

MILLMERRAN & DISTRICT HISTORICAL SOCIETY INC

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VOLUNTEER ROLE DESCRIPTION

FOOD: STORAGE & PREPARATION

Food Storage Guidelines

- 1. Labeling and Dating:**
 - All stored food items should be labeled with the name of the item, the date it was prepared or received, and any relevant expiration date.
 - Follow a "first in, first out" (FIFO) method to ensure older stock is used before newer items.
- 2. Temperature Control:**
 - **Refrigerated Items:** Store perishable items like dairy, meats, and prepared foods in the refrigerator at or below 4°C (40°F). Regularly check and record the fridge temperature to ensure it remains within safe limits.
 - **Frozen Items:** Keep frozen foods at -18°C (0°F) or colder. Do not refreeze thawed items unless cooked beforehand.
 - **Dry Storage:** Store dry goods (flour, sugar, grains, etc.) in a cool, dry area. Keep these items in sealed containers to prevent contamination and maintain freshness.
- 3. Storage Hygiene:**
 - Keep all storage areas clean and organized, free from spills or leaks. Regularly wipe down shelves and remove any expired or spoiled items.
 - Store raw foods (especially meats) separately from ready-to-eat items to prevent cross-contamination. Place raw meats on the lowest shelves in the refrigerator to prevent drips onto other foods.
 - Avoid placing food directly on the floor, even in containers. Use shelving to keep items elevated and protect them from contamination.

Food Preparation Guidelines

- 1. Handwashing:**
 - Wash hands thoroughly with soap and warm water for at least 20 seconds before starting food preparation, after handling raw meat, and after touching any surfaces that could be contaminated.
 - Dry hands with single-use paper towels or a clean cloth towel. Avoid using reusable hand towels that may harbor bacteria.

2. **Clean Surfaces and Equipment:**

- Sanitize all preparation surfaces before and after each task using food-safe cleaning products. This includes cutting boards, counters, and utensils.
- Use separate cutting boards for raw meats, seafood, vegetables, and ready-to-eat foods to avoid cross-contamination.
- Regularly clean kitchen equipment, including blenders, mixers, and slicers, according to the manufacturer's guidelines. Wash all items in hot, soapy water or run them through a dishwasher after use.

3. **Safe Food Handling:**

- Keep raw and cooked foods separate at all times. For example, use different plates and utensils for raw meat and cooked meat.
- Cook all foods to the recommended internal temperatures. Use a food thermometer to check doneness, particularly for meats (e.g., poultry should reach 74°C or 165°F).
- Do not leave perishable foods at room temperature for more than two hours. If food needs to be held at a specific temperature (e.g., buffet-style service), use warming trays or ice as appropriate.

4. **Personal Hygiene:**

- Wear clean, protective clothing, including aprons and gloves when handling food. Change gloves frequently, especially after handling raw foods.
- Avoid touching your face, hair, or other non-food surfaces while preparing food. Tie back long hair and remove any jewellery that may interfere with food handling.
- Volunteers who are feeling ill or have symptoms like coughing, sneezing, or fever should not handle food. It is essential to protect both the safety of other volunteers and the museum's visitors.

5. **Cleaning and Sanitizing:**

- Regularly clean kitchen sinks, especially after washing raw food. Use a sanitizing solution to disinfect the sink and faucet handles.
- Wash all kitchen cloths, towels, and aprons frequently, and keep separate cloths for different cleaning tasks (e.g., one for counters, another for dishes).
- Use a bleach-based sanitizer or a food-safe disinfectant for final sanitizing of work surfaces after cleaning. Allow these to air-dry for maximum effectiveness.

By following these guidelines, volunteers can help ensure that food is stored and prepared safely, reducing the risk of contamination and promoting a clean, welcoming environment for visitors.

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