use the checklist in the Food Safety Program, and include a list of any amendments required
- Liaison with local council – registration/other issues
- Food Recall – watch for recall notices in newspaper and discuss implications with local Council

What does a Food Event Coordinator do?

- Ensure that all helpers are given relevant “Kitchen Guidelines”, “Home Cooking Guidelines” and/or “Food Transport Guidelines” and monitor to ensure that the guidelines are followed
- Use “Food Safety Checklist for GWUC events using Food” forms provided in church kitchen to record personal hygiene, food temperatures, cleaning, rubbish disposal and pest control measures. Completed forms are retained for filing.
- Clean tea towels and aprons are out before & taken away and washed at the end of the event
- Monitor personal hygiene practices and ensure that no sick people are handling food (see p.45 of FSP)
- Donated Food Register – note all donations on Donated Food Register
- Cleaning - Ensure that all cleaning is completed, as required on Kitchen Guidelines
- If it is an event not using the kitchen – use “Food Safety Checklist for GWUC events using Food” form as a guide
- Supervision of displayed/stored food so that any suspected of contamination is discarded