

NSW Meals on Wheels Sample Food Safety Program Document

Organisation Name: _____

Employee: _____

Competency		Date(s) training	Date(s) training	Date(s) training	Date competency achieved	Comment
Storage	Temperatures					
	Cross contamination controls					
	Log book					
Cleaning	MSDS					
	Chemical usage					
	Chemical contamination controls					
	Method					
Slicer	Schedule					
	Set up & change over					
	Running					
	Cleaning					
Cooking equipment	Hygiene					
	Set up & change over					
	Running					
	Cleaning					
Product Handling	Hygiene					
	Personal hygiene					
	Temperatures					
	Cross contamination controls					
Product plating	Personal hygiene					
	Tongs/ glove use					
	Temperatures					
	Cross contamination controls					
Display	Set up & change over					
	Cleaning					
	Cross contamination controls					
	Temperatures					
Service	Log book					
	Personal hygiene					
	Tongs/ glove use					
	Temperatures					
Receiving	Cross contamination controls					
	Ordering procedures					
	Receiving checks					
Rubbish	Correct storage/ decanting/ labelling					
	Procedures					
	Cross contamination controls					