

# CYC TEA BAR OPERATING PROCEDURES

## FOOD SAFETY & HYGIENE

**All food and drink served from the Sloop tea bar must be safe to consume. Tea bar volunteers must read these procedures and complete the checklist every time the tea bar is open. Any problems must be reported in writing.**

**Personal hygiene.** If you or any member of your immediate family have had any signs of sickness, diarrhoea or COVID-19 in the last 48 hours you must not serve at the tea bar. Long hair should be tied back and clothing must be clean and tidy. Remove jewellery. Cuts should be covered in a blue waterproof dressing. There is a continuing risk of transmission of COVID-19 virus so please take precautions as currently recommended.

**Handwashing** is the single most important procedure in ensuring food safety: use the separate sink at the open end of the tea bar. Wash hands carefully for 20 seconds using soap, and at frequent intervals: eg before starting work or handling fresh food, after using cleaning materials or handling money.

**Work surfaces** must be cleaned and disinfected before starting service, using sanitiser provided: follow the instructions on the container. Clean up spills as you go, and clean surfaces again at the end. Cloths can spread bacteria: use a clean disposable cloth and throw it away at the end of service.

**Dishwashing** is done in the double sink: usually only mugs, bowls used on tea bar, and milk jug. Rinse off detergent residues, and dry using clean tea-towels from Drawer 4. Wet tea-towels go into a carrier bag under the counter in the corner between cupboards 1 and 2.

**Wrapped food** is stored in fridges or at room temperature. Do not sell any items with damaged or punctured wrapping. Best Before dates (or BBE) refer to quality, not safety: items may still be sold but you should point out the date to the customer. Customers should be discouraged from handling foodstuffs due to the risk of cross-contamination.

**Fresh food** has a Use By date which refers to food safety. Do not sell any item beyond this date: throw it away. Use separate chopping boards for meat, and for cheese/bread. Do not keep fresh food out of the fridge any longer than necessary. At the end of service, opened packs of rolls, cheese, meat or milk must be sealed, refrigerated and used within the time specified on the package. If there is no event planned for the next day, seal and date these items and put in freezer.

**Hot drinks.** Customers should not serve themselves from the water heater due to the risk of scalding. They may add milk and sugar to taste.

**Cold drinks** are kept in Fridge 1. Additional stocks are held in the Race Officers' Store: move older cans to the front of the fridge shelves to be used first. We do not sell single use water bottles: customers should bring their own, or buy a re-usable bottle from us.

**Allergens.** If asked, consult wrappers on foodstuffs. Never guess!

**Stocks** are checked regularly, but please note items which run out or are in short supply on the checklist.

**Pest control.** Please note any signs of rodents or insects on the checklist.

If you have any problems, comments or suggestions, please either write them on the checklist or contact me directly.

Thank you for volunteering – I hope you enjoyed your day, and will come back again. If you would like to become more involved, please let me know.

**Louise Varley (Tea Bar Manager)**

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