



Older People Active Lives

# Preparing and cooking food

## Information for Volunteers who;

- prepare and cook food from raw ingredients e.g. meat, fish, fresh vegetables.
- prepare and cook meals from shop bought fresh and frozen products.



# Aims of this information sheet

- to re-enforce staff and volunteers' learning received while undertaking their Level 2 Award Food Hygiene and Safety for Catering, Food Standard Agency's training on Allergens and Intolerances, and reading Food Standard Agency's E' coli factsheet.
- to ensure that food and refreshments provided as part of OPAL Services are as safe as possible and do not cause illness/food poisoning.

## **Please note**

We ask people not to attend OPAL services if they are suffering from an upset stomach, diarrhoea, vomiting, and any respiratory disease such as Covid or 'flu'.

People with any of these infectious illnesses should not help prepare and serve food and drinks. You must be clear of any upset stomach symptoms or vomiting for 48 hours before helping in this way.

# Before you start working with food...



Always wash  
your hands



Wear clean  
clothes



Wear an apron if  
handling non  
prepacked food



Remove  
watches and  
jewellery



Tell your organiser if  
you have been  
sick/vomited – **Don't**  
work with food

# When you are working with food...



- **No** Smoking
- **No** eating or drinking
- **Avoid** touching your face, coughing or sneezing over food

Cover any cuts with a  
brightly coloured  
waterproof dressing



# Before you start working with food...

## **When to wash your hands...**

- Before touching or handling any food, especially ready to eat food
- After going to the toilet
- After touching a cut or changing a dressing
- After any cleaning
- After touching or emptying bins
- After touching phones, light switches, door handles, money
- After touching raw meat, poultry, fish, eggs or unwashed vegetables

# Before you start working with food...

## Kitchen Preparation

Before preparing any food or refreshments;

1. Clean all kitchen work surfaces, chopping boards, dining tables, frequently touched items (sink/taps, fridge/freezer handles, kettle handles)
2. For surfaces that come into contact with food – 2 stage process
  1. Wash down with hot water and soap/detergent with a new J cloth
  2. Disinfect with a kitchen safe antibacterial spray
3. For frequently touched surfaces disinfect with the antibacterial spray (note - some sprays need to be left for a short time before they can be used so please read the label)

# Before you start working with food...

## **Kitchen Preparation**

4. All crockery and cutlery must be clean, rewash if there is any doubt.
5. The OPAL Organiser or nominated volunteer to check and record the fridge temperature, which must be between 0 and 5°C.
6. New J-cloths and OPAL provided freshly washed tea towels (or blue paper roll or towels) must be used each day. Please don't use any already found in the kitchen.



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# Preparing food

- Preferably food should be purchased on the day it is to be eaten, but if this is not possible, it must be stored correctly before it is served as described on its packaging, noting any that needs to be kept in the fridge or freezer.
- All food must be consumed within its “eat by date”, and due consideration should be given to food’s “best by date”.
- Raw and cooked foods must be stored separately to avoid cross contamination.

## Allergens

Consult the sheet where members’ food allergens and intolerances are recorded, to make sure you do not serve anyone with food they shouldn’t/can’t eat. Information about food ingredients and allergens can be found on food packaging.

# The 14 Allergens

## 14 Allergens



The way allergens are labelled on prepacked foods has changed. The Food Information Regulation, which came into force in December 2014, introduced a requirement that food businesses must provide information about the allergenic ingredients used in any food they sell or provide.

There are 14 major allergens which need to be mentioned (either on a label or through provided information such as menus) when they are used as ingredients in a food. Here are the allergens, and some examples of where they can be found:

<b>1</b>	<b>Celery</b> This includes celery stalks, leaves, seeds and the root called celeriac. You can find celery in celery salt, salads, some meat products, soups and stock cubes.
<b>2</b>	<b>Cereals containing gluten</b> Wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats is often found in foods containing flour, such as some types of baking powder, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and fried foods which are dusted with flour.
<b>3</b>	<b>Crustaceans</b> Crabs, lobster, prawns and scampi are crustaceans. Shrimp paste, often used in Thai and south-east Asian curries or salads, is an ingredient to look out for.
<b>4</b>	<b>Eggs</b> Eggs are often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries or foods brushed or glazed with egg.
<b>5</b>	<b>Fish</b> You will find this in some fish sauces, pizzas, relishes, salad dressings, stock cubes and Worcestershire sauce.
<b>6</b>	<b>Lupin</b> Yes, lupin is a flower, but it's also found in flour! Lupin flour and seeds can be used in some types of bread, pastries and even in pasta.
<b>7</b>	<b>Milk</b> Milk is a common ingredient in butter, cheese, cream, milk powders and yoghurt. It can also be found in foods brushed or glazed with milk, and in powdered soups and sauces.

<b>8</b>	<b>Molluscs</b> These include mussels, land snails, squid and whelks, but can also be commonly found in oyster sauce or as an ingredient in fish stews.
<b>9</b>	<b>Mustard</b> Liquid mustard, mustard powder and mustard seeds fall into this category. This ingredient can also be found in breads, curries, marinades, meat products, salad dressings, sauces and soups.
<b>10</b>	<b>Nuts</b> Not to be mistaken with peanuts (which are actually a legume and grow underground), this ingredient refers to nuts which grow on trees, like cashew nuts, almonds and hazelnuts. You can find nuts in breads, biscuits, crackers, desserts, nut powders (often used in Asian curries), stir-fried dishes, ice cream, marzipan (almond paste), nut oils and sauces.
<b>11</b>	<b>Peanuts</b> Peanuts are actually a legume and grow underground, which is why it's sometimes called a groundnut. Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, sauces (such as satay sauce), as well as in groundnut oil and peanut flour.
<b>12</b>	<b>Sesame seeds</b> These seeds can often be found in bread (sprinkled on hamburger buns for example), breadsticks, houmous, sesame oil and tahini. They are sometimes toasted and used in salads.
<b>13</b>	<b>Soya</b> Often found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu, soya is a staple ingredient in oriental food. It can also be found in desserts, ice cream, meat products, sauces and vegetarian products.
<b>14</b>	<b>Sulphur dioxide (sometimes known as sulphites)</b> This is an ingredient often used in dried fruit such as raisins, dried apricots and prunes. You might also find it in meat products, soft drinks, vegetables as well as in wine and beer. If you have asthma, you have a higher risk of developing a reaction to sulphur dioxide.

For more information, visit: [food.gov.uk/allergy](http://food.gov.uk/allergy) or [nhs.uk/conditions/allergies](http://nhs.uk/conditions/allergies)  
 Sign up to our allergy alerts on [food.gov.uk/allergy-alerts](http://food.gov.uk/allergy-alerts), or follow #AllergyAlert on Twitter and Facebook Let's keep connected at [food.gov.uk/facebook](http://food.gov.uk/facebook)  
 Join our conversation @foodgov  
 Watch us on [food.gov.uk/youtube](http://food.gov.uk/youtube)



# Preparing food

- Use the appropriate colour chopping boards for meat (red), fish (blue), cooked meats (yellow) vegetables/fruit (brown) dairy products (white).
- Keep raw and cooked foods separate during food preparation.
- Some foods may be prepared (but not cooked at home) such as vegetables, pastry and crumble mix. The exception to this rule is if the volunteer's or member of staff's home kitchen has been inspected by Environmental Health, and then they may bring in home cooked food provided if it is covered and transported at the correct temperature. (Hot food to be kept above 63<sup>0</sup> C and cold food below 5<sup>0</sup> C).



# Cooking food

- All hot food should be cooked/heated to 75<sup>0</sup> C. The temperature at the centre of the hot food must be taken (and recorded) at the end of cooking using the food probe. The probe wipes should be used before and after each time the probe is used.
- If food is not served immediately after cooking/heating up, it should be probed again (and the temperature recorded) to make sure it is above 63<sup>0</sup> C at the point of serving.
- Re-heating food is to be avoided but if it has to be, re-heat thoroughly and quickly to a high temperature of at least 75<sup>0</sup> C at its centre.

# Cooking food

- If you are using a hot cupboard for holding food, make sure it is between 70 – 90<sup>o</sup> C, before you put food in it.
- Avoid pouring hot gravy and hot sauces onto cold meat or fish unless it is to be eaten immediately.
- Keep food covered, and handle as little as possible, using serving spoons etc. whenever possible.
- Once the food has been cooked and served the Food Diary must be completed by the cook(s) or the Organiser.

# After the Consumption of Food and Drink

- Crockery, cutlery etc. must be washed up in hot water with a detergent and rinsed. A clean J-cloth should be used, not the one for cleaning the kitchen before food preparation.
- It is preferable to leave items to dry, but as this is not normally possible, please use a clean freshly washed tea towel or coloured (blue) paper towel/roll.
- All kitchen work surfaces, chopping boards, sink taps, fridge/freezer handles and dining tables must be wiped down and sanitised.
- Hands should be washed after wiping down all surfaces.

# After the Consumption of Food and Drink

## Left over food

- Any “left over” food should be offered to staff and volunteers to be consumed on the premises as soon as possible after serving to members.
- Any hot cooked food left over should be binned
- Any “left over” food should not be given to the OPAL service attendees/members to take home.
- Any “left overs” must not be left in the fridge or cupboard

# After the Consumption of Food and Drink

## Left over food

- Any opened packages of dry goods should be taken home, if they cannot be stored in sealed airtight containers and used the next week.
- Food waste and “left over” food must be placed in a lined bin (which should have a lid on it) in the kitchen.



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# Kitchen close down

- Throw away all J-cloths and disposable aprons which have been used that day. Take home aprons and tea towels home to wash.
- At the end of the day, the kitchen bin should be emptied, securely tying the bin bag. The bin bag should be dealt according to the venue's instructions. Please wash your hands after emptying the bin.
- Any breakages, problems with the kitchen and its equipment, and any signs of pest infestation, must be reported to your Organiser, who will contact the venue owner.
- At the end of the day, your Organiser, or nominated volunteer, to complete the “Kitchen Opening and Closing Checks” form.



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# Kitchen Opening and Closing Checks

Date:	
Kitchen surfaces cleaned and disinfected at start?	
Fridge Temp:	
Clean J cloths?	
Clean Tea towels?	
Aprons & hats available?	
Hand soap/ blue roll?	
Evidence of damage in kitchen?	
Evidence of pests?	
Any issues to report?	
Food served:	
Closing Checks	
Bins emptied?	
J cloth thrown away?	
Washing up done & put away?	
Surfaces wiped?	
Fridge emptied?	

# Summary of key essentials

- Cover cuts etc with a blue plaster
- Wash hands thoroughly before handling any food, after cleaning surfaces and emptying bins.
- Clean all surfaces and equipment before use and at end of the day.
- Consult the Allergens sheet where members allergens and intolerances are recorded
- Preferably food should be purchased on the day it is to be eaten
- All hot food should be cooked/heated to 75<sup>0</sup> C
- Record fridge and food probe temperatures.
- Empty bins at end of the day.