

Managing Food Safety for Voluntary Lunch Clubs – for Supervisors



Name of Supervisor

Name of Lunch Club Date of Lunch

Please tick the boxes to confirm that lunch was provided following these practices. Provide any additional information that may help describe what is done more accurately. One of these sheets should be completed each time there is a lunch club and held as a record for at least 12 months.

Transporting Food to the Lunch Club

All food is covered and in clean containers.

Tick ✓ Additional Information

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The food is transported as quickly as possible.

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Storing Chilled Food Safely

All chilled foods are put in the fridge immediately after bringing them to the hall and the fridge/s is/are always kept clean and tidy.

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We check the fridge/s temperature/s to make sure they are between 1-4°C.

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All the food in the fridge is covered and within its date marking and we always segregate raw and ready to eat foods in the fridge.

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Storing Frozen Food Safely

All frozen foods are kept frozen solid (at -18°C or below).

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We ensure that all frozen food is wrapped, labelled and within its date marking.

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The freezer/s is/are always kept clean and tidy.

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Avoiding Contamination

We always prepare raw and ready-to-eat foods separately, using separate equipment and keep them covered and separate when stored.

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We always wash our hands between different tasks.

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We never allow any pets or animals into the kitchen when preparing food for the lunch club.

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We are aware of people with special diets and so do not use any ingredients that are allergens for them.

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Personal Hygiene

Tick ✓ Additional Information

We always wash our hands thoroughly before handling food and in-between different tasks.

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We all wear a clean apron when we prepare food.

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We always follow good personal hygiene practices.

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We have all attended a food hygiene awareness course.

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Cooking & Hot Holding

We always check food to ensure it is cooked thoroughly.

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We always make sure that the food we prepare and cook is within its date marking.

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We only hold hot foods for short periods (less than 2 hours) and any leftover food is disposed of immediately after lunch is served.

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Cleaning

We always clean and disinfect equipment, utensils and all hand and food contact surfaces before use and regularly between different foods and activities.

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We use a clean dish cloth daily and when we use tea towels we change them regularly throughout the day.

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We store all cleaning products in a cupboard away from food and we always make sure that food is put away prior to cleaning.

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We always clear and clean as we go.

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Pest Control

We check the kitchen at the hall for any signs of pests.

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If we ever find any problems we inform our contact for the hall immediately.

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Signature of lunch club supervisor

Any Issues and what we did to resolve them

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