



Food Handling, Preparation and Storage Policy

Royal City Cooperative Preschool acknowledges the need for safe and effective procedures surrounding foods as a necessity to ensuring the continued health and safety of our students and staff.

Food Handling Policy

- Anyone serving snack must have a Food Handlers Certificate approved by Public Health
- Food handlers must not work when they are ill with a respiratory or gastrointestinal infection (vomiting or diarrhea) and/or have an infected cut on their hand
- Food handlers must wash their hands with soap and warm water:
 - Before starting work
 - When returning to work from a break
 - After using the washroom
 - After handling raw meats or vegetables
 - After handling garbage or garbage containers
 - After coughing, sneezing, blowing or wiping their nose
 - After completing any other activity that may have contaminated their hands
- Paper towels should be used to dry hands after washing
- If a food handler has a cut, rash, or burn on the hand, it should be covered with a bandage and protected by disposable gloves worn over top.
- If food handlers are wearing gloves, they must wash their hands before and after wearing them. Gloves must be changed after each use and whenever they become contaminated.
- Food handlers should wear clean outer clothing, abstain from having long fingernails, wearing nail polish and wearing jewelry and wear clean head gear that confines their hair.
- Child care providers who have diaper-changing responsibilities must not prepare food. One staff member shall be designated as the food handler for every programme session.
- To ensure personal safety of food handlers, first-aid and fire safety equipment must be located on site

Food Preparation Policy

- RCCP does not serve any foods that are not prepared at the school
- RCCP is a nut-free facility
- Food should be prepared in an area where food handlers have easy access to wash their hands

- Raw fruits and vegetables must be washed under cold running water
- Tops of cans must be washed prior to cans being opened
- Food handlers will wash their hands prior to preparing food, when changing from raw to cooked food, or from raw to ready-to-eat food.
- Food handlers will avoid hand contact with food by using clean utensils to mix and serve food.
- All dishes, utensils, cutting boards, surfaces and work areas must be cleaned and sanitized after each use to prevent cross-contamination of food and work surfaces.
- All utensils food handlers use to taste food during preparation must be cleaned and sanitized before each use.
- A thermometer will be placed in the fridge and food handlers must make sure the temperature is maintained at 4°C (40°F) or colder. The temperature of a freezer should be less than -18°C. Food handlers must have equipment repaired immediately or report any problems to the Board of Directors.
- Leftover food that was put out in serving bowls must be discarded.
- When serving food, it should be placed on plates or napkins and not directly on the table.
- Utensils will be used whenever possible to avoid hand contact with food.

Food Storage and Pest Control Policy

- Food must be stored in dry, well ventilated areas at least 15cm from the floor
- All food must be covered to protect it from contamination
- Food containers and covers must be made of durable leak proof, non absorbent, food grade material. Foods such as rice or cereals should be transferred immediately to insect and rodent-proof containers with tight-fitting lids.
- Storage cupboards must be checked daily for signs of spoilage, spillage, infestations and rusty, dented or swollen cans with corrective action taken immediately.
- Food should be rotated in order of purchase – first in, first out
- Cleaning materials must be stored separately from foods

Sanitization Procedure (Three-Compartment Sink)

Food Handlers will:

1. Scrape remaining food off the utensils.
2. Wash the utensils in the first sink in a detergent solution.
3. Rinse the utensils in the second sink in clear water at a minimum temperature of 43°C (110° F).
4. Sanitize the utensils in the third sink for at least 45 seconds, using one of these methods:
 - In clear water at a minimum temperature of 77°C (170°F) or
 - In a solution of 100 parts per million chlorine at 24°C (75°F)* or
 - In a solution of 200 parts per million quaternary ammonium at 24°C (75°F) or
 - In a solution of 25 parts per million iodine solution at 24°C (75°F).

* This is approximate 2 ml (1/2 tsp) of bleach for every litre (4 cups) of water
5. Air-dry utensils on a drain board or rack.

Note: If you use hot water for sanitizing, you must use a probe thermometer to make sure the water is kept at the proper temperature. This water is very hot. Be careful not to burn yourself when placing items in the water. Use racks or tongs to remove items.

