

How are we going to make people aware of food safety issues?

Issues	Training needs	Type and Amount of training to be undertaken
The Food Safety Supervisor and members of the Careful Kitchen Crew need to provide leadership to ensure that food safety standards are understood and maintained by all users of the church kitchen.	The Food Safety Supervisor and members of the Careful Kitchen Crew need to understand and identify food safety hazards and follow the approved policies and procedures outlined in the Food Safety Program. They also need to supervise others to ensure that procedures are followed.	A list of Food Safety Supervisor and Careful Kitchen Crew responsibilities will be prepared and distributed to those undertaking that duty. This will include the regular kitchen monitoring checklist. All members of Careful Kitchen Crew to own a current copy of the Food Safety Program. Regular meetings of the Food Safety Supervisor and Careful Kitchen Crew to be conducted and minutes recorded and filed. These meetings to include reports on kitchen monitoring, correspondence and general business related to food safety at the church. All information or other relevant matters regarding food safety issues arriving at the church office to be directed to the Food Safety Supervisor/s. This includes correspondence from the Monash City Council and the Uniting Church Synod of Victoria's working group on Food Safety. Broad general information about food safety policy and procedure to be included at the Annual General Meeting of the congregation, and a regular liaison to be maintained with the Property Committee of Church Council.
People who are involved as Food Event Coordinators or as kitchen leaders need to have a good understanding of food safety principles	Training sessions/discussions for those who are involved as Food Event Coordinators or as kitchen leaders	A list of Food Event Coordinators will be compiled by the Careful Kitchen Crew for the Church groups which use the kitchen for regular events. All church groups who regularly use the church kitchen will be required to provide representative/s to assist in the weekly kitchen monitoring and to act as a contact person for any matters related to food safety. Annual food safety training to be organised by the Food Safety Supervisor/s. This will cover food safety principles and preferably be undertaken wholly/partially in the kitchen. This will mean that direct reference can be made to procedures and equipment as discussion arises. Information from the Food Safety Program regarding food purchasing, handling, preparation, cooking and cooling, reheating, storage and transport will be included. A list of Food Event Coordinators' duties and a food safety checklist for the event to be prepared and supplied to all Event Coordinators (see Records and Forms section). Reminders given as part of a broader general discussion of the food safety process at Annual General Meeting and in group/church newsletters.

Issues	Training needs	Type and Amount of training to be undertaken
People preparing food at the church kitchen need to be following food safety principles	Food safety procedures developed by the organisation explained clearly and simply for those assisting in the kitchen	<p>Kitchen Guidelines sheets prepared and displayed/distributed to all involved in any food preparation/serving in the kitchen.</p> <p>Reminders about guidelines are given prior to and during food events by the Food Event Coordinator.</p> <p>Food Event Coordinators should be present at events for which they are responsible and should model good food safety practices</p> <p>Reminders given as part of a broader general discussion of the food safety process at Annual General Meeting and in group/church newsletters.</p> <p>Annual food safety information sessions for all church members will be undertaken.</p>
People preparing food at home need to be following food safety principles	Food safety procedures adopted by the organisation stated and explained clearly for a variety of people preparing food at home	<p>Guidelines about food preparation at home to be prepared and distributed to all involved in food preparation at home (see attached Home Cooking Guidelines), with additional copies provided to Food Event Coordinators.</p> <p>Reminders about these guideline sheets and their use are given prior to food events by Event Coordinators – on rosters, and on a regular basis during events.</p> <p>Reminders given as part of a broader general discussion of the food safety process at Congregational Annual General Meeting and in group/church newsletters.</p> <p>Annual food safety information sessions for all church members will be undertaken.</p>
People who are involved in the transport of food need to be following safe food practices	Food safety procedures for transport of food in private vehicles to be explained clearly and simply for those involved in food transport	<p>Guideline sheet for people involved in transport of food in private vehicles to be prepared and distributed to all involved in food transport (see Food Transport Guidelines). Extra copies to be made available to the Food Event Coordinator. These guidelines may need to be included with those for home-cooking for those who bring their own home cooked food to the church.</p> <p>Reminders given as part of a broader general discussion of the food safety process at Annual General Meeting and in group/church newsletters (see example attached).</p> <p>Annual food safety information sessions for all church members will be undertaken.</p>

Issues	Training needs	Type and Amount of training to be undertaken
People handling/preparing food at a stall need to be following safe food practices	Food safety procedures developed by the organisation explained clearly and simply for those assisting at stalls	<p>Guideline sheet for food stall organizers and helpers to be prepared and distributed to all involved in any food handling/preparation at food stalls (see Food Stall Guidelines). Extra copies to be made available to the Food Event Coordinator.</p> <p>Reminders given prior to the food stall event by the Event Coordinator. For the church fete, a pre-fete meeting including food safety issues will be held.</p> <p>The Food Stall Guidelines and the full Food Safety Program for Community Food Events will also be available on the day for reference.</p> <p>Reminders given as part of a broader general discussion of the food safety process at Annual General Meeting and in group/church newsletters (see example attached).</p> <p>Annual food safety information sessions for all church members will be undertaken.</p>