

# SITHCCC026 Package prepared foodstuffs (Release 1) – Student Resource



**Hospitality**

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# UNIT INTRODUCTION

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This resource covers the unit SITHCCC026 - Package prepared foodstuffs.

This unit describes the performance outcomes, skills and knowledge required to package and label prepared foodstuffs for storage and transportation. It requires the ability to check the quality of food and select correct packaging materials.

The unit applies to operational personnel in hospitality and catering organisations that prepare, package and label food. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in-flight and other transport caterers, and event and function caterers.

It applies to individuals who work with very little independence and under close supervision. They follow predefined organisational procedures and report any discrepancies to a higher level staff member for action.

Food businesses that produce pre-packaged food items must comply with the legal requirements for labelling contained in the Food Standards Australia New Zealand Act and the Australia New Zealand Food Standards Code.

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## ABOUT THIS RESOURCE

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This resource brings together information to develop your knowledge about this unit. The information is designed to reflect the requirements of the unit and uses headings to make it easier to follow.

Read through this resource to develop your knowledge in preparation for your assessment. You will be required to complete the assessment tools that are included in your program. At the back of the resource are a list of references you may find useful to review.

As a student, it is important to extend your learning and to search out textbooks, internet sites, talk to people at work and read newspaper articles and journals which can provide additional learning material.

Your trainer may include additional information and provide activities, slide presentations, and assessments in class to support your learning.

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## ABOUT ASSESSMENT

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Throughout your training, we are committed to your learning by providing a training and assessment framework that ensures the knowledge gained through training is translated into practical on the job improvements.

In the section “Learning Outcomes” below, you will find information about what you will be assessed against in this unit.

You are going to be assessed for:

- Your skills and knowledge using written and observation activities that apply to your workplace.
- Your ability to apply your learning.
- Your ability to recognise common principles and actively use these on the job.

You will receive an overall result of Competent or Not Yet Competent for the assessment of this unit. The assessment is a competency based assessment, which has no pass or fail. You are either competent or not yet competent. Not Yet Competent means that you still are in the process of understanding and acquiring the skills and knowledge required to be marked competent. The assessment process is made up of a number of assessment methods. You are required to achieve a satisfactory result in each of these to be deemed competent overall.

All of your assessment and training is provided as a positive learning tool. Your assessor will guide your learning and provide feedback on your responses to the assessment. For valid and reliable assessment of this unit, a range of assessment methods will be used to assess practical skills and knowledge.

Your assessment may be conducted through a combination of the following methods:

- Written Activity
- Case Study
- Observation
- Questions
- Third Party Report

The assessment tool for this unit should be completed within the specified time period following the delivery of the unit. If you feel you are not yet ready for assessment, discuss this with your trainer and assessor.

To be successful in this unit, you will need to relate your learning to your workplace. You may be required to demonstrate your skills and be observed by your assessor in your workplace environment. Some units provide for a simulated work environment and your trainer and assessor will outline the requirements in these instances.

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# LEARNING OUTCOMES

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At the end of this training program you will be able to complete the tasks below:

- |  |  |
|--|--|
| 1. Select food and packaging materials | 1.1 Check and select food that meets quality requirements for packaging<br>1.2 Refer problems with food quality to a higher level staff member for action<br>1.3 Select packaging materials appropriate for specific foods, storage or transport requirements and organisational procedures  |
| 2. Package and label foods             | 2.1 Package food items using appropriate packaging according to organisational specifications and food safety procedures<br>2.2 Label foods according to labelling guidelines and specifications<br>2.3 Ensure that food items are not contaminated during packaging process<br>2.4 Adhere to food safety environmental requirements for food packaging area |
| 3. Complete work process               | 3.1 Restore work area to original condition according to organisational procedures and environmental requirements<br>3.2 Identify and report on unsafe or faulty equipment or materials, or rectify according to level of individual responsibility<br>3.3 Store surplus food items in appropriate environmental conditions                                  |

In performing the above tasks, you will be able to demonstrate the following skills:

- Appropriately package and label each of the following foodstuffs:
  - Beverages
  - Dairy products
  - Dry goods
  - Frozen goods
  - Fruit and vegetables
  - Meat, poultry or seafood
- Check quality of foodstuffs against quality criteria
- Select and use the following aseptically treated packaging materials for the above foodstuffs:
  - Plastic cling wrap
  - Plastic containers
  - Foil containers
  - Polystyrene foam
  - Cryovac machine
  - Recyclable packaging materials
- Package foodstuffs within commercial time constraints
- Maintain packaging work area in line with food safety environmental requirements

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- Quality criteria for food to be packaged:
  - Correct portion size
  - Shelf-life
  - Freshness
  - Visual appeal
- Key contents of labelling guidelines and specifications determined by:
  - The Australia New Zealand Food Standards Code
  - Local, state or territory food safety regulations
  - Organisational food safety procedures and labelling specifications for packaging food
- Meaning as defined by the Australia New Zealand Food Standards Code of:
  - Contaminant
  - Contaminated food
  - Potentially hazardous foods
- Environmental requirements for packaging area to avoid food contamination:
  - Temperature control
  - Cleaning and sanitising of
    - Packaging area
    - Packaging equipment
    - Recyclable packaging materials
  - protecting food from contaminants, pests and foreign objects
- Features of packaging materials for food:
  - aseptically treated
  - capable of protecting food form damage
  - non-contaminating
  - of appropriate dimensions of food
  - stackable and transportable
  - visually appropriate to functional need
- Characteristics and uses of packaging materials specified in the performance evidence
- Packaging requirements for specific food types specified in the performance evidence
- Types of recycled packaging materials and their uses:
  - cardboard
  - bamboo
- Requirements of organisational food safety procedures relating to packaging food

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## PRE-REQUISITES

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This unit must be assessed after the following pre-requisite unit:  
SITXFSA005 Use hygienic practices for food safety.



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# TOPIC 1 – SELECT FOOD AND PACKAGING MATERIALS

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Check and select food that meets quality requirements for packaging and Refer problems with food quality to a higher level staff member for action

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Food businesses that produce pre-packaged food items must comply with the legal requirements for labelling contained in the Food Standards Australia New Zealand Act and the Australia New Zealand Food Standards Code.

## WHAT IS PACKAGED FOOD?

*Food that is in bottles, cans, jars, boxes, containers and packets is packaged. Also, any food that you provide to the customer that is wrapped or covered (e.g. paper, glad wrap, foil wrap etc.) and/or put in a container (e.g. takeaway container, foil tray, cardboard box etc.) and/or put in a bag (e.g. paper, plastic etc) is packaged. This means any food packaged by you on your premises. Under the Food Act 1984, food must meet the requirements of the Food Standards Australia New Zealand (FSANZ) Food Standards Code. One of the things covered by the Code is labelling of food, and this generally applies to packaged food.*

<sup>1</sup>-“What is Packaged Food?” Web. 26-11-2015

<<https://www.melbourne.vic.gov.au/enterprisemelbourne/industries/hospitality/Documents/Food%20safety%20education/PackagingandLabellingFactSheet.pdf>>.

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## QUALITY CRITERIA FOR FOOD TO BE PACKAGED

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Before packaging food, you must first check the food items to ensure that it meets the quality requirements for packaging. The quality requirements for packaging may include appropriate:

- The correct portion size - portions must be of the appropriate or correct size.
- The shelf life - there must be a minimum shelf-life marked on the items for packaging
- Freshness - food items must be fresh when being packaged
- Visual appeal - the packaging must provide visual appeal for the food items

Your workplace will have its own packaging requirements and checks that you will need to perform prior to packaging. You will need to ensure that you are up-to-date with these. If at any point you are unsure of the requirements you should seek assistance from your supervisor or manager.

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<sup>1</sup>“What is Packaged Food?” Web. 26-11-2015

<<https://www.melbourne.vic.gov.au/enterprisemelbourne/industries/hospitality/Documents/Food%20safety%20education/PackagingandLabellingFactSheet.pdf>>.

## Select packaging materials appropriate for specific foods, storage or transport requirements and organisational procedures

*Choosing the best food product packaging material involves a large variety of factors. An important aspect in selecting the ideal product packaging material should be determined by the type of product that needs packaged. Likewise, the overall budget needs to be taken in consideration.*

*Another dynamic to consider is marketing. Effective marketing includes the label of the food product being packaged. Moreover, the packaging needs to attract the eye of the consumer.*

*One of the main elements that affect the choice of product packaging materials is size and the structure of the material needed. For instance, food products that are liquid need to have packaging with a good seal that will not leak. Food products that are fragile such as eggs need to have packaging that will prevent breakage or damage. Additionally, products that are heavy need suitable packaging that can hold the weight. Most all products require special packaging in one way or another.*

*-“Selecting Food Packaging.” Web. 26-11-2015. <<http://www.titanpack.com.au/how-do-i-choose-the-best-food-product-packaging-materials/>>.*

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### CHARACTERISTICS AND USES OF PACKAGING MATERIALS SPECIFIED IN THE PERFORMANCE EVIDENCE

Packaging materials may include:

- Plastic cling wrap - waterproof wrap used wrapping items before placing them in the fridge, it keeps the food airtight when used correctly and extends the life of the food.
- Plastic or foil containers - these containers can be used for any food items but are most frequently used when items are stored ready for re-heating as food can be heated in the plastic containers in a microwave oven and can be heated in a regular oven in the foils containers.
- Polystyrene foam - most often used to store fresh fruit and vegetables to keep them separate from other food items.
- Recyclable packaging materials - can be used for any type of food items. Recyclable materials are being used more frequently to ensure the environment is protected and to minimise waste.

Your workplace will have guidelines and set procedures that will tell you the materials that you will need to use to package store or transport foods. Often these will be on display for you in your work area, or near the packaging stations. You can also seek assistance from your supervisor or manager if you are unsure of the packaging materials to use for a specific item.

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<sup>2</sup> “Selecting Food Packaging.” Web. 26-11-2015. <<http://www.titanpack.com.au/how-do-i-choose-the-best-food-product-packaging-materials/>>.

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## TOPIC 2 – PACKAGE AND LABEL FOODS

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### Package food items using appropriate packaging according to organisational specifications and food safety procedures

When you are packaging foods you must not only ensure that the packaging materials are appropriate (as outlined in the previous section), but you must also consider:

- Does the packaging need to be sterile?
- Does it need to protect the food?
- How big is the food item?
- Where it is going/will it be on display?
- Any requirements for transport (stacking, hard-shelled, etc.)
- Does it need a label on it or a logo?
- Where will the label be positioned?

Your workplace will have standards, guideline and procedures in place to ensure that you have the right packaging on hand to suit the food item and its requirements. Appropriate packaging may be:

- Aseptically treated
- Capable of protecting food from damage
- Environmentally appropriate
- Non-contaminating
- Of appropriate dimensions for selected food
- Stackable and transportable
- Visually appropriate to functional need

If you are unsure of the correct packaging to use or if you think that the packaging is incorrect you will need to seek assistance from your supervisor or manager.

## Label foods according to labelling guidelines and specifications

### KEY CONTENTS OF LABELLING GUIDELINES AND SPECIFICATIONS

*Food labels can provide a wide range of information to help consumers make food choices. Food labels also help to protect public health and safety by displaying information such as use by dates, ingredients, certain allergens, instructions for storage and preparation, and advisory and warning statements. FSANZ sets standards for what information must be on food labels.*

*-“Food Labels – Australia.” Web. 26-11-2015. <<https://www.eatforhealth.gov.au/eating-well/how-understand-food-labels>>.*

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There are various pieces of information that must be displayed on labels found on packaged foods across Australia. These will include:

- **Country of origin** labelling - Packaged food must carry a statement identifying either:
  - The country where the food was made, produced or grown
  - The country where the food was manufactured or packaged and that the food is a mix of ingredients imported into that country or a mix of local and imported ingredients
- **Fish labelling** - The seafood industry has worked with Standards Australia to develop an “Australian Fish Names Standard” which provides guidance on standard fish names to be used in Australia
- **GM food labelling** - GM foods, ingredients, additives, or processing aids that contain novel DNA or protein must be labelled with the words ‘genetically modified.’<sup>4</sup>
- **Health claims (nutrition, health and related claims)** - Nutrition content claims and health claims are voluntary statements made by food businesses on labels and in advertising about a food
- **Ingredient lists and percentage labelling** - Ingredients must be listed in descending order (by ingoing weight). This means that when the food was manufactured, the first ingredient listed contributed the largest amount and the last ingredient listed contributed the least. For example, if sugar is listed near the start of the list, the product contains a greater proportion of this ingredient<sup>5</sup>
- **Labelling for religious, environmental, animal welfare and other consumer value issues** - Some food labels include information that relates to people’s personal values/ethics, such as:
  - Religious reasons (e.g. ‘halal’, ‘kosher’)
  - Environmental concerns (e.g. Carbon footprint labelling, palm oil labelling in relation to rainforest destruction)
  - Animal welfare concerns (e.g. ‘RSPCA approved’, ‘dolphin friendly’)
  - Human rights issues (e.g. Fairtrade, child labour)

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<sup>3</sup> “Food Labels – Australia.” Web. 26-11-2015. <<https://www.eatforhealth.gov.au/eating-well/how-understand-food-labels>>.

<sup>4</sup> <https://food-product-development-hannah.weebly.com/genetic-modification-labellin...>

<sup>5</sup> <https://quizlet.com/195320676/food-labelling-flash-cards/>

- **Nutrition information panels** - Nutrition information panels provide information on the average amount of energy (in kilojoules or both in kilojoules and kilocalories), protein, fat, saturated fat, carbohydrate, sugars and sodium (a component of salt) in the food, as well as any other nutrients about which a nutrition claim is made. For example, if a food had a 'good source of fibre' claim, then the amount of fibre in the food must be shown in the nutrition information panel. The nutrition information panel must be presented in a standard format which shows the average amount per serve and per 100g (or 100mL if liquid) of the food.<sup>6</sup>
- **Use by and best before dates** - Date marks give a guide to how long food can be kept before it begins to deteriorate or may become unsafe to eat. The two types of date marking are use by dates and best before dates. The food supplier is responsible for placing a use by or best before date on food<sup>7</sup>
- **Advisory statements** - Advisory statements must be provided for certain foods or ingredients which may cause health risks for some consumers. Foods or ingredients that fall into this category include:
  - **Aspartame** – labels on food containing the intense sweetener aspartame must indicate the food contains phenylalanine (which can affect people with the rare genetic disorder phenylketonuria)
  - **Guarana or guarana extracts** – labels on food containing guarana or extracts of guarana (which is a natural source of caffeine) must indicate that the food contains caffeine
  - **Plant sterols** – labels on foods containing added plant sterols (which may reduce cholesterol absorption) must include statements indicating that:
    - When consuming the product, it should be consumed as part of a healthy diet
    - The product may not be suitable for children under the age of five years and pregnant or lactating women, and
    - Plant sterols do not provide additional benefits when consumed in excess of three grams per day
  - **Caffeine** – labels on kola beverages containing added caffeine must indicate that they contain caffeine<sup>8</sup>
- **Warning statements** - A food must have a warning statement when people may be unaware of a severe health risk posed by a food or an ingredient. For example, food containing the bee product royal jelly is required to have a warning statement, which states that: This product contains royal jelly which has been reported to cause severe allergic reactions and, in rare cases, fatalities, especially in asthma and allergy sufferers<sup>9</sup>

## REQUIREMENTS OF ORGANISATIONAL FOOD SAFETY PROCEDURES RELATING TO PACKAGING FOOD

*Food safety standards place obligations on Australian food businesses to produce food that is safe and suitable to eat. A food business is any business or activity that involves the handling of any type of food for sale, or the sale of food in Australia.*

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<sup>6</sup> <http://www.foodstandards.govt.nz/consumer/labelling/panels/Pages/default.aspx>

<sup>7</sup> <http://www.foodstandards.gov.au/consumer/labelling/dates>

<sup>8</sup> <http://www.foodstandards.gov.au/consumer/labelling/advisory/Pages/default.aspx>

<sup>9</sup> <http://www.foodstandards.gov.au/consumer/labelling/Pages/default.aspx?page=2>

*The standards, which also contain health and hygiene obligations for food handlers, aim to lower the incidence of food-borne illness.*

*-“Food Safety – Australia.” Web. 26-11-2015.  
<<http://www.foodstandards.gov.au/industry/safetystandards/pages/default.aspx>>.*

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In your workplace, you will find a copy of the Food Safety Standards in the food safety program. You will also find all procedures relating to food safety in the organisational policies and procedures manual.

Both of these documents will outline the procedures that you will need to take to ensure food safety is upheld when packaging food.

If you do not understand any of the procedures, if you are unsure of how they relate to you, or if you do not know where to find the procedures relating to your work then you will need to seek assistance from your manager or supervisor.

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<sup>10</sup> “Food Safety – Australia.” Web. 26-11-2015.  
<<http://www.foodstandards.gov.au/industry/safetystandards/pages/default.aspx>>.

## Ensure that food items are not contaminated during packaging process

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The need for correct hygiene and food handling procedures is of utmost importance for all hospitality and food service establishments. It affects the viability of the business, its reputation and general public health and safety. By implementing continuous hygiene procedures in the workplace, hospitality businesses will be able to provide an environment where customers can be confident in the safety of their food and their experience.

Lack of personal hygiene and not following safe food handling procedures may allow food to become contaminated. Illness may result following customers consuming food which is contaminated.

The definitions apply to food contamination

- **Contaminant** - Substance added intentionally or unintentionally that:
  - Makes food unfit for human consumption, such as animal droppings, biocides, disease-causing microorganisms or insects, dust, pests, and other foreign bodies or impurities
  - Is added only to increase the bulk or weight of food, such as water in milk and starch in ketchup<sup>11</sup>
  - Is food, but is in the wrong place, such as a bean in a can of peas
- **Contaminated food** – Is food that has been contaminated by a foreign substance
- **Potentially hazardous foods** - Food that has to be kept at certain temperatures to minimise multiplication of any food-poisoning bacteria that may be present in the food or to prevent the formation of toxins in the food<sup>12</sup>

Employers and workers both need to recognize hazards and the risks of food contamination, and work toward minimising the risks within their establishment. Work processes and routines should be designed to provide a safe and healthy environment.

All areas of hospitality must ensure high levels of hygiene and minimise the risks of cross-contamination.

### CROSS-CONTAMINATION

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Cross-contamination occurs when contaminants (chemical, physical or biological) are transferred from a contaminated surface or product to one which is not contaminated.

Contaminants or micro-organisms can be transferred across to food in a number of ways:

- Person to Person - for example, by hand to hand contact or illness
- Person to food - for example, by poor hand washing habits then handling food
- Food to food - for example, raw chicken dripping onto cooked food
- Food to person - for example, hepatitis being transferred via contaminated water or food

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<sup>11</sup> <http://www.businessdictionary.com/definition/food-contaminant.html>

<sup>12</sup> [http://www.foodstandards.gov.au/publications/documents/FSTemp\\_control\\_Edition\\_fo...](http://www.foodstandards.gov.au/publications/documents/FSTemp_control_Edition_fo...)

Staff illness, poor personal hygiene, not following proper work procedures, and inadequate cleaning and sanitising of equipment can cross-contaminate food. This in turn can lead to cases of food poisoning. The likelihood of contamination of food with foreign matter and micro-organisms can be reduced by following correct food processing techniques. Prevention of contamination can be achieved in a number of ways:

- Keep food covered and protected from foreign objects such as dust, allergens and microorganisms
- Keep raw food separate and away from cooked and ready to eat food
- Clean and sanitise equipment between food processing tasks, such as cleaning and sanitising slicers, knives and boards
- Avoid handling food when sick with an infectious disease
- Maintain frequent and thorough hand washing
- Use separate serving utensils for each food or use protective barriers such as disposable gloves or tongs
- Ensure all food handlers are clean and maintain high levels of personal hygiene such as clean uniforms and good personal grooming
- Ensure packaging is contaminant free
- Ensure correct packaging is used in all cases
- Always following foods safety procedures<sup>13</sup>

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13 <http://www.hsc.csu.edu.au/hospitality/mandatory-units/hygiene/food-safety/4125/f...>



## Adhere to food safety environmental requirements for food packaging area

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### ENVIRONMENTAL REQUIREMENTS FOR PACKAGING AREA TO AVOID FOOD CONTAMINATION

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Proper hygiene is a critical safety factor in all hospitality businesses. In order for a business to be successful, and keep customers and employees safe from illness, strict hygiene principles must be established and maintained. Nobody likes being sick, and no one wants to be responsible for causing illness to others.

Major causes of hygiene hazards which can occur in hospitality situations must be recognised and acted upon.

Hygiene hazards may include:

- Lack of:
  - Clean cloths and tea towels
  - Hygiene signage
  - Personal protective equipment
- Seeing others using unhygienic practices
- Unclean:
  - Hand washing facilities
  - Public areas
  - Staff amenity areas
  - Toilets
  - Workstations

### WHEN YOU ARE ILL

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When you are ill, you have a responsibility to customers, clients and staff to ensure you do not handle food. Handling food whilst ill may cause many others to fall ill as well. If you are feeling unwell, you must see a Doctor and get a medical certificate stating that you are unfit for work. It is your duty not to contaminate food and surfaces to prevent passing on infectious diseases to other people. For example:

- If you are coughing or sneezing you must either remove yourself from the food preparation area or stay at home
- If you have an infection in a cut or abrasion, you must cover it with a watertight bandage before entering the food preparation area.
- If you have a contagious disease, you must stay at home. For example flu, gastroenteritis, etc....

You must provide your workplace with a clearance prior to returning to work.

If you become aware of any issues of possible food contamination caused by either yourself or someone else, it is your duty to report them as soon as possible.

Some issues that should be reported are:

- Not washing hands

- Colds and flu
- Sneezing on food
- Not washing hands after smoking or toilet
- Soiled clothing
- Inadequate personal hygiene

It is your responsibility to ensure reporting procedures are followed to maintain a safe environment for staff and customers.

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## IDENTIFY AND REPORT UNSAFE PRACTICES

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To be able to identify poor organisational practices, you first need to be able to identify what good organisational practices are.

Poor practice occurs when one or more procedure is not followed. Here are some examples of poor practices:

- Poor temperature control (hot and cold food, fridges, and freezers)
- Not following cleaning procedures
- Poor personal hygiene

It is good practice for food businesses to ensure that before anyone is allowed to start work as a food handler, they should at least receive oral or written instruction in the essentials of food hygiene. Staff members need to know their food safety responsibilities.

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Food businesses need to manage food safety by ensuring that staff:

- Can locate and follow workplace information about their own food handling operations
- Can identify and correct (or report) situations or procedures that do not meet your business's agreed workplace practices
- Know their responsibilities in regard to health and hygiene requirements

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## PEST CONTROL

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What are pests and what causes them to become a nuisance?

Pests come in many shapes and forms, big or small, visible or not, but they all create the same problem which is an unsanitary working environment that can lead to many kinds of illnesses and causes of cross-contamination.

Some of the pests you might find in a food environment are:

- Rats and mice
- Other vermin

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<sup>14</sup> <http://www.clubtraining.com.au/food-handlers-require-skills-and-knowledge/>

- Cockroaches
- Fleas and other insects

These pests can be easily avoided by simply following a proper cleaning procedure and making sure all door, window and fridge seals are up to standard.

If you do have a pest problem you need to deal with it quickly and concisely; you can do this by:

- Placing traps specific to the type of pest you have
- Keeping bin areas clean and lids down at all times
- Wrap all food scraps tightly and place them in the bin straight away

Pests can be avoided and controlled at all times by simple things, and it's the simple things people most commonly forget about.

### PEST CONTROL STRATEGIES

Pest control strategies are a critical component of running a successful hospitality business. Ineffective pest control can be responsible for the downfall of any hospitality premises no matter how prestigious. Restaurants and commercial kitchens are complex environments, requiring well thought out tactics to manage pest control.

The philosophy of pest management is built around inspections and crack & crevice treatment. The environment is dissected into three major areas: Front-of-House, Back-of-House and Perimeter. We'll further divide each area into even smaller areas (microhabitats) to show how service technicians can focus their inspections and plan their treatment. One of the main areas we will look at is the back of house.

The back-of-house commonly refers to the food preparation, food storage and dishwashing areas. Sanitation is very challenging here; this is where pest problems often originate.

Inspections are vital to finding areas where pests may be residing, entrance and exit ways, and sanitation issues which need to be improved or resolved. Back-of-house conditions are crucial, for helping management determine correct product selection both for correct product selection and understanding how improved sanitation can help control pests.

Moisture and food debris and clutter are commonly found in the food preparation area. Non-repellent phantom insecticides may be used to accompany baits in complex environments such as this. They provide long-term control, without interfering with the bait attraction to unwanted pests.

### AREAS TO CONSIDER

- **Prep Tables** - Check behind flashing, under tabletops and shelves, in hollow legs and drawers. Look for spilt or dried food where equipment touches the wall, floor or other equipment
- **Dry Storage** - Food spillage and excess cardboard are common in this area and must be removed. Product sitting on shelves can become a resource site

- **Fryer** - Inspect thoroughly here; grease builds up quickly, and fryers often get “stuck” to adjoining equipment and walls, trapping food in hard-to-reach spaces
- **Grills** - Debris commonly builds up under the unit and against the wall, creating pest harborage. Be aware of pilot lights when inspecting or treating in this area
- **Plating Station** - Inspect inside cabinets and drawers and below and behind this area. Large voids exist here. Condiments are often spilt around salads and appetisers in cold plating stations
- **Out of sight areas in the back of house** - including voids can be one of the most challenging areas in terms of pest control. They provide areas, which harbour pests, protecting them from the products applied to control them. Flushing materials and flashlights can be used to discover these areas during inspection
- **Carts & Racks** - Sanitation is often a problem on slides, frame and wheels. Inspect carefully to prevent distributing pests from one area to another.
- **Floor Drains** - Inspect all drains, under heavy equipment, in the open floor, restrooms, storage areas and walk-in cooler and check routinely for signs of pests
- **Pipes/Conduit** - Pipes and conduit provide pathways and harbourage areas for pests. Inspect outlets, pipe chases and other pathways around any equipment that uses electricity, gas or water
- **Beverage** - Beverage tanks should be kept off the floor, if possible, for better sanitation. Inspect hoses for leaks and dispenser for proper sanitation. Have them cleaned if necessary
- **Dishwashing** - Inspect motor housing, open pipe chases, detergent dispenser, hollow legs, cracks in tiles and above ceiling tiles. Look for spilt food and dirty cookware, especially under equipment<sup>15</sup>

### **Don't Forget**

Sanitation can be somewhat challenging in these areas. Regular and direct spraying of sanitising products will ensure these areas are kept free from germs.

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<sup>15</sup> <http://pestcontrol.basf.us/reference/literature/restaurants-and-commercial-kitch...>

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## TOPIC 3 - COMPLETE WORK PROCESS

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### Restore work area to original condition according to organisational procedures and environmental requirements

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In order to complete your work, you need to make sure the area has been left clean and tidy. Your organisation will have specific procedures relating to the cleaning process that include any environmental requirements.

*Food businesses must maintain their premises and all equipment in a clean and sanitary condition in order to comply with the Food Standards Code. The standard of cleanliness expected must ensure there is no accumulation of food waste, dirt, grease or any other visible matter.*

*When handling food on or with dirty equipment, bacteria can be transferred to the food product. This has the potential to cause food poisoning. In order to help minimise the risk of food poisoning illnesses, all food premises must be kept in a clean condition.*

*Cleaning schedules are utilised in order to ensure all food preparation areas are kept clean and sanitised. A cleaning schedule is an easy and effective way of demonstrating all equipment is regularly cleaned. It is a set of instructions that describe everything that needs to be done in order to maintain the premises in a clean and sanitary condition.<sup>16</sup>*

As spoken about earlier, it is important that food businesses keep their equipment clean for use. You will need to know what the appropriate cleaning agents for various equipment are so you can clean them properly and effectively.

### CLEANING PRACTICES AND AGENTS FOR USE ON A RANGE OF EQUIPMENT

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There are many chemicals available for professional kitchen cleaning. The most common are chlorine bleach, quaternary sanitiser, (ammonium based), iodine, alkaline detergents, de-greasers, detergents, and glass cleaners.

Some of the different agents used to disinfect equipment and work surfaces after general cleaning includes chlorine bleach, quaternary sanitiser, and iodine.

Alkaline detergents are strong, acid-based cleansers that are used for heavy-duty cleaning of equipment, walls, and floors. One example of an alkaline cleaner is caustic soda.

Regular detergents, available in a variety of different configurations and delivery systems, can be used for everything from washing service ware to general cleaning.

Effective cleaning substances must be able to:

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<sup>16</sup> <https://images.template.net/wp-content/uploads/2016/03/19130448/Cleaning-Schedul...>

- Dislodge any dirt or grime
- Reduce the levels of germs (sanitising)
- Reducing the environment for bacteria to grow (disinfecting)

The use of a cleaning schedule will help to keep equipment and surfaces regularly cleaned and sanitised.

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### HOW DO I DEVELOP A CLEANING SCHEDULE?

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A cleaning schedule is a list of equipment and surfaces in the kitchen that needs to be regularly cleaned and sanitised. This list will have the frequency of cleaning and who is responsible for the cleaning on it as well.

To create a cleaning schedule, you will want to walk through the kitchen and list all the items that need cleaning. Then you will record how to clean each item and determine how often it needs to be done.

Your workplace should have a cleaning schedule, so you will need to ensure that you read and follow it to ensure you are cleaning your equipment to the standard required.

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### WHAT IS CLEANING AND SANITISING?

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It is important for everyone to understand that cleaning and sanitising are two separate procedures. A surface will generally need to be cleaned before it can be sanitised. Below are the definitions of both procedures:

- Cleaning means no accumulated dust, dirt, food particles, or other debris on the surface of the item, and no bad smells
- Sanitising means to apply heat and/or chemicals to a surface with the goal of killing bacteria and making it safe for food to contact it

An important thing to note is that cleaning and sanitising are two different processes. Cleaning does not sanitise the item, and sanitising does not clean the item. Therefore, you will need to do both to ensure the item is suitable for use.

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### RECOMMENDED CLEANING FREQUENCIES

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The following cleaning frequencies are only minimum recommendations; your workplace may clean items on this list more frequently.

Immediately after use or service period:

- Utensils, crockery, cutlery, pots, pans, etc.
- Equipment such as meat slicers, mixers, cutting boards
- Food preparation areas

Daily:

- Microwaves, coffee machines, stovetops, Bain Marie

- Floors and walkways
- Refrigerator rubber door seals
- All staff/patron toilets, change rooms
- Waste areas

Weekly:

- Floors/walls beneath and behind all appliances
- Shelving, cupboards
- Fly screens
- Cool room, refrigerators, freezers
- Dry storage areas
- Ovens
- Bins

Monthly:

- Light fittings, fans
- Exhaust canopies

Three monthly:

- Arrange for grease trap to be cleaned
- Professional pest control

## Identify and report on unsafe or faulty equipment or materials, or rectify according to level of individual responsibility

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In the workplace, ensuring a safe working environment is important for both employers and employees. Employers are legally required to ensure that all people within their business are safe from any unsafe or hazardous situations.

Employees are required to follow all safety rules and procedures that are given to them and to ensure they do everything in their level of responsibility to prevent themselves and others being exposed to any hazards that they find.

An important part of this requirement for you is to check any equipment you are going to be using for any safety concerns or faults and report them to the relevant person.

Some of the various common workplace hazards are but not limited to;

- Using machinery or tools without proper authority or training
- Breaching safe work practices
- Removing or disabling safety guards and devices on equipment
- Using faulty or unsafe tools or equipment or using them in unsafe ways/tasks they weren't intended for
- Using hands or body instead of tools
- Handling materials in unsafe ways

Everyone in the workplace shares responsibility for ensuring all equipment is working properly and is safe to use.

When you discover a hazard or fault in the equipment you are using, you should report it immediately to your supervisor, employer, or WHS representative.

Sometimes you will find that the problem is a minor fault with the equipment. In these circumstances you are able to fix the problem yourself as long as it is within your level of responsibility and doing so won't put you at risk of harm.<sup>17</sup>

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<sup>17</sup> [http://www.takeonestep.org/Pages/yoursafety/safenotsorry/workplacehazards.aspx\\_br](http://www.takeonestep.org/Pages/yoursafety/safenotsorry/workplacehazards.aspx_br)



## Store surplus food items in appropriate environmental conditions

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### STORING FOOD

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The correct storage of food items will help to minimise the potential for food spoilage, contamination, and wastage. All food items need to be stored somewhere when not being prepared or served, and food businesses will use a variety of different food items that each have their own requirements.

There are 3 main areas that food will be stored, fridge, freezer, and dry storage. These areas will allow for different standards and guidelines for how food is to be stored in them to provide maximum safety.

### FRIDGE STORAGE

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The storage of foods in the fridge is the most important area to regulate and maintain. The reason for this is that the vast majority of food items that you store in a fridge will be high risk, which means that the environment in the fridge will need to be maintained to prevent any undue spoilage or wastage.

The temperature of the fridge should be kept at 1-5 degrees Celsius.

A good rule is that raw products, such as meats and fish, and items that are thawing should be placed lower down in the fridge to prevent any dripping onto other food products.

All food items will need to be covered to prevent cross-contamination.

### FREEZER STORAGE

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The use of freezers has revolutionised the way in which we can store food. Freezers make it possible to store food items for much longer than normal in safe conditions. When storing food in freezers, the same rules apply to fridge storage with a few extra points.

Food stored in freezers will need to be completely covered and sealed in containers or wrapped in cling wrap to prevent freezer burn. The temperature of freezers will need to be kept at -15 to -21 degrees Celsius.

### DRY STORAGE

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Dry storage is used for food items that do not require refrigeration or freezing and are classified as low-risk food products. Dry storage is essentially a pantry. Food products will need to be organised for easy access and location of specific items, with heavier products, such as bags of flour and drums of oil, kept on lower shelves.

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