



## Food Preparation Procedure

- Wear gloves when preparing and handling food
- Label all food containers/ drink bottles/bottles
- Heat food or formula bottles to warm, leaving to stand 30 seconds before serving
- Once child has been given their bottle, record accordingly on whiteboard in kitchen
- Set glasses and jugs of water on trays – one per table. Ensure that the refill jar is filled with water also.
- Cover cooked food with a paper towel
- Wash and return all children's food containers to their lunch boxes
- All left over food must be discarded after each meal unless the children have their own container. If so place in their containers and send food home.
- All bottles must be rinsed and returned to their named bags / any leftover formula if heated once must be discarded.
- Clean all kitchen and dining surfaces with a diluted disinfectant
- If you have any flu symptoms such as a cold, diarrhoea, or general un-wellness do not touch or prepare the children's food. Kitchen staff are required to have time off until well.

REVIEW DATE: yearly as food practices

Date: April 2016

Review: April 2017