

## INFORMATION SHEET

# FOODS PREPARED IN THE HOME OR COOKED ON-SITE FOR ONE-OFF EVENTS

The following information is provided to you if you are producing foods for a **one-off** event, arranged by a community or charitable organisation. All permanent and temporary food businesses and stalls must notify the City prior to trading to the public. If you are Contact one of the City's Environmental Health Officers to discuss what foods are allowed to be sold and under what conditions.

Below are some health guidelines that you should follow.

### The Home Preparation Area

- Ensure the kitchen is in a hygienic state prior to food preparation.
- No smoking is allowed during food preparation.
- Clean clothing must be worn, hair tied back, and preferably a clean hat should be worn.
- Animals and small children are not allowed in the area during food preparation.
- Thoroughly wash hands prior to food preparation.

### Food Contents

If food is to be displayed without refrigeration, e.g. cake stalls, potentially hazardous ingredients such as cream, custard, bacon etc **cannot be used**. These foods will spoil at room temperature and may cause food poisoning.

### Presentation of Food Products

All food products must be wrapped, sealed and correctly labelled. The label should include the following information:

- The name of the food.
- The name and address of the producer. NB: If for some reason this is not possible the name and address of the fundraiser i.e. church group, playgroup etc is acceptable.
- The date of manufacture.
- All ingredients including any additives. List the ingredients in descending order by weight of the ingredients.

### The Stall Area

- Cover the stall with a clean covering, paper or cloth, but not newspaper.
- Store all foods off the ground or in closed containers.
- If possible, provide an awning or marquee to reduce dust and insect contamination and also to provide shade.
- If there is any cooking involved on the day, provide a container for washing hands and liquid soap and paper towels. If the stall is located on unsealed ground a suitable impervious material, e.g. tarpaulin, must be laid over the ground under the stall.
- Provide bins with a close fitting lid.

## **Food Cooked on the Day**

Cooking food on the day, e.g. a sausage sizzle, requires some extra considerations. Provided you take some simple food safety precautions and sell freshly cooked straight from the barbecue, the food should be safe.

## **Preparing and cooking food safely**

Take the following precautions at sausage sizzles and barbecues to ensure that food is safe.

- Finish preparing raw meat before leaving for the site such as slicing, marinating or skewering.
- Preferably pre-butter the rolls at home and keep covered to prevent insect and dust contamination.
- All potentially hazardous foods, i.e. meat/butter, must be transported and stored below 5°C in an esky with ice bricks or in a portable refrigerator.
- Closely supervise any young children during food preparation.
- Ensure access to water for hand washing and cleaning. Separate hand washing and utensil washing facilities are to be provided within the stall (e.g. two plastic dishes of sufficient capacity for adequate cleaning).
- Remember hand hygiene; have a separate person collecting money who is not involved in food preparation. Disposable gloves for food handling are recommended.
- Handle food with tongs or other equipment. Use separate equipment to handle raw and cooked meats. Hands must be washed after handling raw meats.
- Keep cooked meat and salads separate from raw meat at all times to prevent contamination.
- Cover food to protect it from contamination.
- Use clean dry utensils for severing the food – never place cooked meat back on the trays that held the raw meat.
- Cooked chicken, sausages and hamburgers until juices run clear – steaks can be cooked to preference.
- Prepare the food for immediate sale and consumption, i.e. do not prepare in advance. This ensures they are at a safe temperature (above 60°C) when consumed.
- Throw leftover food away unless refrigeration equipment is available to rapidly cool the food.
- Where open flame cooking is carried out, a fire extinguisher is to be kept at the stall.
- Suitable garbage receptacles must be provided near the stall.

## **Disposable Utensils**

Whenever possible, single-use (disposable) utensils such as knives, forks, plates and cups should be used and thrown away after use. These items should be kept covered until required and should be handled carefully to minimise any risk of contamination. Re-useable items such as mugs should not be used unless there are facilities available on site to wash and sanitise them, or there are enough items for the duration of the event.

## **Water**

Water is needed for hand washing and washing up; a supply adequate to last the event must be provided. The water must be of drinkable quality. If using containers to transport water to event, make sure that they are clean and have not been used to store chemicals.

## **Handwashing Facilities**

A supply of soap and paper towels must be provided at the handwashing facility so that handwashing can be undertaken properly. Supply a bin for used towels. This helps to keep the site tidy and prevents contamination from used towels.