

# Food safety checklist for using and supplying donated foods

## Receipt of food donations

- Foods with an expired 'use by' date must **not** be accepted, used as ingredients in meals or passed on to people
- Check that the foods you are receiving are of good quality and that food packaging is in good condition
- Check that you have all the relevant allergen information. Foods without allergen information should not be accepted.

## Food storage

- Always follow the manufacturer's instructions for the correct storage of foods e.g. in a fridge or freezer which is operating at the correct temperature
- Keep raw and ready to eat foods apart. Store ready to eat foods such as washed salad or cooked meats above raw foods
- Keep track of when food should be used or thrown away
- If you are making meals for delivery or collection the food must be **stored correctly** until it is delivered or collected.

## Food preparation

- If you are handling both raw and ready to eat food, you must think carefully about how food preparation is separated to reduce cross contamination risks
- Always wash fresh fruit and vegetables before use (unless the packaging states its 'ready to use')
- Always read any cooking instructions and make sure food is properly cooked before you serve it
- Food can only be reheated **ONCE**. Reheated foods should reach a minimum of 75°C for at least 30 seconds
- Food which is held hot for service must be held above 63°C
- If food requires cooling it should be cooled as quickly as possible ideally within 90 minutes
- You must ensure foods are prepared safely; this is particularly important for people with allergies or intolerances.

## Food delivery

- If you are delivering hot food, you must ensure the food is kept hot until it is delivered e.g. using clean insulated delivery bags
- If you are providing meals that the customer can re-heat themselves, you **must** provide the correct storage and cooking instructions with the food
- You must provide consumers with the correct allergen information on request. Pre-packed foods **must** have the allergen information supplied with it
- Foods must be protected from any risk of contamination during delivery e.g. using clean vehicles and transport containers.

## Cleaning

- Food handlers need to wash their hands regularly with hot water, soap and dry them hygienically e.g. paper towels
- Food preparation surfaces must be cleaned before you start any food production and in between tasks
- Clean the surface thoroughly with hot soapy water or a degreaser before rinsing. Then use an anti-bacterial spray to kill bacteria. Check the manufacturer's instructions for the correct contact time and dilution rate (if applicable)
- Cleaning cloths ideally should be single use or boiled washed. Cloths must not become a source for cross contamination.