The food handling plan must be completed by an Executive member who holds an acceptable Safe Food Handling qualification. A food handling plan must be submitted for any function at which perishable food is being provided.

Applicant details
Name of Club (no abbreviations)
Name and executive position
Phone (home/mobile)
Email
Signature

Safe Food Handling Qualification
Is your qualification:
❒ A recognised Food Hygiene Certificate
❒ Online Training

Certificate qualification: if you did not receive the certificate through the C&S program have you previously provided a copy of your certificate to the C&S Office?
❒ Yes  ❒ No (If No, the Certificate must be provided with this Plan)

Event details
Date of function _____________
Time start  _____________ am/pm  Time finish  _____________ am/pm
Venue  _____________________________________________

General description of event
______________________________________________________________________________________________
______________________________________________________________________________________________

Purchase details
Approximate quantity and type of food to be purchased
______________________________________________________________________________________________
______________________________________________________________________________________________

Name and phone number of the person who will be purchasing the food
______________________________________________________________________________________________

Date and approximate time of purchase
______________________________________________________________________________________________

Name and location of purchase
______________________________________________________________________________________________
Food Transport and Storage
Name and phone number of the person who will be transporting and/or storing food (if different from purchaser)

______________________________________________________________________________________________

Date and time when transportation will take place

______________________________________________________________________________________________

How will the food be transported from the place of purchase to the place of storage and/or the function?

______________________________________________________________________________________________

If the purchases are not being made on the day of the function, where and how will the food be stored?

______________________________________________________________________________________________

How will the food be stored at the function?

Food Preparation and Serving
Describe the hand hygiene procedures, including what is available at the event site.

______________________________________________________________________________________________

______________________________________________________________________________________________

How will you prepare the area and utensils to be used in the food preparation and service?

______________________________________________________________________________________________

______________________________________________________________________________________________

Where will the food be prepared?

______________________________________________________________________________________________

Who will be involved in the preparation and service of the food?

______________________________________________________________________________________________

What personal hygiene measures will be taken by those involved in the preparation and service of the food?

______________________________________________________________________________________________

______________________________________________________________________________________________

How will the food be prepared?

______________________________________________________________________________________________

How will the food be served?

______________________________________________________________________________________________

If the club is charging for the event, who will be handling the money?

______________________________________________________________________________________________

Clean Up
What is the clean up procedure for the area, utensils and equipment used?

______________________________________________________________________________________________

______________________________________________________________________________________________

How and where will leftover food and other rubbish be disposed of?

______________________________________________________________________________________________

______________________________________________________________________________________________

Keep a copy of this Plan at your event