

Safe Food & Hygiene Standards

Charity Food Safety Information Sheet

Hotel may, if the local laws permit, donate foods from functions that is left over and has not been consumed or displayed to charity organizations. It is critical that the charity organizations are also committed to ensuring that the foods donated to their organization are not only accepted safely, but transported, stored and served to achieve a safe & wholesome food. As the hotel has implemented a food safety system based on the international principles of HACCP, then part of this program is to ensure that charity organization are aware of food safety requirements. This is also the hotel's moral obligation.

To support the process, this document has been developed for the charity organizations. This document is to be signed and dated with a copy kept by the hotel together with a copy being maintained by the charity organizations.

The following basic food safety management rules must apply:

1. Everyone involved in handling donated food should maintain the highest standard of personal hygiene and cleanliness.
2. Utensils should be used. Do not touch any food directly.
3. Ensure that your clothing and footwear are clean.
4. Wash your hands regularly, e.g. after preparing raw foods, handling waste, after a break, before you start work, after coughing, sneezing, touching your hair, after eating & drinking and after going to the toilet.
5. Cover all cuts, open wounds or burns with colored waterproof band aids. Fingernails are to be kept clean and short.
6. Do not smoke whilst picking up, transporting or distributing foods.
7. Practice first in/first out (FIFO) principles of stock rotation.
8. Ready to eat foods should not be permitted to remain in the Danger Zone (between 40°F to 140°F or 8°C to 63°C) for any longer than 2 hours for hot foods, 4 hours for cold foods. If potentially hazardous foods remain in the Danger Zone for a total time-period of any longer, then they must be considered as unfit and discarded. Food items that have been exposed openly in public areas (i.e. buffets in restaurant/meeting rooms) need to be discarded.
9. Store foods to be donated in clean, covered food-grade containers. Suitable labelling should include product name and date of production.
10. Keep raw materials and finished products separate to avoid cross contamination, e.g. the storage of

ready to eat foods must be kept above raw foods.

11. Use a sterilizing wipe to clean the probe thermometer before each use.
12. Take care when handling, storing, packing and transporting food.
13. Ensure that the food is collected by, or delivered to a charity in the shortest possible time.
14. Where and/or when possible, a chilled vehicle should be used to transport foods.
15. Ensure that all vehicles used for the transportation of the foods should be clean and in good condition.
16. Do not store any waste or any other non-food materials including clothing or chemicals in the transportation vehicle.
17. It is not guaranteed that foods are allergen-free. Therefore, it is not recommended for persons with allergens to consume any prepared food donations.

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| Charity Organization Representative: | |
| By signing this document, I, as a representative of the charity organization receiving the donated foods, agree that all reasonable food safety precautions will be undertaken by the charity organization to comply with the safe food and hygiene standard requirements as per the Charity Food Safety Information Sheet. | |
| Charity Organization Name: | |
| Charity Organization Representative Signature: | |