



Create ★ Connect ★ Celebrate

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KITCHEN POLICY

INTRODUCTION

This procedure introduces the statement of standards and procedures, which must be followed in all kitchens throughout Future Directions CIC. Staff are to be informed of this procedure via Team Brief and by their Team Leader/Operational Network Manager. This procedure applies to all staff who are involved in the preparation, cooking or handling of food/beverages for service users.

STAFF

All staff involved with the preparation and serving of food must be trained to the appropriate level in food hygiene. All staff must practice good personal hygiene and wash hands in accordance with the Infection Control Procedure and hand hygiene guidance. Staff involved in direct personal care and food preparation must wear a plastic apron to cover clothing. All staff have an obligation to notify their Manager if they are suffering from any illness including the following:

- Vomiting
- Diarrhoea
- Gastroenteritis
- Cuts, Boils
- Skin Infections

TRAINING

All staff will receive training in food hygiene and hand hygiene at Induction. The appropriate manager will ensure that staff are up to date with refresher training during annual performance review.

CUPBOARDS

FOOD STORAGE: All dried foods, e.g. cereals, powders, biscuits, etc. should be stored, where possible, in designated labelled, airtight food containers in the cupboard, once the original packet has been opened. Staff are responsible for ensuring that: these containers are washed and air dried as soon as empty. the contents are used up completely before refilling (no topping up and must not under any circumstances be stored with other materials, e.g. cleaning agents. All foods must be stored in rotation to ensure correct use by date and date checks are made on an at least weekly basis. All food storage cupboards must be kept clean and included in the cleaning plan in the communication file.

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KITCHEN CLEANING

It is the responsibility of the person using the kitchen or supervising service users to ensure that the kitchen is tidy and all surfaces and equipment is cleaned after use in accordance with the kitchen cleaning plan. Kitchens Policy Issued: Feb 2013 Review Date: Feb 2014 (Annually) 2 Floors must be cleaned in accordance with the daily cleaning plan which is kept in the house communication file.

SPILLAGES: All spillages must be cleaned up immediately by the person responsible for the spillage or supervising staff. Other staff members and service users should be alerted verbally and by placing a wet floor sign in the area. The cooker and microwave oven must be wiped cleaned after each use or spillage by the person who has used or supervised the use of the equipment and thoroughly cleaned at least once a week according to the weekly cleaning plan which is kept in the communication file. The toaster/grill pan must be thoroughly cleaned after each use by the person who has used or supervised the use of the equipment. Sinks, surrounding areas and supporting stands must be cleaned daily. Kitchen waste bins must be foot operated, contain disposable plastic bags, have a lid and be emptied at least daily or when 2/3rds full. Waste bins should be cleaned regularly and included on the weekly cleaning plan. All cleaning products must comply with Future Directions recommended list of products and comply with COSHH regulations.

CROCKERY

Chipped or cracked crockery will be discarded safely.

DISHWASHING

Crockery, cutlery and food containers washed in the sink must be air-dried. Use of dishwashers is recommended in all areas, if available. Dishwashers must be cleaned inside weekly including the filter. The outer surface must also be cleaned weekly and following any spillage.

FOOD

Kitchen utensils must be clean and stored in a clean cupboard or drawer. If a meal is required for a service user at a time other than the appointed mealtime, the person must be offered a freshly made alternative. All meals must be served as soon as possible after preparation. Where microwave ovens are used in teaching service users, this must be under the supervision of a member of staff who is fully conversant with the safe operation of microwave ovens.

FREEZERS

Freezers should be defrosted when there is a build-up of ice or at least 4 monthly. A working freezer thermometer must be displayed in the refrigerator. Temperatures should be taken and documented on the relevant form on a daily basis. The thermostat/dial must be set so that the freezer temperature is between -18°C and -22 °C (EC 872/2004).

REFRIGERATORS

The refrigerator must be cleaned inside and out at least once a week and immediately following any spillage. This is to be included on the weekly cleaning plan. Unless self-defrosting, the refrigerator must be defrosted completely at least quarterly. All perishable foods must be dated and kept in the refrigerator. Uncooked food must be stored on the bottom shelf, with cooked items on the upper shelves. All items must be covered or wrapped and dated. Wrapped vegetables and salad may be stored in salad drawers. Unused tinned goods must be stored in designated labelled, airtight food containers and used or within 24 hours. Only food should be stored in the refrigerator. A working fridge thermometer must be displayed in the refrigerator. Temperatures should be taken and documented on the relevant form on a daily basis. The thermostat/dial must be set so that the refrigerator temperature does not exceed 8°C (EC 872/2004). Refrigerators must be checked daily by staff and defects reported to the Housing Association/Landlord or Team Manager as appropriate.

WASTE FOOD

Waste food must be segregated and discarded through the Household Waste System.

VENTILATION

Where mechanical ventilation is provided, this must be in order to remove stale air and condensation and to create a good environment. Special attention must be given to heat sources such as water boiler/cooker/dishwasher and cleanliness of ventilator. Kitchen doors must not be wedged open. All equipment should be on a planned preventative maintenance rota.

FIRE BLANKET/ EXTINGUISHER

Fire blanket or fire extinguisher must be easily accessible within the kitchen.

CLEANING EQUIPMENT

National colour coded cleaning equipment and materials for use in the kitchen must be stored in the designated area or cupboard and not in the kitchen.

DEFECTIVE EQUIPMENT

Defects or faults in kitchen equipment or work surfaces, damaged wall, ceiling and floor surfaces and fans must be reported to the Housing Association/Landlord as appropriate. Defects and faults will also be identified during environmental inspections.