



MERRIOTT VILLAGE HALL KITCHEN – CONDITION OF USE POLICY

Registered charity number 1209414

Reviewed 26 July 2023

Review frequency: Every two years

Food Handlers are to observe the following precautions

YOU are responsible for food safety and hygiene standards when preparing and serving food.

1. If you suspect you may have any diarrhoea or stomach upset, skin infection, or vomiting – **YOU MUST NOT HANDLE FOOD.**
2. Wash your hands thoroughly:
 - Before touching food
 - After using the lavatory
 - Before serving food
 - After handling waste/refuse
 - After blowing your nose
 - After preparing fresh meat, poultry or fish
3. Do not cough or sneeze over food.
4. Do not smoke in the kitchen or anywhere else in the Village Hall.
5. Wear clean clothes and protective apron or over-clothes at all times.
6. Use a waterproof dressing (preferably a blue one) on cuts, sores or any abrasions and keep the dressing clean. Wear a thin rubber glove if necessary.
7. Always use clean utensils suitable for the job in hand.
8. Always use a clean cloth for washing, wiping or drying.
9. Do not use broken, chipped or cracked crockery: dispose of it in the bin. Report any items disposed of as soon as possible to the booking clerk. The hirer is responsible for all breakages and damage howsoever caused.
10. Clean as you go and wipe up spillages as they occur.
11. Keep prepared foods covered and at the correct temperatures. Keep fish, meat vegetables or dairy products and foods containing them either below 8°C or, if they are cooked waiting to be stored, above 63°C. **Keep raw and cooked foods**

separate. In the fridge, cooked food to be stored above and on separate shelving to raw food.

12. Keep the waste bin properly covered at all times. All rubbish is the responsibility of the hirer and must be removed on departure and disposed of by the hirer.

13. When you have finished your preparations, please wash and dry everything you have used and put it away, and clean and disinfect the sink and work surfaces.

14. Only dry goods such as tea, coffee and biscuits to be stored on the premises, unless by prior arrangement. These should be labelled to identify the owner and be kept in sealed containers or tins with close fitting lids. All unauthorised/unidentified food will be disposed of.