



PROCEDURE FOR PREPARING FOOD

The context in which this sample is to be used is described on page 54. All staff must remember to wash their hands before preparing food.

BREAKFAST - 8:00 AM

1. Bring in milk from outside and place in fridge.
2. Take blue freezer blocks out of freezer and place in cool boxes.
3. Wash and sterilize table top surfaces and other kitchen surfaces.
4. Lay tables for breakfast.
5. Lay out cereals, spreads and prepare toast.
6. At approximately 8:30 AM, or when children have finished breakfast, clear table.
7. Wipe and sterilize all table top surfaces.
8. Wash up all crockery, cutlery and jugs.
9. Wipe and sterilize all kitchen surfaces.
10. Sweep and mop kitchen floor.

LUNCH TIME - 11:30 AM

1. Wash and sterilize table top surfaces.
2. Lay tables for lunch.
3. Lay out children's name cards, in key groups.
4. Serviettes to be placed on tables.
5. Prepare packed lunches.
6. Set up waste food table.
7. 11-11:30 AM main lunch arrives from meals on wheels (if food arrives early place in oven).
8. All members of staff serving meal must wash their hands again, put on aprons and tie their hair back where necessary.
9. 11:30 main lunch time meal is served.
10. While children are eating their first course, dessert has to be served.
11. Fresh fruit to be washed and cut up, if a child dislikes dessert.
12. Clear tables
13. Wash up
14. Wash and place blue freezer blocks back in freezer.
15. Clean cool boxes
16. Empty waste bin
17. Prepare tea-time food
18. All food must be covered and refrigerated where necessary.
19. Sweep and mop floor