

STJOHN'S HOME PREPARATION GUIDELINES AND PROCEDURES

To comply with food safety regulations when providing a meal to be served to a church family group we must show 'Due Diligence'.

It is also a legal requirement to keep records of all food purchased, where it was bought from and the date.

Generally this is done by keeping the receipts but there is space on the bottom of this form to record it, if necessary.

When preparing and cooking food at home please follow the basic rules outlined below :

- sanitize all work surfaces you are going to use
- wash hands before and during preparation as necessary and after handling raw meats and eggs
- be aware of cross contamination from raw and cooked meat
- -make sure food is thoroughly cooked
- cool quickly if it is to be reheated later and keep in fridge until ready to be transported
- transport hot food carefully and quickly
- state all allergens in the dish (ie lupin, gluten, nuts, dairy, eggs, fish, soya,celery, mustard).

Dish Name

Allergens.....

Date Food Purchased.....

Date Dish Prepared.....

Where and when food purchased.....

Please Complete the attached Form SC 3 re cooking/cooling/reheating records.

signed _____ dated _____

This form and Form SC3 to be retained in the Easter Centre for 1 month from date of the event.