



NORTHERN BMX

FOOD SAFETY POLICY & PROCEDURE



1. POLICY OBJECTIVE

Northern BMX Club is committed to providing safe and high-quality food to all members, guests, and visitors through our canteen operations. This policy outlines the club's commitment to complying with all relevant food safety regulations and best practices to prevent foodborne illnesses and ensure consumer confidence.

2. SCOPE

This policy applies to all aspects of food handling within the Northern BMX Club canteen, including:

- Food purchasing, receiving, and storage
- Food preparation and cooking
- Food display and service
- Cleaning and sanitation
- Pest control
- Staff training and hygiene

3. RESPONSIBILITIES

- **Canteen Manager:** The Canteen Manager is responsible for overseeing all food safety practices within the canteen and ensuring compliance with this policy.
- **Canteen Staff:** All canteen staff are responsible for following food safety procedures and maintaining a clean and hygienic work environment.
- **Club Committee:** The Club Committee is responsible for providing resources and support to ensure the effective implementation of this policy.

4. FOOD SAFETY PROCEDURES

4.1 Purchasing and Receiving

- Purchase food from reputable suppliers who meet food safety standards.
- Check deliveries for quality, freshness, and correct temperatures.
- Store food promptly and at appropriate temperatures.

4. FOOD SAFETY PROCEDURES (CONTINUED)

4.2 Storage

- Store raw and cooked foods separately to prevent cross-contamination.
- Use appropriate containers and labeling for food storage.
- Follow the "First In, First Out" (FIFO) principle for stock rotation.
- Monitor and record refrigerator and freezer temperatures regularly.

4.3 Preparation and Cooking

- Wash hands thoroughly before handling food and after touching raw meat, poultry, or eggs.
- Use separate cutting boards and utensils for raw and cooked foods.
- Cook food to the appropriate internal temperatures to ensure it is safe to eat.
- Keep hot food hot and cold food cold.

4.4 Display and Service

- Protect food from contamination during display and service.
- Use clean utensils and serving dishes.
- Provide handwashing facilities for customers.

4. FOOD SAFETY PROCEDURES (CONTINUED)

4.5 Cleaning and Sanitation

- Clean and sanitize all food contact surfaces, equipment, and utensils regularly.
- Follow a cleaning schedule and maintain records.
- Dispose of waste properly.

4.6 Pest Control

- Implement a pest control program to prevent infestations.
- Monitor for signs of pests and take appropriate action.

4.7 Staff Training and Hygiene

- Provide food safety training to all canteen staff.
- Ensure staff understand and follow personal hygiene practices, including:
 - Washing hands frequently
 - Wearing clean clothing
 - Covering cuts and wounds
 - Not working when sick



5. COMPLIANCE

- The canteen will comply with all relevant food safety legislation and regulations, including the Food Standards Australia New Zealand (FSANZ) Food Standards Code.
- The canteen will maintain records of food safety practices, including temperature logs, cleaning schedules, and staff training records.

6. MONITORING AND REVIEW

- The Canteen Manager will regularly monitor food safety practices and conduct internal audits.
- This policy will be reviewed annually or as required to ensure its effectiveness and compliance with current regulations.

7. REPORTING CONCERNS

- Any concerns regarding food safety should be reported to the Canteen Manager or a member of the Club Committee - admin@nbmx.com.au

By adhering to this policy and procedure, Northern BMX Club aims to provide a safe and enjoyable ⁶ dining experience for all.

GLOSSARY

Canteen: The food service area within the Northern BMX Club where food and beverages are prepared and served.

Canteen Manager: The designated individual responsible for overseeing all food safety practices within the canteen and ensuring compliance with the policy.

Canteen Staff: All individuals working in the canteen who are responsible for following food safety procedures and maintaining a clean and hygienic work environment.

Cleaning: The process of removing visible dirt, debris, and food particles from surfaces, equipment, and utensils.

Cleaning Schedule: A documented plan outlining the frequency and methods for cleaning various areas and equipment in the canteen.

Club Committee: The governing body of the Northern BMX Club responsible for providing resources and support to ensure the effective implementation of the food safety policy.

Cold Food: Food that needs to be kept at temperatures below 5°C (41°F) to prevent bacterial growth.

Compliance: Adhering to all relevant food safety legislation and regulations, including the Food Standards Australia New Zealand (FSANZ) Food Standards Code.

Contamination: The presence of harmful substances or microorganisms in food that can cause illness.

Cooking: The process of preparing food by applying heat to ensure it is safe to eat.

Cooling: The process of reducing the temperature of cooked food quickly to prevent bacterial growth.

Cross-Contamination: The transfer of harmful bacteria from raw food to cooked or ready-to-eat food.

Customer: An individual who purchases and consumes food or beverages from the canteen.

GLOSSARY

(CONTINUED)

Display: The presentation of food items to customers for selection and purchase.

Disposal: The proper handling and discarding of waste materials to prevent contamination and maintain hygiene.

FIFO (First In, First Out): A stock rotation method where older food items are used or sold before newer ones to ensure freshness.

Food Contact Surfaces: Any surface that comes into direct contact with food, including cutting boards, utensils, and equipment.

Foodborne Illness: Sickness caused by consuming contaminated food.

Food Handling: Any activity involving the preparation, storage, display, or service of food.

Food Safety: Practices and procedures implemented to ensure the safety and quality of food, preventing contamination and foodborne illnesses.

Food Safety Regulations: Laws and guidelines established by Food Standards Australia New Zealand (FSANZ) to ensure food safety.

Food Standards Australia New Zealand (FSANZ): The governing body responsible for developing and enforcing food safety standards in Australia and New Zealand.

Food Standards Code: A comprehensive set of standards and regulations governing food safety practices in Australia and New Zealand.

Freezer: A refrigeration unit used to store food at temperatures below freezing point to preserve its quality and safety.

Freshness: The quality of food being in its optimal state for consumption, free from spoilage or deterioration.

Handwashing: The act of washing hands with soap and water to remove dirt and bacteria, a crucial hygiene practice in food handling.

Hot Food: Food that needs to be kept at temperatures above 60°C (140°F) to prevent bacterial growth.

GLOSSARY

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Hot Food: Food that needs to be kept at temperatures above 60°C (140°F) to prevent bacterial growth.

Hygiene: Practices and conditions that promote cleanliness and prevent the spread of harmful microorganisms.

Infestation: The presence of pests, such as insects or rodents, in the canteen, posing a risk of contamination.

Internal Audit: A periodic self-assessment of food safety practices conducted by the Canteen Manager to identify areas for improvement.

Labeling: Providing clear identification and information on food containers, including contents, date, and storage instructions.

Monitoring: Regular observation and assessment of food safety practices to ensure compliance and effectiveness.

Pest Control: Measures taken to prevent and eliminate pests in the canteen, protecting food from contamination.

Personal Hygiene: Practices followed by food handlers to maintain cleanliness and prevent contamination, including handwashing, wearing clean clothing, and covering cuts.

Preparation: The process of getting food ready for cooking or serving, including washing, cutting, and mixing.

Preservation: Methods used to extend the shelf life of food while maintaining its quality and safety, such as refrigeration or freezing.

Purchasing: The process of acquiring food supplies from reputable vendors who meet food safety standards.

Receiving: The process of accepting and inspecting food deliveries to ensure quality, freshness, and appropriate temperatures.

Refrigerator: A cooling unit used to store food at temperatures between 0°C and 5°C (32°F and 41°F) to maintain its quality and safety.

Reputable Supplier: A vendor with a good reputation for providing safe and high-quality food products that meet food safety standards.

Review: The formal examination of the food safety policy and

GLOSSARY

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Reputable Supplier: A vendor with a good reputation for providing safe and high-quality food products that meet food safety standards.

Review: The formal examination of the food safety policy and procedures to ensure they remain current and effective.

Sanitation: The process of reducing the number of microorganisms on surfaces to safe levels using heat or chemicals.

Service: The presentation and provision of food to customers for consumption.

Spoilage: The deterioration of food quality due to microbial growth or chemical changes, rendering it unsafe or unfit for consumption.

Staff Training: Providing food safety education and instruction to canteen staff to ensure they understand and follow proper procedures.

Stock Rotation: The practice of using older food items before newer ones to maintain freshness and prevent spoilage.

Storage: The proper methods of storing food items at appropriate temperatures and conditions to maintain quality and safety.

Temperature Control: Maintaining food at safe temperatures to prevent bacterial growth, including proper refrigeration and cooking temperatures.

KEY CONTACTS

Northern BMX Director - Rhiannan Preston

president@nbmx.com.au

Report a Policy Breach Matter:

<https://www.nbmx.com.au/reporting>



Northern BMX Club Secretary - Kareela Florian

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Approved: DRAFT

Review: