

## **Newton Mearns Baptist Church**

### **Catering Policy**

| <b>Date</b> | <b>Version</b> | <b>Name</b>   | <b>Comments</b>   |
|-------------|----------------|---|---|
| 1.9.18      | 1              | Lesley Anne Sheppard  | Initial Version   |
| 30.3.23     | 2              | Lesley Anne Sheppard  | Allergen info, training details, cream details - revised              |
| 20.2.25     | 3              | Lesley Anne Sheppard<br>Melanie McPhail-Smith<br>Gill Coles | Read over the Policy – only change Catering Deacon Changed to Deacon. |

## Introduction

In keeping with our Vision and Values, we wish to be welcoming and hospitable to all who come amongst us and that includes maintaining a high-quality delivery of any items of food cold or hot, produced and prepared to the highest standards and in accordance with all relevant legislation.

The Church is regularly inspected. A Pass Certificate is placed near the Oasis area so this can be evidenced. The council normally contacts the Office to arrange a date and a Deacon will normally attend assisted by a key staff member who knows the systems required. Paperwork is reviewed in addition (HACCUP forms, fridge and freezer temperature records) to the kitchen area itself.

## Kitchen

It is important to appreciate that someone holding a Food Hygiene Certificate must be ***in attendance*** in the kitchen for the preparation of food and filling in of relevant Forms when required. A list of current holders of this Certificate is available in the kitchen for referral.

## Lets

When lets are in operation then if food is required someone holding at least the Elementary Food Hygiene certificate should be in charge and in attendance to ensure standards are maintained and relevant forms completed if necessary e.g. temperatures logged using the food probe. If an external let is on, then those in charge are responsible for the delivery and quality of any food served and there will be no liability falling to the Church. Regarding any funeral arrangements where food is served then the common practice is to use outside prepared items, retaining the required ingredient list and checking temperatures when hot food is received and noting the figures on the various forms.

## House Rules

Everyone who is involved in handling food in Church must comply and be conversant with our current House Rules and a summary of these is posted within our food preparation areas. Copies of these are noted below. Also as a key component there are posters also available that demonstrate Effective Hand Washing techniques which should be followed as issued by our Food Standards Agency (See <http://www.foodstandards.gov.scot/publications-and-research/cooksafe-manual>)

## Summary of House Rules

- On entry to the coffee bar area/kitchen hands must be cleaned with the hand wash provided using the six-step washing process (see chart on wall)
- All work surfaces are to be cleaned using the two-stage process of cleaning followed by disinfection with the solution provided
- HACCP monitoring forms must be completed for any food cooked on the premises
- Butter/Flora and cheeses must be kept in the fridge, only taken out when required

- Tongs must be used when plating food
- All cartons of milk are to be dated when opened and used within 3 days of opening
- All unused milk in jugs must be discarded at end of the event
- Tables must be sprayed and wiped with anti-bac spray polish.
- All used tea towels to be taken home for washing after the event
- **SOUP** – To be made in the Church kitchen by a holder of an Elementary Food Hygiene certificate only. To be made using stock cubes, either frozen or fresh vegetables. Temperature (at least 82c) must be recorded on HACCP form before serving soup. Leftover fresh soup may be cooled and frozen, this process must be recorded step-by-step and be completed within 90 minutes. Soup must be defrosted overnight in the fridge and heated to at least 82c. Any leftover previously frozen soup must be recorded as having been disposed of.

## Training

Elementary food hygiene training can be provided in the following ways:

- Online
- In-house
- External course

The catering manager has level 3 training, which is the recommended level for this position. Other people in charge of catering events and preparing food should have at least level 1. Deaconate should be given copies of certificates and a record kept of all qualified food handlers. This should be updated regularly.

## Allergens

Allergen information – there are 14 identified allergens and for Church events **by law we must be able to advise customers what if any allergens are contained in the supplied products, produced in-house or brought in, which includes home baking.**

External providers must also supply this information.

Volunteers supplying home baking are given guidelines for excluding ingredients and asked to provide a list of all other ingredients.

Servers, if asked, should give details of allergens if known, otherwise state clearly that they don't know rather than guess.

The Allergen content of any foods prepared on the premises should be clearly noted and servers made aware of their presence.

We do need to know what, if any, allergen is in the food we provide to be able to clearly state to any user what they are specifically eating which could affect them. It may not be good enough to have a

spoken confirmation regarding homemade items brought to Church, but we may have to have written evidence filed separately and then either retain it if a regular item appears or destroy it some days after the last one is gone. Effective communication is paramount.

Good labelling, handling and preparing, and avoiding cross-contamination are all important, but it comes down to specific written information on **allergen-only content per the list**.

Thank you in anticipation of your cooperation in fulfilling this key ministry.

## Notes:

### 1. Food Hygiene Certificate

It is important to appreciate that someone holding a Food Hygiene Certificate must be ***in attendance*** in the kitchen for the preparation of food and filling in relevant Forms when required. A list of current holders of this Certificate is available in the kitchen for referral.

### 2. Fresh Cream

The church generally operates a 'no cream' policy, unless there is direct supervision and management of the product by the catering manager.

### 3. Young people assisting

Children under the age of 14 should not be in the food prep area/ kitchen. No one under 18 should be given tasks involving sharp knives without a signed statement of permission and competence from a parent or guardian, as stated in our Knife Policy, which is to be found in the kitchen. Please make yourself familiar with this.