

# FOOD STORAGE

## ✓ DO

- ✓ Use 'food grade' containers (available from hospitality stores).
- ✓ Cover containers with tight fitting lids or food grade plastic e.g. Cling Wrap.
- ✓ Store raw food away from ready-to-eat food.
- ✓ Store raw meat on the lowest shelves.
- ✓ Store cooked and ready-to-eat food on the highest shelves.

## ✗ DON'T

- ✗ Store food in colanders, baskets or any other container with holes.
- ✗ Use second hand ice cream containers for storing food.
- ✗ Use garbage bins for storing food.
- ✗ Leave containers uncovered.
- ✗ Store food in metal containers e.g. pots, opened tins.
- ✗ Wrap food in newspaper.
- ✗ Cover food with tea towels or cloths.
- ✗ Store food in rear sheds or outside in toilet air-locks.

**Correct and safe food storage is essential for ensuring food will be safe to eat.**

For all food storage areas the following rules apply:

- Keep the area clean and not overcrowded.
- Never store food or cooking equipment on the floor.
- Store food in clean, covered containers or with protective covering that is labelled and dated.
- Rotate stock.
- Store food according to the manufacturers instructions.
- Ensure pest control is maintained.

## THE THREE MAIN AREAS OF STORAGE:

### Dry Storage

Dry storage is only for uncooked foods that do not require refrigeration. For example: uncooked rice and pasta, sugar, flour, oil, tinned foods.

- The area must not allow the entry or harbourage of pests.
- Food should be stored on shelving inside the food premises.

### Cold Storage

Keeping food cold is the best way to reduce the risk of food poisoning and to extend the life of the food.

- All potentially hazardous foods must be stored in a cool room or refrigerator.
- Check the cool room and refrigerator thermometer is working accurately.
- Regularly check the temperature of food with a probe thermometer to ensure the centre of food is at 5°C or cooler.
- Keep coolrooms and refrigerators clean and free from mould.
- Check that water and condensation do not drip onto food.
- Food is not to be stored on the floor of the cool room.

### Frozen Storage

- Check the freezer thermometer is – 18°C or cooler, working accurately and that food is frozen hard.
- Never re-freeze foods that have been thawed.
- Make sure freezers are defrosted regularly.

More information is available on the NSW Food Authority Website [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au) and on the food standards website [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

# TEMPERATURE CONTROL

## WHAT IS TEMPERATURE CONTROL?

Temperature control is the storing of foods in a manner that will reduce the chance of them becoming unsafe. It also involves using the correct practices for heating, cooling and reheating foods.

## WHICH FOODS MUST BE KEPT UNDER TEMPERATURE CONTROL?

Potentially hazardous foods are foods that may contain bacteria that can cause food poisoning or are capable of supporting growth of these bacteria or formation of toxins to levels that are unsafe for consumers.

## EXAMPLES OF POTENTIALLY HAZARDOUS FOODS:

- Cooked rice and pasta;
- Raw and cooked meat or food containing meat;
- Dairy products, for example, milk, custard and dairy-based desserts;
- Processed fruit and vegetables;
- Seafood (excluding live seafood);
- Food containing eggs, beans, nuts or other protein rich foods;
- Foods that contain these foods, such as sandwiches and rolls.

## WHICH FOODS ARE NOT POTENTIALLY HAZARDOUS FOODS?

Many preserved foods do not contain food poisoning bacteria. Also, bacteria will not grow in some types of food. Examples of food that are NOT potentially hazardous include canned/bottled food and uncooked dry products such as dry pasta, sugar and flour.

However, some foods that are not potentially hazardous can become potentially hazardous if you alter the food in some ways. For example, rice and pasta become potentially hazardous once cooked.

## WHAT IS THE CORRECT TEMPERATURE CONTROL?

You must ensure that the temperature of potentially hazardous food is either of **5°C or colder** or at **60°C or hotter** when it is **received, displayed, transported or stored**.

You must keep the processing or preparation times as short as possible with potentially hazardous foods

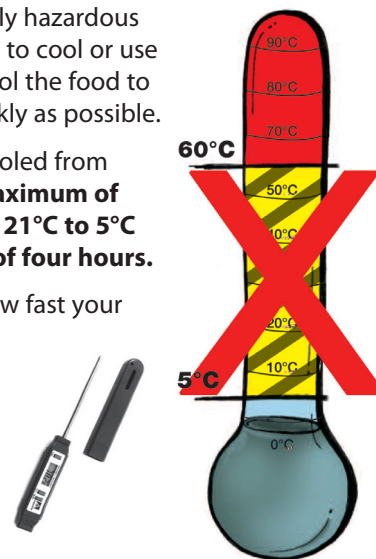
so that bacteria do not get a chance to multiply to dangerous levels or form toxins.

## COOLING POTENTIALLY HAZARDOUS FOOD

If you cook potentially hazardous food that you intend to cool or use later, you need to cool the food to 5°C or colder as quickly as possible.

The food must be cooled from **60°C to 21°C** in a **maximum of two hours** and from **21°C to 5°C** within a **maximum of four hours**.

If you don't know how fast your food is cooling, use a probe thermometer to measure the warmest part of the food, usually in the centre.



## REHEATING PREVIOUSLY COOKED AND COOLED POTENTIALLY HAZARDOUS FOOD

If you reheat previously cooked and cooled potentially hazardous food, you must reheat it rapidly to **60°C** within a maximum of **two hours**. Only reheat food **ONCE**, then it must be eaten and thrown away.

### *Check your temperatures!*

*You should check the temperature of food regularly. This includes food in hot or cold display units and food in storage.*

*Food display units should be temperature checked at least twice a day.*

*Do not rely on built-in thermometers on fridges and freezers. They do not accurately indicate the temperature of the food.*

*Regularly check the temperature of FOOD in the fridge, not just the temperature of the fridge.*

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## CLEANING AND MAINTENANCE

It is important that people working in the food industry understand that certain utensils and equipment require cleaning and sanitising in order to ensure the safety of the food, minimise the potential for the spread of harmful microorganisms and to maintain a safe working environment. The national food safety standards require a food business to ensure that certain equipment is in a **clean and sanitary** condition. This requirement applies to the following:

- Eating and drinking utensils immediately before each use, and

- The food contact surfaces of equipment wherever the food is likely to be contaminated.

This requirement is particularly important in regard to eating and drinking utensils such as cutlery, crockery and drinking glasses as well as food contact surfaces including counters, preparation benches, meat slicer/s, cutting boards and other equipment and appliances.

### DEVELOPING A REGULAR CLEANING AND SANITISING PROGRAM

For health and safety reasons it is important that a food business maintain all fixtures, fittings, equipment and appliances in a clean and sanitised condition in order to minimise the potential contamination of the food. This can be achieved by the business developing and implementing a regular cleaning and sanitising schedule specifically for the premises. The schedule should be displayed in a conspicuous location so that all staff know their individual cleaning responsibilities. The primary aim of a cleaning schedule is to prevent accumulations of grease, food waste, dirt, dust, garbage and other miscellaneous items.

There are many ways of developing a cleaning schedule or program but a good idea is to list the various pieces of equipment within the business, whether it is in the kitchen, storeroom/s, dining area, bar, rear yard, toilets, garbage/recycling areas, staff clothing, cleaning cupboard etc.

Then, in regard to the kitchen, make a practical assessment as to how regularly the particular items need cleaning and sanitising. For example, a food contact surface such as a preparation bench may need cleaning and sanitising a number of times per day whereas shelves in a dry goods storeroom or the grease filters in a range hood will need less regular cleaning.

A person's name and realistic time periods should be allocated to the specified items or places and for each specific appliance or utensil or equipment. Whether all the cleaning and sanitising is carried out by one person or is allocated to a number of people will depend on each business but all items should be included on the written cleaning schedule.

Care should be taken to use protective clothing/gloves, if required and to know the correct procedure if an accident occurs. Material Safety Data Sheets (MSDS) for the various chemicals used should be maintained in a known location. All cleaning chemicals and equipment should be stored in a designated location, generally not in the kitchen.

Remember that any cleaning schedule is only as good as the follow up supervision so each business operator should undertake regular checking of the cleaning program.

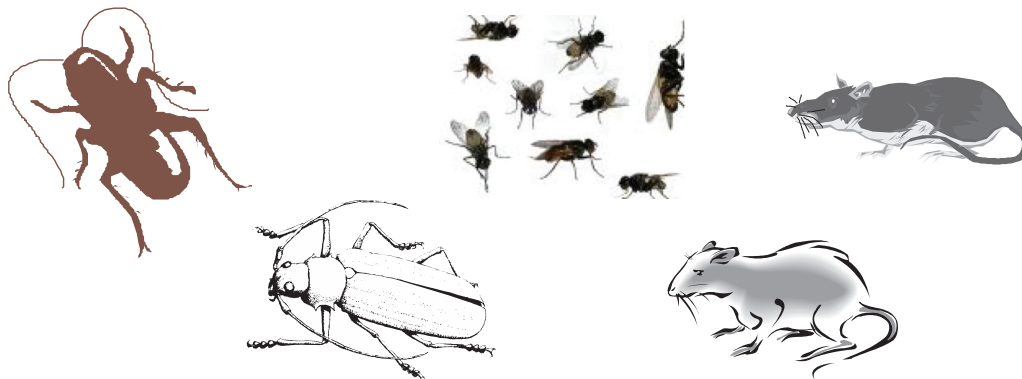
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# PEST CONTROL

## HOW DO I CONTROL PESTS?

- Make it hard for pests to enter your premises by maintaining your building and structures so that there is nowhere for them to hide, e.g. seal any holes in walls and behind equipment and around pipe work.
- Keep surfaces clean so there is nothing for them to eat.
- Check deliveries for pests and droppings and if any food is found to be contaminated refuse the delivery and contact the supplier.
- Regularly check the premises for pests by looking in cupboards where food is stored for signs such as droppings, packages with holes in the bottom and cockroaches behind refrigerators or equipment.
- Contact a licensed pest control operator to visit on a regular basis. Ensure the operator provides you with documentation proving that a pest treatment has been done.

**The pest controller should provide you with a plan of the premises showing baiting and detection points and areas of specific risk. If treating for cockroaches, at what stage these were identified / treated. A record of visits and recommendations for you to follow between visits should also be provided.**



## HOW DO I PREVENT PESTS?

- 1** Undertake a cleaning program.
- 2** Cover all food with secure lids.
- 3** Repair all holes in walls, floors and ceilings.
- 4** Place screens on doors and windows.
- 5** Remove waste regularly and store away from food operations.
- 6** Clean waste storage areas regularly.

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# PEST CONTROL

## PEST CONTROL MANAGEMENT FOR YOUR FOOD BUSINESS

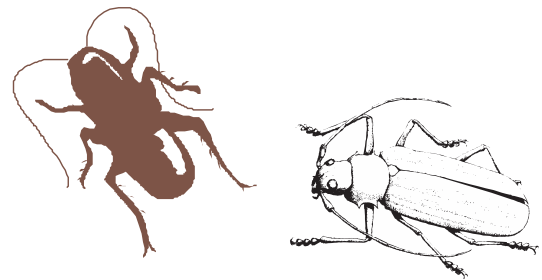
The presence of vermin and insects in or near your premises is bad for business. Insects and vermin

carry diseases. They can contaminate your food and make your customers sick.

### WHAT ARE THE MOST COMMON PESTS IN FOOD SHOPS?

#### Cockroaches

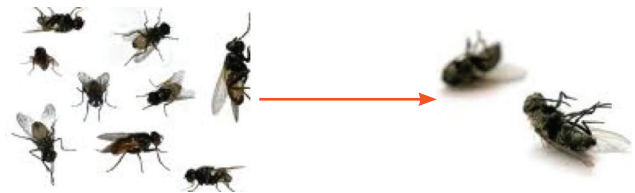
Cockroaches live and hide in sewers and drains. They like dark and moist areas, especially kitchens. Bacteria are carried on their legs, body and in their saliva. Bacteria can be transferred to equipment, utensils and eventually food, causing foodborne illness. You must make every effort to rid your premises of cockroaches.



#### Flies

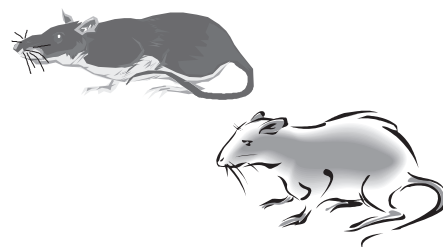
Flies lay their eggs in warm, moist places such as waste food and refuse. Their eggs can develop into maggots and then an adult fly in as little as ten days.

A fly eats by regurgitating liquid from its stomach onto the food. The liquid dissolves the solid food and the fly then mops up the liquid with its mouth. This liquid contains bacteria which are transferred onto food and equipment. A fly also carries bacteria on its feet, hair and faeces.



#### Vermin

Rats and mice can cause destruction of food crops, buildings and electrical cables, in addition to transmitting diseases. Most of the damage they do is physical, such as gnawing. Food can become contaminated by their droppings, urine and hairs. They carry bacteria from soil, waste food and refuse on their fur and feet, transferring them to uncovered food and surfaces.



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# HEALTH AND HYGIENE REQUIREMENTS

## AM I REQUIRED TO USE GLOVES?

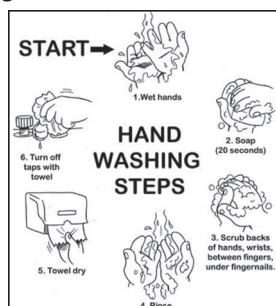
No you are not required to use gloves. In many situations it may be preferable to use utensils such as tongs or spoons.

## FOOD HANDLERS WHO WEAR GLOVES MUST:

- Still wash their hands.
- Replace gloves if broken or soiled.
- Use them for one continuous task then discard them.
- Replace gloves after using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking, handling money or touching the hair, scalp or body.
- Replace gloves with a new pair before handling food and before working with ready-to-eat food and after handling raw food.

## PRACTICAL STEPS TO PREVENT CONTAMINATION OF FOOD:

- Restrict people who are not food handlers from entering food preparation areas.
- Where other people have reasons for being in these areas, supervise them to make sure all reasonable measures are taken to prevent the contamination of food.
- Ensure food handlers have skills and knowledge in food safety and food hygiene matters relevant to their work.
- Make sure the hand wash basins are supplied with warm running water, soap and single use towels.
- Make sure that the hand wash basins are not used for anything other than washing hands, arms and faces.
- Make sure that staff has access to toilet facilities and separate storage areas for personal belongings.



## REQUIREMENTS OF FOOD HANDLERS A FOOD HANDLER MUST:

- Ensure anything from their body and clothing does not contaminate food or food surfaces.
- Prevent unnecessary contact with ready to eat food.
- Ensure clothing is clean.
- Use brightly coloured band aids that are easily seen and use a waterproof covering if they are on an exposed part of the body.
- Not eat around food or food surfaces.
- Not sneeze, blow, cough or spit around food and food surfaces.
- Not smoke in the food premise.
- Wash hands thoroughly.
- Report to management if they are suffering with symptoms of a food-borne disease or illness (such as vomiting, diarrhoea, fever or sore throat with a fever).
- Notify a supervisor if they suspect they may have contaminated food.



## HOW DO I WASH HANDS EFFECTIVELY?

Thoroughly clean the hands using soap and warm running water and thoroughly dry hands with a single-use towel.

Hand basins should be easily accessible to food preparation areas and located where the food handlers need to wash their hands.

Hands must be washed whenever they are likely to be a source of contamination.

- Before and after handling food.
- After using the toilet.
- After smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching hair, scalp or body.

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