Safe Food Handling Plan

Contact
Clubs & Societies Coordinator
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First floor, Union House

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)

For Online qualification: who is the second Supervisor for the Event:
Name and phone number ____________________________________________________________

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

What hand-washing facilities will be accessible at the preparation and service site/s?

__________________________________________________________________________________________________

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