

Catering and Hygiene Policy re the Easter Centre - June 2018/Updated Jan 2019

### Training

For all catering events, the lead person must have a Level 2 catering Certificate. These can be done online via SAFAS at a reduced cost of £15 plus VAT.

All helpers who will be involved in food preparation or who may have access to food, must have a level 1 Catering Certificate. For those who do not have access to a computer or who would prefer more personal training, a training session can be arranged (ideally for a few people) whereby the training can be done and the test can be done via a laptop.

Level 2 Certificate holders should also complete the free Allergen on line course via <http://allergytraining.food.gov.uk/english/> .

Where helpers are only involved in clearing up, washing up etc and will have no contact with food that is to be served/eaten - no catering certificate is required.

For internal cooking such as Guides, where young people are being trained on the preparation of food, then the Leader will have to have a Level 2 Certificate - if Guides wish to apply for a certificate this can be done via SAFAS online.

### Food Preparation

Where the food is being served to the public eg The Atrium Café/Christmas Kitchen, then all dishes that include meat, eggs, rice and fish must be prepared and cooked on the EC premises. Vegetable dishes and cakes may be prepared and cooked at peoples homes and brought in.

Where food is being served for a St. John's family event eg Harvest Supper, then ideally food is prepared and cooked on the EC premises. However, it may be cooked and prepared at home by those who hold a Level 2 Catering Certificate. A procedure sheet, including relevant temperature of food, will be need to be completed and brought in with the food and which should be retained for 1 month.

For a private event eg Christening tea, family party, the person who is responsible for the preparation of food must complete a Level 1 Certificate. They must also be made aware of the relevant opening and closing procedures. However, when the private event involves a member of the St John's team who holds a certificate eg a funeral tea, then no further certificates/procedure training is required.

All food probes to be calibrated on a monthly basis with a record kept.  
Temperatures of fridges to checked on a monthly basis with a record kept.  
Deep clean to be undertaken as necessary with maximum interval of 4 months.