

## FOOD PREPARATION, SERVING & STORAGE

### Purpose:

Treetops Early Learning Centres are committed to upholding the health and safety of children by ensuring hygienic practices occur in regard to food. This document provides guidance to the people who prepare, serve and store food hygienically in our services.

### Procedures:

1. The cook is responsible for the overall hygiene and record keeping of the children.
2. The person responsible for preparing food daily is required to complete an accredited basic food hygiene course. This will be paid for by centre management.
3. Stringent hygiene standards will apply. Anyone preparing cooking food will follow appendix one.
4. Food prepared by the centre and given to the children is recorded daily on the menu chart, any changes to our daily menus are recorded and all records are kept according to Archiving policy. A menu is displayed on the notice board to parents.
5. All receipts for food/ ingredients purchased will be filed and kept for three years
6. The cook will complete all the kitchen safe records and file according to archiving policy (see appendix two)
7. All dishes will be washed in the dishwasher or steriliser after each use.
8. The cook will wear a clean apron daily to be worn in the kitchen only. Disposable gloves will also be provided for use. Hair must be securely tied back or those preparing food must wear a hairnet during food preparation.

**References:** Ministry of Health. 2020. *Reducing food-related choking for babies and young children at early learning services.* Wellington: Ministry of Health.

### Providing appropriate food:

Research shows that some food poses a greater risk of choking on. To reduce the risk, Treetops ELC will remove high-risk foods and change the texture or size and shape of others.

High-risk food to exclude (as they have the highest risk of choking on, and are either not practical to alter, have no or minimal nutritional value, or both:

- whole or pieces of nuts
- large seeds, like pumpkin or sunflower seeds
- hard or chewy sweets or lollies
- crisps or chippies
- hard rice crackers
- dried fruit
- sausages, saveloys and cheerios
- popcorn
- marshmallows.

## How to alter high-risk food to lower its choking risk

Food characteristics	Examples	Choking risk	Changes to reduce risk	
			1–3 years old	4–6 years old
<b>Small hard food</b>	<ul style="list-style-type: none"> <li>Pieces of raw carrot, apple or celery</li> </ul>	Difficult for young children to bite through and break down enough to swallow safely. Pieces can become stuck in children's airways.	<ul style="list-style-type: none"> <li>Grate raw carrot, apple or celery, spiralise to create vegetable or fruit spirals, slice thinly using a mandolin.</li> <li>Cook until soft<sup>2</sup> and cut into strips (around 4–6 cm long) that can be picked up with one hand.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare as for 1–3 years.</li> <li>Raw or cooked vegetables or fruit cut into sticks (approximately 4–6 cm long) that can be picked up with one hand.</li> </ul>
<b>Small round or oval food</b>	<ul style="list-style-type: none"> <li>Fruit with stones and large seeds or large pips like watermelon</li> <li>Grapes, large berries, cherry tomatoes</li> <li>Raw green peas</li> </ul>	Small round foods can lodge in children's airways.	<ul style="list-style-type: none"> <li>Remove stones and large seeds or large pips.</li> <li>Quarter or finely chop grapes, berries and cherry tomatoes to an 8mm x 8mm size or smaller (about half the width of a standard dinner fork).</li> <li>Cook and squash with a fork.</li> </ul>	<ul style="list-style-type: none"> <li>Halve or quarter grapes, berries and cherry tomatoes</li> <li>Whole cooked green peas are acceptable.</li> </ul>
<b>Food with skin or leaves</b>	<ul style="list-style-type: none"> <li>Chicken</li> </ul>		<ul style="list-style-type: none"> <li>Remove skin from chicken.</li> <li>Finely slice or chop salad leaves, spinach and cabbage.</li> </ul>	

Food characteristics	Examples	Choking risk	Changes to reduce risk	
			1–3 years old	4–6 years old
	<ul style="list-style-type: none"> <li>Lettuce and other raw salad leaves, spinach, cabbage</li> <li>Stone fruit (eg, plums, peaches, nectarines)</li> <li>Apples and pears</li> <li>Tomatoes</li> </ul>	Food skins are difficult to chew and can completely seal children's airways.	<ul style="list-style-type: none"> <li>Grate raw carrot, apple or celery, spiralise to create vegetable or fruit spirals, slice thinly using a mandolin.</li> <li>Cook until soft<sup>3</sup> and cut into strips (around 4–6 cm long) that can be picked up with one hand.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare as for 1–3 years.</li> <li>Raw or cooked vegetables or fruit cut into sticks (around 4–6 cm long) that can be picked up with one hand.</li> </ul>
<b>Compressible foods</b>	<ul style="list-style-type: none"> <li>Pieces of cooked meat</li> </ul>	Can fit into the shape of the airway and get wedged tightly.	<ul style="list-style-type: none"> <li>Cook meat until very tender.</li> <li>Choose mince, shred or chop meat to 8mm x 8mm sized pieces.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare as for 1–3 years; or offer thin strips of meat (around 4–6 cm long) that can be picked up with one hand or with a fork.</li> </ul>
<b>Food with bones</b>	<ul style="list-style-type: none"> <li>Fish</li> <li>Chicken nibbles</li> </ul>	Small bones present a choking risk.	<ul style="list-style-type: none"> <li>Remove all bones.</li> </ul>	
<b>Thick pastes</b>	<ul style="list-style-type: none"> <li>Nut or seed butter</li> </ul>	Can fit to the shape of a child's airway or stick to side of airway.	<ul style="list-style-type: none"> <li>Use smooth thick pastes sparingly, spreading thinly and evenly onto bread.</li> </ul>	
<b>Fibrous or stringy food</b>	<ul style="list-style-type: none"> <li>Raw pineapple</li> </ul>	Fibres make it difficult for children to break up the food into smaller pieces.	<ul style="list-style-type: none"> <li>Peel the skin or strong fibres off where possible.</li> <li>Slice these foods thinly across the grain of fibres.</li> </ul>	

<sup>3</sup> 'Soft' means the food can be easily squashed between your thumb and forefinger, or on the roof of your mouth with your tongue.

As all meals are provided by the Centre, the only food required to be brought to the centre by parents are for children who have specific dietary needs, are transitioning or food allergies. This food is stored appropriately until it is required.

A list of children with their specific dietary / allergy needs is displayed, in both the kitchen and classroom areas to ensure that all staff are informed.

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## APPENDIX 1

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### **Procedures for cooking, preparing and storing food:**

- Staff are to thoroughly wash their hands before and during the preparation of any food and dry them using paper towels.
- Frozen food is thawed in the fridge or using a microwave oven.
- Raw food is stored in a container so that it cannot contaminate cooked food or food that will not receive further cooking.
- Perishable foods will be kept at a temperature of 4 degrees celsius or below.
- Separate chopping boards will be used for: meat (red), bread (white), fruit & vegetables (blue)
- Steps are taken to ensure that the internal temperature of high risk foods such as meat and poultry reaches at least 75 degrees Celsius during cooking (food probe to be used).
- High risk food is not stored for more than an accumulative two hour period in the temperature danger zone (between 4-70 degrees Celsius).
- Cooked food is not stored in the refrigerator for more than two days.
- Food is not reheated more than once
- Refreezing of food is not permitted
- Cooked foods are stored above uncooked meats in the refrigerator.
- All food is stored in covered containers.
- All fresh fruit is washed in clean water prior to eating and preparation provided for use.
- Hair must be securely tied back or those preparing food must wear a hairnet during food preparation.

# FOOD PREPARATION, SERVING & STORAGE



## APPENDIX 2

Mark Y (yes) or N (no) for each question, each day and initial.

Please make notes for any Y (yes) answers on the relevant notes page (Appendix 2.1, 2.2 or 2.3)

WEEK ENDING / /	MON	TUE	WED	THUR	FRI
Were any of the food handlers off sick, did they contaminate the food with poor hygiene or problems with protective clothing? (Appendix 2.1)					
Were any large cuts of poultry cooked? (e.g. bigger than golf ball sized pieces) (Appendix 2.2)					
Were any cooked dishes not consumed within four hours of cooking that will be consumed later? (Appendix 2.2)					
Were there any potentially hazardous food or ingredient received today (Online order, etc) (Appendix 2.1)					
Did any cleaning, pest control or water treatment contaminate the food? (Appendix 2.1)					
Were there any signs of pests? (Appendix 2.1)					
Was the food served different from the menu?					
Was any food recalled? (Appendix 2.1)					
Records of food given to children filed					
Receipts kept and given to administrator for all purchased food and ingredients					
Clean Microwave (inside & top)					
Clean kitchen bench					
Clean oven and stove top					
Wipe kitchen rubbish bin and clean bin lid					
Clean exterior cupboards/fridge/dishwasher, walls & trolley					
Fridge Temperature between 2 degrees and 4 degrees					
Wash floors around kitchen					
Load/unload dishwasher, wipe around washing machine, dryer and empty lint					
Check if any general maintenance is required in kitchen					
				Y	N
Was there food ordered this week? (Appendix 2.3)					
Was there a new purchase/ repairs for kitchen equipment (Appendix 2.1)					
Did any environmental factors change? (Appendix 2.1)					

## APPENDIX 2.1

Kitchen Weekly Safe Records – Kitchen notes

WEEK ENDING / /

<b>What Happened?</b>	<b>What did you do?</b>
Describe the problem and the extent.  Record the details of any food that was recalled and disposed of.	Describe what you did to address the problem and / or avoid it happening again.  Describe monitoring of the issue for any recalls.

## APPENDIX 2.2

Procedures for cooking, preparing and storing food

WEEK ENDING / /

COOKING POULTRY AND GROUND MEAT		
Date	Dish Name	
Did you check the temperature was at least 75C for at least 30 seconds		Temp:
If no, what actions were taken.		
Date	Dish Name	
Did you check the temperature was at least 75C for at least 30 seconds		Temp:
If no what actions were taken		
Date	Dish Name	
Did you check the temperature was at least 75C for at least 30 seconds		Temp:
If no, what actions were taken.		
Date	Dish Name	
Did you check the temperature was at least 75C for at least 30 seconds		Temp:
If no, what actions were taken.		
Date	Dish Name	
Did you check the temperature was at least 75C for at least 30 seconds		Temp:
If no, what actions were taken.		

# FOOD PREPARATION, SERVING & STORAGE



## APPENDIX 2.2

Procedures for cooking, preparing and storing food

WEEK ENDING / /

CHILLING COOKED FOOD	
Date	Dish Name
Did you check the temperature was at least 75C for 30 seconds prior to cooling? Temp:	
If no, what actions were taken.	
Date	Dish Name
Did you check the temperature was at least 75C for 30 seconds prior to cooling? Temp:	
If no what actions were taken	
Date	Dish Name
Did you check the temperature was at least 75C for 30 seconds prior to cooling? Temp:	
If no what actions were taken	
Date	Dish Name
Did you check the temperature was at least 75C for 30 seconds prior to cooling? Temp:	
If no what actions were taken	
Date	Dish Name
Did you check the temperature was at least 75C for 30 seconds prior to cooling? Temp:	
If no what actions were taken	

# FOOD PREPARATION, SERVING & STORAGE



## APPENDIX 2.3

Kitchen Weekly Safe Records – Kitchen notes

WEEK ENDING / /

<b>Temperature of food received or transported</b>	
Date Received or transported	
Dish name / potentially hazardous ingredient e.g. poultry, meat, dairy	
Did you check that the food was maintained above 60C and cold food below 5C	Recorded temp:
Check goods delivered and describe the condition of the food:	
If no, what actions were taken	
Date Received or transported	
Dish name / potentially hazardous ingredient e.g. poultry, meat, dairy	
Did you check that the food was maintained above 60C and cold food below 5C	
Check goods delivered and describe the condition of the food:	
If no, what actions were taken	
Date Received or transported	
Dish name / potentially hazardous ingredient e.g. poultry, meat, dairy	
Did you check that the food was maintained above 60C and cold food below 5C	
Check goods delivered and describe the condition of the food:	
If no, what actions were taken?	