



*The Anglican Church of Australia*

GENERAL SYNOD



# **The Anglican Church and Food Safety**

A Handbook for Volunteers  
in the Safe Handling of  
Food for Fundraising  
and Social Events

---

## Foreword

This handbook has been published by the National Anglican Resources Unit (NARU) as part of its Training and Development Program for Anglican Dioceses. Launched in 2006, the program has been designed to assist dioceses to provide relevant and practical training to parishes and other diocesan ministries. Diocesan representatives will be trained in key areas such as Food Safety, Occupational Health & Safety, Risk Management and Managing Staff and Volunteers.

This handbook compliments “The Anglican Church and Food Safety” Guide, which provides comprehensive advice and procedures to assist organisations comply with Food Safety laws. This handbook and the guide were key resources used in the national Food Safety Workshop held in Melbourne on April 27th 2006.

Special thanks are due to Beth Kennedy for granting the licence to reproduce this guide for Anglican use and for the expertise she has provided during training.

For more information about NARU and this handbook, contact:

Tracey Matthews (NARU Manager)  
C/O General Synod Office  
PO Box Q190, QVB Post Office,  
Sydney, NSW, Australia 1230  
Ph: (02) 9265 1525 or  
[tracey.matthews@anglican.org.au](mailto:tracey.matthews@anglican.org.au)

Copyright © 2005 Beth Kennedy Consulting Pty Ltd  
PO Box 220  
Wamuran Q 4512

Maintaining food safety is a legal requirement, and is an important part of providing safe, quality food to our customers. If you knowingly provide food that is not fit for human consumption, or people attending our food fund raising or social events get food poisoning or find foreign bodies in the food, the organization could be prosecuted.

Good food hygiene and quality are everyone's responsibility. The reputation of this organization and the safety of our customers is in your hands.

This booklet is your introduction to hygiene and food safety. It is your responsibility to read it carefully and to put into practice what you have learnt. If you don't understand something, or if you see anything that puts the food to be served at risk, please advise the Food Safety Supervisor or Event Co-ordinator.

## What YOU need to know as a food handler

Food handlers need to have skills and knowledge in food safety and food hygiene that relate to their work activities.

This means that you need to know how to safely perform the tasks you undertake. For example, if you are responsible for storing and handling ingredients of meat and salad rolls or cooling/re-heating pre-prepared meat dishes, you must know how to do this safely. You should be able to answer the following questions after you have read this booklet:

### *The quick skills and knowledge test*

- 1. What temperature should hot food be kept at?*
- 2. What temperature should cold food be kept at?*
- 3. When should you wash your hands?*
- 4. What are the health and hygiene obligations of a food handler?*
- 5. What are potentially hazardous foods?*
- 6. How do you know when chicken, sausages and hamburgers are cooked properly?*
- 7. Why should raw and cooked foods be separated?*
- 8. Should you wear hair covering and/or gloves when preparing food?*
- 9. How long can potentially hazardous food be safely kept in the food danger zone?*
- 10. What is the safest way to thaw frozen food?*

You need to know what tasks you will be required to perform for each and every food event. Do you have the necessary skills and knowledge of what you will be required to do, and how to perform these tasks safely?

***Don't Risk the Success of Your Food Fundraising Event or Social Gathering by Making Someone Ill !***

## Protection of Your Customer's Health is Your Legal Responsibility

When preparing and serving food to the public, it is your responsibility and obligation to ensure the food you are serving is safe.

The law is a complex subject and most acts and regulations affecting the food industry can be difficult to comprehend. However, ignorance of the law is no defence in the event of a prosecution, and all volunteers should make special efforts to understand the legislation that affects them, particularly the *Food Safety Standards*.

### What is Foodborne Illness?

Foodborne illness often presents itself as flu-like symptoms such as nausea, vomiting, diarrhoea, or fever - many people may not recognize the illness is caused by bacteria or other pathogens in food.

Foodborne illness happens when a person becomes ill from eating food that contains a biological, chemical, or physical hazard. A foodborne outbreak occurs when two or more people experience the same illness after eating the same food.

Many of us don't think about food safety until a food-related illness affects them or a family member. We often think that we have a "tummy bug" or the flu, when in fact it is the food we have eaten that has made us sick.



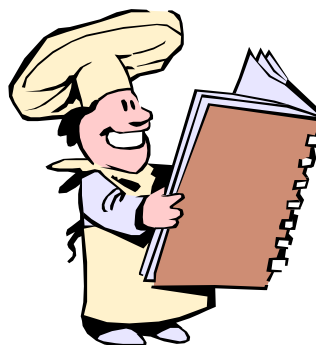
## The Causes of Foodborne Illness or Food Poisoning

Hazards are harmful substances that when found in food can cause foodborne illness. Hazards can be:

- Chemical
- Physical
- Microbiological

### Chemical, Physical and Biological Hazards that Cause Foodborne Illness

Chemical Hazards	Physical Hazards	Microbiological Hazards
Additives Detergents Sanitizers Pesticides Naturally occurring fish or plant toxins Medications Industrial Chemicals (e.g. freezer refrigerants, veterinary drugs and fertilizers) Environmental Contaminants (e.g. pesticides on fruit)	Pests (i.e. bodies, droppings, webbing, larvae/eggs and feathers) Glass, stones, pests, wood, metal, bones, dirt, cigarette ends, flaking paint, grease, oil and toothpicks Plastic, bristles, bits of cloth and paper Metal, screws, wire False fingernails, jewellery, hair, buttons, soiled bandages	Bacteria Viruses Parasites Moulds, Yeasts, Fungi



## Germs and food poisoning

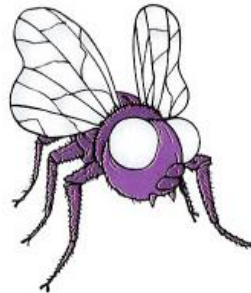
Most food poisoning is caused by germs (bacteria). Bacteria may be present on products when you purchase them. Food poisoning germs are found everywhere but especially on and in:



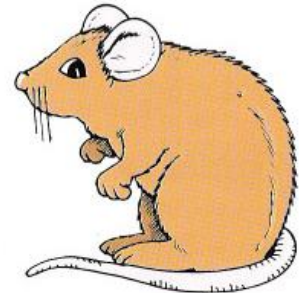
*Raw food*



*People*



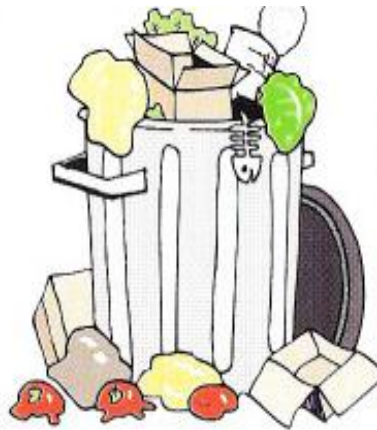
*Insects*



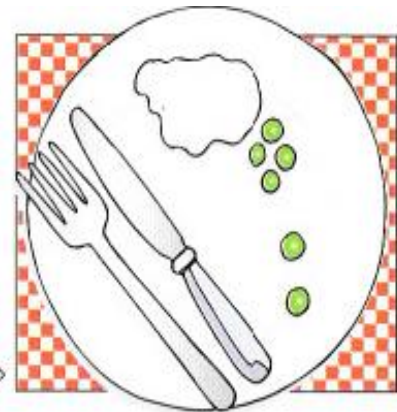
*Rodents*



*Pets*



*Refuse*



*Waste Food*

Some people are at higher risk of becoming ill due to food poisoning than others - very young children, pregnant women, the elderly and people with a compromised immune system are at greatest risk — some will even die of food poisoning.

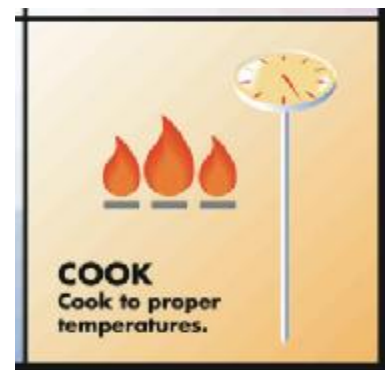


There are also three conditions that can lead to foodborne illness:

- Time-temperature abuse
- Cross - contamination
- Poor personal hygiene.

One of the most critical aspects of preventing bacteria multiplying to unsafe numbers in food is that of time and temperature. In addition to the right time and temperature conditions, bacteria need food, oxygen, moisture, and the right acidity levels in order to grow and spoil our food. To prevent the growth of bacteria you must remember:

- You need *Food* in the first instance - bacteria grow in high-risk and potentially hazardous foods. Examples of these include cooked and raw meat, chicken, turkey, fish and other seafood, milk and milk dishes, egg dishes, stocks and sauces made from meat juices, pasta, rice and potato salads, cooked rice.



- The food needs *Oxygen* (think about food that is sealed in airtight cans, and why this is generally able to be stored for lengthy periods).

### WHERE IS THE DANGER ZONE?



- You need to provide *Moisture* - remove sufficient water, and bacteria can't multiply. Hence, dehydration is a form of food preservation. Once reconstituted, care will need to be taken to prevent bacteria growing.
- The right *Temperature* and enough *Time* for the bacteria to grow.

Bacteria grow best in temperatures between 5°C and 60°C - the "Danger Zone". In favourable conditions, bacteria double their number every 10-20 minutes. Considering that there will probably be more than one bacterium to begin with, the amount of time that high-risk food is left in the danger zone is crucial to food safety.

## ***Keeping food safe***

### **Hygiene**

- Wash hands frequently, before and after each task.
- Never use the same chopping board for preparing raw meats and ready to eat foods
- Wear a hairnet or hat, gloves and a clean apron

### **Keep food out of the temperature danger zone**

- Follow the 2-hour rule: Food may spend no more than 2 hours in the temperature danger zone. The 2 hours includes the time it takes to purchase, store, prepare, and serve the food.

### **Store food at the proper temperatures**

- Refrigerate potentially hazardous foods as quickly as possible
- Use thermometers to make sure refrigerators are working properly.
- After food has been prepared, hold hot food at 60°C or higher and cold food at 5°C or lower.

### **Cool foods properly**

- Cool foods to 21°C within two hours and to 5°C within a further four hours.
- Divide large amounts of food into smaller shallow containers (approximately 5 cm deep) and place in refrigerator so that cold air can completely circulate around each container.
- Thaw frozen foods in the refrigerator
- Refrigerate eggs, do not store at room temperature

### **Purchase and use thermometers in your kitchen**

- The only way to tell if a food is in the temperature danger zone is to take the temperature of the food. Buy several thermometers and use them often to check that the food is at a safe temperature.
- To ensure that foods, particularly hamburgers, are adequately cooked to a safe temperature, always test with a food thermometer.

## Personal Hygiene

Health statistics clearly indicate that microbial contamination is the greatest risk to food safety. Food poisoning bacteria can be found: on the hands, in cuts, boils, sores and spots, in the stomach, in the hair, ears, nose and mouth, and on clothes.

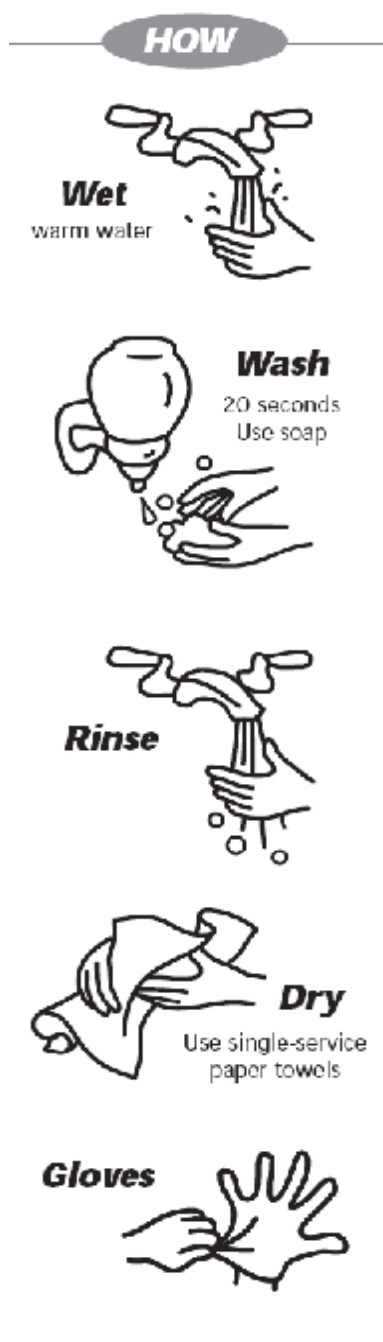
Food handlers are an important source of food poisoning bacteria. According to the World Health Organization, among the most important causes of food-borne illness are errors in food handling and preparation. Outbreaks of food-borne diseases can be reduced if food handlers understand the importance of correct personal hygiene and hygienic food practices.



## Hands

Hands are the main vehicle for transferring food poisoning bacteria to high-risk food. For this reason, hands – like equipment – must be kept clean and washed frequently throughout the day. Many think that hand-washing is common sense, but each person may have their own way of washing. In order to successfully remove the majority of harmful microorganisms from hands, there is only one proper way to wash hands.

### *Wash your hands*



### **WHEN**

***Wash your hands before you prepare food or as often as needed.***

#### *Wash after you:*

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

***Do not touch ready-to-eat foods with your bare hands.***

Use gloves, tongs, deli tissue or other serving utensils.  
Remove all jewelry, nail polish or false nails unless you wear gloves.

#### ***Wear gloves***

when you have a cut or sore on your hand  
when you can't remove your jewelry

#### *If you wear gloves:*

- ▶ wash your hands before you put on new gloves

#### *Change them:*

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

## Avoid Cross Contamination

During preparation, there are many ways food may become contaminated or temperature abused. It is necessary for all staff/volunteers to follow good personal hygiene and food safety. Strategies for all stages of preparation, including cutting/slicing and thawing are necessary to ensure that the risk of contamination and temperature abuse is reduced. Remember to:

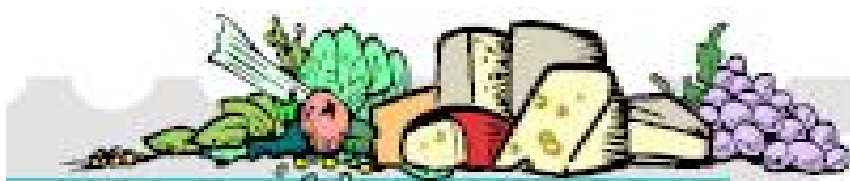
- Separate raw and ready to eat foods to avoid cross-contamination.
- Clean and sanitize cutting boards, meat slicers and utensils between tasks or every 2 hours if doing the same task. Consider using different coloured boards for raw foods (meat, chicken, fish) and those that are ready to eat (lettuce, tomato, fruit etc).
- Minimize the time food spends in the temperature danger zone. For example, when cutting large batches of potentially hazardous food, such as chicken, take only one container of chicken out of the refrigerator at a time and then place back in the refrigerator before bringing out additional meat for preparation.
- Minimize cross-contamination. When preparing large volumes of food, assign one person to focus on the cutting or slicing for the duration instead of many people doing multiple tasks at one time.

### Remember !!

You must advise your Food Safety Supervisor/Event Coordinator before you start handling food if you:

- Feel ill (especially if you have sickness or diarrhea, a bad cold, sore throat or discharges from the ears, eyes or nose).
- Have food poisoning, cuts, septic spots, boils or other skin infections
- Have been in close contact with someone with food poisoning or sickness and/or diarrhea.
- And—do not handle food until you receive a medical clearance.

Never use broken, chipped, dirty or defective equipment or utensils.



## Purchasing

Safe food handling begins with the initial step of purchasing the raw and pre-prepared ingredients from the food store. To demonstrate due diligence should the need arise, you will need to ensure that you purchase your supplies from reputable food suppliers who have systems in place to ensure their food is safe for sale. The food you purchase may be delivered by the food store or wholesaler themselves, in which case you will need to consider the following aspects.

In order to minimize the time spent in the temperature danger zone (5°C to 60°C), shop for potentially hazardous foods such as meat, poultry, seafood and dairy products, just before you make the return trip to the kitchen.

To prevent cross-contamination, place meat, poultry, and seafood in plastic bags separate from ready-to-eat foods such as fruits and vegetables. Keep potentially hazardous foods cold during transportation. Avoid stops along the way. Drive directly to the kitchen where the foods can be refrigerated. During hot weather, place the food in an esky in your car if the trip to the kitchen will be longer than 30 minutes. Refrigerate the food immediately once you arrive at the kitchen.



If the food is purchased from a vendor or wholesaler and delivered directly to your kitchen you will need to:

- Check that the food packaging is not damaged and there is no obvious sign of pest presence.
- Use a thermometer to make sure refrigerated food is 5°C or below if chilled, or at or below minus 18°C if frozen, before accepting the food.
- Look at the vehicle – make sure it is clean and that it is not used for transporting anything other than food - e.g. it is not used to carry animals or chemicals.
- Check the “best before” or “use by” date – if the “use by” date has passed the food may have spoilt.



## Using a food thermometer

One of the critical factors in serving nutritious, wholesome food is controlling bacteria. Bacteria grow very slowly at low temperatures, multiply rapidly in mid-range temperatures and are killed at high temperatures. You need to be careful to cook foods to the correct temperature to prevent foodborne illness.



Using a thermometer is the only reliable way to ensure safety and to determine the “doneness” of beef and most other foods. To be safe, a product must be cooked to an internal temperature high enough to destroy any harmful bacteria that may have been in the food. Many food handlers believe that visible indicators, such as colour changes in the food, can be relied on to determine whether foods have been cooked long enough to ensure bacterial destruction. However, recent research has shown that colour and texture indicators are not reliable.

The only certain way to know when meats such as chicken, sausages and hamburgers are cooked properly is to use a food thermometer.

When cooking large cuts of meat the thermometer should be inserted into the thickest part of the meat, away from the bone, fat and gristle.

## Food Preparation

### *Slicing and Cutting*

Clean and sanitize cutting boards, meat slicers and utensils between tasks. Use different coloured boards for raw foods (meat, chicken, fish) and those that are ready to eat (lettuce, tomato, fruit, etc).

Minimize the time food spends in the temperature danger zone. For example, when cutting large batches of potentially hazardous food, such as chicken, take only one container of chicken out of the refrigerator at a time and then place it back in the refrigerator before bringing out additional meat for preparation.

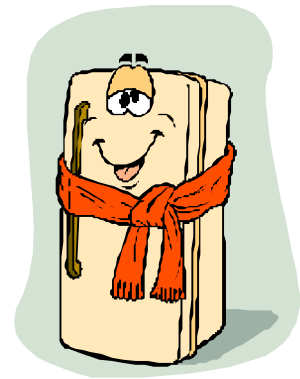
### *Thawing*

Safe thawing may be accomplished in one of four ways:

1. Thaw food in the refrigerator at 5°C or less.
2. Thaw meat and poultry on the lowest shelf in the cold room or refrigerator – this will ensure that any leakage does not contaminate other foods.
3. Thaw in a microwave oven only if the food will be cooked immediately afterward.
4. Thaw food as a part of the cooking process. This is only acceptable for thick foods like hamburgers, but is not suitable for large foods such as roasts or turkeys.

### *Cooling*

1. Place food in the refrigerator at 5°C or lower.
2. Don't overfill the refrigerator. Cool air must circulate to keep food safe.
3. Divide food and place in shallow containers. Slice roast beef or ham and layer in containers in portions for serving.
4. Divide large cooked chicken or turkey into smaller portions or slices and refrigerate. Remove stuffing from cavity.



### *Holding*

Improper holding practices may give bacteria the time and temperature necessary to multiply to disease causing numbers. Hold hot food at 60°C or higher; hold cold food at 5°C or lower. Use prepared food as quickly as possible.

Use hot holding equipment such as a slow cooker, a bain-marie or hot holding cart **only** for holding food and **not** for cooking or reheating.



Cover and label cooked foods. Include the preparation date on the label.

### *Cold salad/sandwich preparation*

When preparing foods such as tuna, egg, pasta, potato, ham salads or sandwiches, consider the following strategies to reduce the time food spends in the temperature danger zone:

1. chill all ingredients before beginning preparation;
2. prepare salads in small batches, then refrigerate.

### *Cooking*

Whether you are grilling, frying, baking, sautéing, or roasting food, follow these guidelines to assure safe cooking:

1. use a calibrated food-grade thermometer to take the internal temperature of the food.
2. In order to reduce time spent in the temperature danger zone, consider cooking food in small batches.



## **Cleaning and Sanitizing**

It is important that people working in the food industry understand that certain utensils and equipment require **cleaning and sanitizing** in order to ensure the safety of the food, minimize the potential for the spread of harmful microorganisms and to maintain a safe working environment.

**Cleaning** refers to the removal of visible items such as food particles, dirt, dust and grease and is usually carried out using warm water and detergent. Cleaning is not designed to remove all micro-organisms but merely removes the visible items such as dust, dirt, food spillage, food particles, grease, etc.

**Sanitizing** refers to the process which reduces the number of microorganisms to a safe level and this is usually undertaken using hot water and/or chemicals.

**Sterilizing** involves the destruction of all microorganisms. Note that

eating and drinking utensils and food contact surfaces are not required to be sterilized.

### *Do I need to know how to clean and sanitize?*

Anyone who works in the preparation of food or comes into contact with cutlery, crockery, preparation benches, cutting boards, etc, needs to know how to clean and sanitize.

### *How can I clean?*

The standard procedures for routine cleaning involve the following:

- Pre-clean - this involves scraping, wiping or sweeping away food scraps and rinsing with water.
- Wash using hot water at about 60°C and detergent to remove grease and dirt. The use of water at this temperature will require protective gloves.
- Rinse off any loose dirt or detergent residue.



### *How do I sanitize?*

The next step in the process is to sanitize to reduce the number of germs. Sanitizing, or it may be called disinfecting, in the practical context of food premises can be carried out using either hot water or chemical sanitizing. Chemical sanitizers are generally either chlorine-based products, quaternary ammonium compounds or iodine based compounds. Some sanitizers are toxic and must be rinsed off. The use of chemical sanitizers should be in accordance with the manufacturer's specification in regard to the dilution rate, contact time and safety precautions, as well as safe storage arrangements.



Hot water sanitizing can be achieved by immersing the article or equipment in hot water at a temperature of 70°C for at least 30 seconds. The articles or items should then be allowed to air dry.

## Remember!

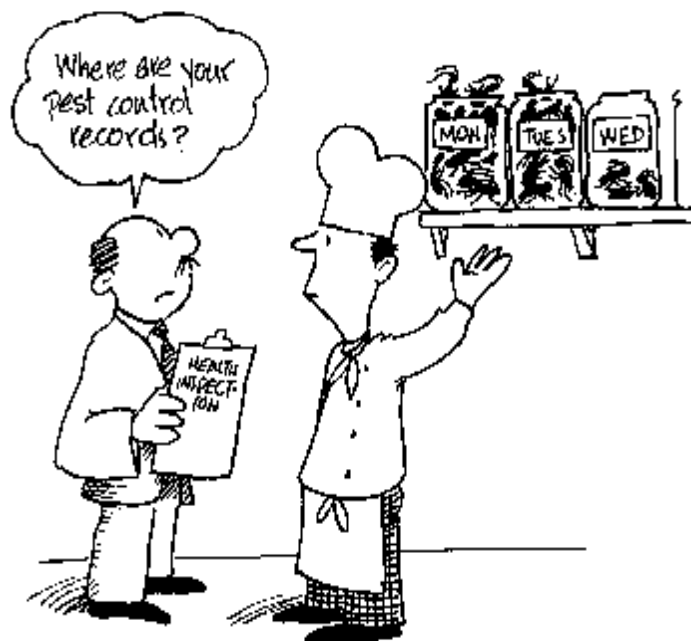
- Clean and sanitize work surfaces before preparing food.
- Clean the raw food areas last. This will ensure that you do not transfer the germs from the raw food area to the ready-to-eat food area.
- Always follow the manufacturer's instructions when using cleaning chemicals.
- Never leave open food about during cleaning.



## Pest Control

Pests, such as rodents and insects, carry microorganisms that can cause disease. Pests are attracted to the food and warmth of a kitchen. It is easier to prevent pests from entering a kitchen than to remove them once they have come into the area. Use the following strategies to keep pests from entering the kitchen:

- Cover holes in screens or walls to prevent pests from entering the kitchen.
- Keep all rubbish outside and away from the building in a secure rubbish bin.
- Clean all spills as quickly as possible.



Below is a list of 12 essential tips for you to use to protect against foodborne illness when purchasing food.

## Shopping:

1. "Best before" and "use-by" dates should be taken seriously, out of date products should not be purchased and should be reported to the Food Safety Supervisor or Event Coordinator. If packaged food is found to have gone "off" before the "best before" date on the package, or if damaged packaging is discovered, it should be returned or reported to the Food Safety Supervisor or Event Coordinator. Don't use out-of-date food or food which is showing signs of spoilage or staleness. Unfit, mouldy, rancid, foul smelling, slimy or sticky food must not be used.



2. The sale of misbranded, mislabeled, and contaminated food should be reported to relevant authorities. Reporting incidents can help authorities identify and punish errant retailers and reduce the recurrence of these incidents.

3. When working as a volunteer you should always be clean and wear a clean apron. Make a visual check that cutlery and other equipment looks clean and tidy. This is a good indicator of your hygiene standards for your customers who like to know that those processes "behind the scenes" may be consistent with what is on view.



## Storage:

4. Separate raw foods, especially meat, fish and seafood from cooked food in the refrigerator. Store foods wrapped or properly

covered. Always unwrap or debox food deliveries carefully, ensuring string, metal, plastic, wood or staples do not end up in the food.

5. Do not put very hot food in the refrigerator, as this will cause the refrigerator temperature to rise.
6. Store cans, packets and bottles in a cool dry place, and protected from insects and rodents.
7. Do not use canned goods that are dented, leaking, bulging or rusted. These are warning signs that dangerous bacteria may be growing in the can.
8. Always store food at least 15cm off the floor—this will allow you to see if pests are visible, and allow for easy cleaning under food storage shelves.

### **Food Preparation:**

9. Remember to always wash hands before preparing food, and between each task. Equipment used to prepare raw foods must be washed thoroughly after use and always before being used to prepare foods which are already cooked, or are to be consumed raw. Bacteria can be spread throughout the kitchen and get onto cutting boards, utensils and counter tops.
10. Never use flysprays when there is open food about and clean all food surfaces and equipment after use.
11. Hot food should be very hot, and cold food should be chilled.
12. Avoid using any foods left at room temperature for more than 2 hours. Particular care needs to be taken about food prepared in large quantities, in advance or under difficult conditions—at meetings, large social events, outdoor events etc. Store food at the proper temperatures. Remember the food danger zone, where bacteria can multiply in food that is left between 5°C and 60°C for long periods.

## THE 10 POINT CHECKLIST TO AVOID FOOD POISONING

1. Food poisoning occurs when germs on the outside and inside of food are consumed.
2. Food contamination can occur at any time during the storage, preparation or cooking process.
3. Make sure your groceries get home to the fridge quickly.
4. Keep cold food cold (less than 5°C) and hot food hot (over 60°C).
5. Thaw foods in the fridge/microwave.
6. Bacteria can be easily transferred between humans and food, and between foodstuffs (e.g. raw meat and salad).
7. Wash hands, utensils and bench tops with hot soapy water.
8. Rinse fruit and vegetables under cold running water.
9. Cool hot foods in the fridge, not on the bench.
10. Reheat leftovers to steaming hot.

## **FOOD SAFETY POLICY**

It is the policy of the Anglican Church of Australia that where food is provided as an aspect of our ministry, irrespective of whether food is sold or provided free of charge, the food served is of a consistent high quality, prepared and delivered in such a way that it complies with Australian Food Safety Standards and the relevant Food Act within the State or Territory in which the event is being carried out.

We are committed to high standards of food handling and hygiene. This will be achieved by:

- Complying with all relevant standards, acts and regulations that apply in each State and/or Territory of Australia;
- Providing good quality, safe food;
- Ensuring all staff and volunteers have the skills and knowledge required to fulfil the responsibilities and tasks assigned to them at Food Events;
- Maintaining the premises and equipment in good working order;
- Keeping the premises and equipment clean;
- Maintaining good pest control management practices;
- Monitoring food handlers to ensure good hygiene practices;
- Dealing with approved food suppliers;
- Ensuring that quality assurance measures are maintained for the food and services provided.

This policy is endorsed by:

---

(Signed on behalf of the Governing Body)

Date: \_\_\_\_\_

## READ AND COMPLETE

After you have read this booklet, please complete and sign this page and the copy for retention by your Parish/Organisation and give the copy to your Food Safety Supervisor/Event Coordinator to file.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I have read and understood the contents of this booklet.

I agree to abide by the Food Safety Policy of this organization, and to follow good hygiene principles and food safety requirements when preparing food at any food fund raising or social event.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

