

Food Handling – Procedure PO160

1. SUPPORTING DOCUMENTS

The Licensing Criteria for Early Childhood Education and Care Services 2008 (Amended 2026)

2. FOOD HANDLING

Cross-contamination spreads bacteria and allergens.

Everything we touch (including our own bodies) harbours potentially harmful bacteria.

Anybody (child or adult) who handles food in the centre must first wash and dry their hands thoroughly and/or rub sanitizer solution into their hands.

You must re-sanitize your hands if you stop what you are doing with food and touch something else, for example:

- Pass someone a pen
- Check the roll
- Wipe a child's nose (or your own)
- Sneeze
- Touch your hair or face
- Wash a child's face

3. WHEN PREPARING OR EATING FOOD

Do not:

- Test food temperature with your fingers
- Test food temperature with the same spoon you are using to feed the child
- Touch bottle teats on your arm when testing
- Eat the food you are preparing while you are preparing it
- Lick your fingers
- Lick the utensil you are using to mix the food

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- Touch anything else (unless you re-sanitise your hands before returning to the food preparation/baking).

4. KITCHEN HYGIENE

- Ensure all food preparation surfaces are clean and hygienic before you begin food preparation.
- Keep all surfaces clean and hygienic throughout food preparation.
- All kitchen appliances must be kept hygienic at all times; oven, stove top, fridge, toaster, frying pan, dishwasher, etc.
- Cover all pre-prepared food until serving.
- The fridge must keep a steady temperature of 4 degrees.
- Families who supply yoghurt, meats, sandwiches containing meat, rice, pasta, etc. in children's lunches should put the named food items in the fridge.
- Any left-over yoghurt, meats, sandwiches containing meat, rice pasta, etc. must be discarded or returned to the fridge after lunch or any time they are offered to the child but not eaten.
- Baby's bottles are to be thoroughly cleaned and sanitised between uses.
- All tea towels, hand towels and cloths are to be placed in the laundry at the end of each day. Usually these are changed several times throughout the day.

5. KITCHEN SAFETY

- Children may help with food preparation in the kitchen if they are closely supervised by an adult.
- A maximum of 3 children are allowed in the kitchen at one time.
- Children are not to come close to or handle hot implements.

Document information – Office use only	
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