**Food Handling Policy**

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| **Document Number** | ACC16 |
| **Version** | Draft 0.2 |
| **Scope/applies to:** | All staff and volunteers |
| **Date Approved** |  |
| **Approved by** |  |

**Purpose**

Shared meals are a mechanism for bringing people together in our community and food is a necessity for living well. The purpose of this policy is to ensure food prepared, served and/or distributed by us is safe for human consumption.

**Policy**

Our food is prepared, stored and distributed in accordance with the Food Act 1984 (Victoria) and the Food Safety Guidelines of Australia and New Zealand.

* Our kitchen is a registered kitchen (Darebin Council)
* Staff and volunteers who supervise cooking have a food handling certificate.
* Staff and volunteers overseeing cooking and/or food distribution take care to ensure food is kept safe in line with best practice.
* Ingredients are labelled when food is pre-prepared and/or stored for future use.
* Appropriate refrigeration/freezing is provided on site.
* Used by dates are observed.
* Appropriate food handling equipment (gloves, tools etc.) is available and used for food preparation and distribution.
* All events with food for sale are registered with **Foodtrader.**

**Definitions**

**FoodTrader** is the statewide registration and notification tool for people selling food in Victoria from temporary and mobile premises.

**Related external documents**

* Food Standards Australia New Zealand
* Food Act 1984 (Victoria)