



Policy No: CE-POL-032/1.4/2015

## Food Handling and Storage Policy

**Custodian:** Management  
Committee

**Custodian Contact:**  
[dl.5363.administration@schools.sa.edu.au](mailto:dl.5363.administration@schools.sa.edu.au)

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**Approved By:** Burcu Subasi  
Chairperson

**On behalf of the Management  
Committee.**

**Approval Date:** 19/11/25

**Next Review Date:** 19/11/28

**Supersedes:** Food Handling and  
Storage Policy version 1.3

### 1 Purpose:

Our Centre aims to protect the safety and wellbeing of our staff, children and families. Therefore, we aim to have adequate procedures and policies in place to ensure the safe handling and storage of food in accordance with Food Standards Australia and New Zealand Regulations.

### 2 Scope:

Approved Provider (at this service we have 2 Approved Providers-DfE and the Management Committee)  
Nominated Supervisor  
Responsible Persons  
Cook  
Educators  
Children & Parents  
Students & volunteers

### 3 Supporting Documents:

[Healthy Food Supply and Nutrition Policy](#)  
C.a.F.E. Enfield Children's Centre Food Safety Program  
[Parent Handbook](#)  
[SA Health Food Safety Guidelines for food service to vulnerable persons](#)

### 4 Policy Details:

The Centre is required by law to develop and maintain a comprehensive Food Safety Program (FSP) which details all of the operational elements and procedures related to the safe storage, preparation and handling of food. To ensure compliance with Australian national food and safety standards the FSP, records and

practices of the Centre are subject to annual internal review and external audit by a regulatory Food Safety Auditor.

All food handlers are required to apply the operational elements of the Food Safety Program relevant to their position and responsibilities.

The Approved Provider will ensure that there is a Food Safety Supervisor with the relevant qualification within the service. Together with the Assistant Director they will be responsible for managing the Centre's food operations and food safety program.

## **5 Procedures:**

### **Food Handler: Legal obligations**

All employees or volunteers who directly engage in the handling of food, or who handle surfaces likely to come in contact with food are considered 'food handlers' and as such have legal obligations under Standard 3.2.2 Division 4 of Food Standards Australia and New Zealand Regulations. Food handlers must:

- Advise the Director or Assistant Director prior to their shift (if possible) if they are suffering from, are a carrier of, or have symptoms of a food-borne illness.
- Take all reasonable measures to handle food and food contact surfaces and equipment in a way that will not compromise safety and suitability of food.
- Wash their hands (for minimum 20 seconds) with soap and running water in designated hand washing facilities whenever their hands are likely to be a source of contamination of food and specifically:
  - Before handling food
  - After using the toilet, changing nappies or dealing with other bodily fluids
  - After handling raw meat
  - Immediately before handling ready to eat food, and
  - Immediately after smoking, coughing, sneezing, using a tissue, eating, drinking, touching hair, scalp or a body opening

### **Food Handler skills and knowledge**

Food handlers and supervisors of food handling are required to have skills and knowledge in food safety and food hygiene matters appropriate to their work activities. These will be documented as part of the FSP in the food handler safety skills register:

- The cook will hold a relevant food safety certificate
- At least 1 staff member is required to hold Food Safety Supervisor Certificate
- All food handlers will complete a food safety training program as approved by Port Adelaide Enfield Council (Eg "I'm Alert" -) as part of their induction. This will be updated regularly.

- The Centre will provide staff with relevant food safety information and this will be displayed in key areas around the Centre including the kitchen

### **Purchase and Receipt of Food**

- The Centre only purchases food that would be reasonably expected to be safe and suitable from both retail and wholesale food businesses. The Centre will maintain a list of these suppliers. If a supplier changes, then the Centre will ask the supplier to provide documentation proving that they can provide safe food.
- Food will only be purchased that is appropriately packaged and within use-by dates
- Food purchased from retailers is protected from contamination during transport to the Centre by the use of protective containers and/or bags.
- The cook or other person receiving delivery of food will check a sample of food deliveries for:
  - Damaged packaging, expired dates or signs of contamination
  - Frozen goods will be checked to ensure they are hard frozen
  - Potentially hazardous foods will be checked (using a probe thermometer) to check the temperature is at 5°C or below. If the temperature is above 5°C the supplier will be contacted immediately. Checks and action will be recorded on Record 2: Food Receipt (in the kitchen).

### **Food Storage**

- For storage and reheating of breast milk refer to information from the [Australian Breastfeeding Association](#)
- For storage and preparation of refer to the [resource sheet](#) from Food Standards Australia New Zealand.
- Ensure the food storage area is well cleaned, ventilated, dry, pest-free and not in direct sunlight.
- Potentially hazardous foods must be stored under temperature control
- All foods (dry, cold and frozen) will be used by the FIFO rule (first in first out). This will allow a rotation of food to make sure older stock is used first.
- Store dry foods on shelving, in sealed, air-tight containers
- Any food removed from its original container must be stored in a container with the use by date of the food written on it
- Store raw and cooked foods separately. NEVER store raw foods on top of cooked foods as juices may drip down and contaminate the cooked food.
- Store food once it has sufficiently cooled down. Foods cool quicker in smaller, shallow containers.
- Fridges and freezers need to be cleaned regularly and door seals checked to be in good repair.
- The operating temperature of fridges and freezers need to be recorded daily. The thermostat and all portable thermometer devices will be calibrated annually.

## **Food Preparation**

Ensure food does not become unsafe during preparation by adhering to food handling fundamentals with regard to:

- Time and temperature control of potentially hazardous foods
  - Follow the 2 hour/4 hour rule
  - Food is thawed either under refrigeration, or in the microwave and then consumed or cooked (thoroughly) within 4 hours
  - Recording the cooked temperature of food to ensure it is above 75°C
  - Recording the temperature of food reheated in the microwave to ensure it is above 60°C
  - Cooling food quickly
- Food handler health & hygiene
- Good food handling practices

## **Food Service**

- Ensure food is always served in an hygienic way using tongs or other utensils
- Do not eat over foods that will be served
- Keep food covered
- Don't leave perishable foods in the temperature danger zone for longer than 2 hours
- Keep foods cold in a freezer, or fridge below 5°C until you are ready to cook or serve. Eg if you are serving salads, keep them in the fridge until ready to serve.
- Keep hot food in an oven or stove, above 60°C until you are ready to serve.
- Refrigerate leftovers as soon as possible within 2 hours.

## **Food Handling Areas**

- The Centre will maintain the premises, fixtures, fittings and equipment in working order and a good state of repair
- The Centre will maintain food handling areas and equipment in a clean and sanitary condition.
- The cook and other staff utilising the kitchen will be responsible for following the cleaning and sanitising schedules ( as prescribed in the FSP).
- The Centre will implement a range of measures to minimise the risk of pests from the premises (see FSP for specific measures)

## **6 Related Legislation and Regulations**

Food Safety Standards for Australia 2011

- [Standard 3.3.1 – Food Safety Programs for Food Service to Vulnerable Persons](#)
- [Standard 3.2.2 Food Safety Practices and General Requirements](#)
- [Standard 3.2.3, Food Premises and Equipment](#)

Food Safety Act 1991

Food Standards Australia and New Zealand Regulations 1994

Education and Care Services National Regulations 2011  
State  
Food Act 2001  
Food Regulations 2017  
Work Health and Safety Act 2012 (SA)

## 7 Definitions of Terms:

**Food handler-** anyone involved in the preparation or service of food

**FSP-** Food Safety Program

**FSANZ-** Food Safety Australia and New Zealand

**NHMRC-** National Health and Medical Research Council

**Potentially hazardous food** -food that has to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food.

**temperature control** means maintaining food at a temperature of 5°C, or below as this is necessary to minimise the growth of infectious or toxigenic microorganisms in the food so that the microbiological safety of the food will not be adversely affected for the time the food is at that temperature; or 60°C or above.

## 8 References:

Food Standards Australia and New Zealand website, accessed on line 23/10/25 at url: <http://www.foodstandards.gov.au/Pages/default.aspx>

SA Health- Food & Safety guidelines for Food Service to vulnerable persons 2024, accessed online 23/10/25 at url:sahealth.sa.gov.au

National Health and Medical Research Council, 2024, *Staying Healthy :preventing infectious diseases in early childhood education and care services* (6<sup>th</sup> Edition)

*Safe Food Australia: A Guide to the Food Safety Standards (4<sup>th</sup> Edn)*, 2023, FSANZ

SA Health Fact Sheet [Feeding Babies and Food Safety Fact Sheet](https://www.sahealth.sa.gov.au/wps/wcm/connect/5514158047d940a7ac79adfc651ee2b2/Feeding+babies+and+food+safety+Fact+Sheet.pdf?MOD=AJPERES) accessed on line (17/6/22) at url: <https://www.sahealth.sa.gov.au/wps/wcm/connect/5514158047d940a7ac79adfc651ee2b2/Feeding+babies+and+food+safety+Fact+Sheet.pdf?MOD=AJPERES>

## 9 Reviewing Strategy and History:

Review should be conducted every 3 years to ensure compliance with this procedure

Version No.	Reviewed By	Approved By	Approval Date	Review Notes
1	Staff and Management Committee	Management Committee	9/12/15	Existing policy brought into New format Updated referencing

1.1	Staff and Management Committee	Management Committee	21/3/18	Updated hyperlinks & referencing Reviewed in conjunction with Food Safety Program
1.2	Staff and Management Committee	Management Committee	20/5/20	Minor content change Updated hyperlinks & referencing Reviewed in conjunction with Food Safety Program
1.3	Staff and Management Committee	Management Committee	21/9/22	Minor content change to regulations section Updated hyperlinks & referencing Changed review period to every 3 years Reviewed in conjunction with Food Safety Program
1.4	Staff and Management Committee	Management Committee	19/11/25	Minor content change Inserted statement about Food Safety Supervisor Updated hyperlinks & referencing