

Safe Food Handling Plan

CLUBS &
societies



Contact

Clubs & Societies Coordinator
p 8344 4834
e clubs@union.unimelb.edu.au
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)

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