

Food Safety Tasks & Supervisor Report

Participants name:	
Are you applying for recertification?	<input type="checkbox"/> Tick if you already hold a Food Safety Supervisor Certificate and you are applying for recertification <input type="checkbox"/> Tick if you are doing this course to get a Food Safety Supervisor Certificate for the first time
Supervisors name: <input type="checkbox"/> Tick here if you are the supervisor	
Supervisor contact details	
Date Completed:	
Participant Experience - in retail food	_____ Years & _____ Months
Work Placement Duration (If applicable)	

The Food Safety Supervisor **Task and Report** is an evidence gathering tool that must be completed as part of the overall assessment for this course. It must be completed by you and your supervisor/manager. If you are the owner and operator you are able to complete and sign off this form yourself.

Instructions for participant:

This document is made up of 2 parts.

Part 1 is to be completed by the person doing the course. There is 8 TASKS to be completed.

Part 2 includes a report that will need to be completed by the employer or supervisor to confirm you have the skills and knowledge that is required to be a Food Safety Supervisor. The report will ask your employer / supervisor to confirm that you **consistently apply** the skills required. These skills may have also been demonstrated in the recent past (6 months), over a period of 2 weeks or on at least 3 occasions.

Once you have completed your tasks (which includes some questions) and your employer / supervisor has completed the report, it must be submitted to Just Careers Training ONLINE (uploaded to your course online). Please do not submit this report unless it has been completed and your supervisor or employer has confirmed the application of the skills required. Please see the instructions at the end of this document.

If you can not upload this document, then you may send it by email to coursesupport@licences4work.com.au or by FAX to 1300 558 242. **PLEASE DO NOT POST THIS DOCUMENT.**

TASK 1 : For each of the raw egg products listed below, list a product that could be used as an alternative, which does not contain raw eggs.

Raw egg product	Alternative product (in place of raw egg)
Mayonnaise	
Garlic aioli	
Tiramisu	
Raspberry Mousse dessert	
Raw egg protein shake	

TASK 2 - Food Allergens

List the top 8 food allergens and the products they make, that must be declared by law:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

TASK 3 - For each of the following, what is the risk (what could go wrong) and how could you minimise the risks?

	What is the risk?	How could you minimise (reduce or get rid off) the risk?
a) A frypan containing sesame oil is wiped out with a paper towel and then re-used.		
b) A Mars bar slice, which may contain traces of tree nuts, is displayed on the same tray as a Lemon and coconut slice.		
c) A jar of chutney does not have the ingredients listed on the label.		

TASK 4 - Complete either Option 1 **OR** 2, whichever is most appropriate to your business.

Option 1 - Complete this if you use raw eggs in your business

Option 2 - Complete this if you DO NOT use raw eggs in your business

OPTION 1

Instructions:

- Use the checklist to conduct an inspection of your workplace.
- Tick "Yes" or "No" for each action/control or "Not Applicable"
- If you have your own checklist at work that is used for ensuring safe egg handling then you may submit this to your trainer (by email or upload)

This checklist will give you a clear picture of where improvements can be made in the purchase, storage and handling of raw egg products

ACTION	Process Control	Yes	No	Not Applicable
ASK a QUESTION	Food preparation staff are aware that using pasteurised egg products is a safer alternative to using raw egg.			
LOOK	Eggs are clean - no visible cracks, dirt, faeces and/or feathers			
LOOK	Egg Suppliers' business details are recorded			
LOOK	The Best Before date is provided by the supplier or stamped on eggs			
LOOK	Each egg is individually stamped with a unique identifier which provides for traceability in the event of an outbreak			
LOOK	Eggs are stored in a cool dry place			
LOOK	Egg cartons are clean and have not been reused			
LOOK	Eggs are stored away from cooked foods			
LOOK	Eggs are stored separately from other raw foods			
LOOK	A designated hand washing facility is available and easily accessed by food handlers.			

LOOK	Food preparation staff wash their hands with warm running water and soap, dry hands with paper towel or air dryer before starting preparation of egg products			
LOOK	Food preparation staff demonstrate good personal hygiene - clean clothes, apron, hair net or cap, staff are in good health, wash hands regularly.			
LOOK	An egg separator is used to separate eggs.			
TEST the ACIDITY	Raw egg dishes are acidified to a pH 4.2 or lower or else discarded within 4hrs.			
CHECK the RECORDS	Raw egg dishes are made fresh daily if acidified or made to order and consumed immediately if not acidified.			
TEST/CHECK the RECORDS	Raw egg dishes are stored and displayed under temperature control or there is documented evidence of compliance with the 4hr/2hr rule.			
TEST the SKILL	Staff can demonstrate the correct use of the thermometer to measure the temperature of potentially hazardous foods being stored or displayed.			
LOOK	Raw egg dishes are dated and stored appropriately to prevent cross contamination.			
LOOK	Premises, fixtures, fittings and equipment are visibly clean.			
LOOK/Check the RECORDS	Surfaces and equipment which come into contact with food are sanitised using: Heat over 77°C OR Chemical OR Heat and Chemical			
LOOK/TEST the SKILL	Staff can demonstrate effective sanitising and the correct dilution, application and use of a chemical sanitiser?			

LOOK/TEST the SKILL	The workplace displays posters or other visual information about the dangers of using raw eggs and the connection with Salmonella poisoning			
Record – the corrective actions you could take to ensure food safety				

OPTION 2 – Salmonella/Campylobacter

COMPLETE THIS OPTION IF YOU DO NOT USE RAW EGG IN YOUR BUSINESS. IF YOU HAVE COMPLETED OPTION 1 THEN YOU DO NOT NEED TO COMPLETE THIS.

Instructions:

Complete the table below. you can find useful information to help you complete this table in your learning resources (look in your student resources tab - "Pathogens")

Pathogen	Typical incubation period (time between eating and onset of symptoms)	Typical symptoms	Typical food vehicles
<i>Salmonella</i>			
<i>Campylobacter</i>			

TASK 5 - Maintenance schedule

Instructions:

1. In your workplace use the Schedule below to assess each item and determine if maintenance is **Satisfactory (S)** or **Unsatisfactory (U)**. If an item is found **Unsatisfactory** write in the 'Corrective action' column, actions needed to correct the item.

If you have your own then you may upload your own but it should contain all (or most) of the information shown in the table below.

Item	S/U	Corrective action/Comment
Food Preparation Area		
Ceiling, walls and floors free from cracks and other signs of damage		
Food preparation benches free from rust, damage and deterioration		
All equipment free from rust, damage and deterioration – no exposed wood present		
Lights above preparation area covered		
All sinks (including hand washing) accessible and in working order		
Other fitting and fixtures in good condition and in working order		
Coolroom/Fridge/Freezer/Ice Room		
Walls, floors and ceiling clean and in good condition		
Shelving free from rust and kept cleaned		
Lights covered		
Seals clean and in good condition		
Cooling units free from rust and corrosion		

Storage Areas		
Chemicals stored separately to food and packaging material		
All food and packaging material stored in a manner to prevent contamination		
Staff Amenities (e.g. toilets, staff rooms)		
Staff amenities kept clean and tidy, perform waste disposal		
Hand washing facilities accessible and in good order		
Pest Control		
No sign of pest within processing area, storage area or staff amenities		
Rodent and insect bait stations maintained and correctly situated		

TASK 6 - Complete the following table, detailing the frequency (how often) the areas need to be cleaned to maintain a clean workplace.

Area to be cleaned	Frequency (how often or when)	Process
<i>Floors & storerooms</i>	<i>End of shift or after spillage</i>	<i>Broom, clean floor. Mop with detergent. Rinse clean water.</i>
Food contact surfaces- benches etc.		Rinse with warm water. Apply chemical sanitiser (to manufacturer's concentration). Rinse with warm water to remove residues
Utensils used to serve and/or prepare foods		Rinse off excess food. Detergent with Warm water. Sanitise.
Bain maree		Wipe over. Detergent with warm water. Sanitise food contact surfaces

Stove top/stove sides/deep fryers		Warm water & detergent
Coolroom outside/ internally		Warm water & detergent
Garbage bins within food preparation area		Empty bin, replace the liner
Walls, fans, exhaust heads, cupboards, light fittings, shelving		Sponge down with detergent. Rinse with clean water
Areas beneath & behind stove/grill/deep fryers & equipment		Broom, clean floor. Mop with detergent

PART 2 - REPORT / THIRD PARTY VERIFICATION

For each criteria there is a question that will need to be answered by the supervisor, participants may write in the answer , but the supervisor will need to sign the end of the form confirming the skills/ answers listed.

If you are a supervisor or employer then you will need to declare that you apply these skills and another person who works with you will need to witness declaration.

Instructions for employer / supervisor:

Evidence is required that shows the consistent application of the required skills detailed below. Consistently means that you have observed this multiple times and you are confident that the participant applies these skills **AT ALL TIMES**.

Criteria	How the Participant Confirmation of actions , skills and knowledge
1. Maintenance of personal Hygiene and sanitation?	<p>The participant Consistently demonstrated this by (tick only those applicable);</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hand washing when required and regularly <input type="checkbox"/> Maintaining personal presentation and cleanliness <input type="checkbox"/> Tying Hair back under net or cap <input type="checkbox"/> Not touching hair or sneezing near food <input type="checkbox"/> Not wearing excessive make up or jewellery <input type="checkbox"/> Reporting to required personal all illnesses and infections

	<ul style="list-style-type: none"> <input type="checkbox"/> Covering and dressing wounds and cuts with highlighted dressings <input type="checkbox"/> Gloves changed when handling different products <input type="checkbox"/> Using personal protective equipment such as gloves, hairnets, hats, shoes, uniforms and aprons (where required) correctly <p>Provide some (2) examples of the PPE that is worn by the participant:</p> <table border="1" style="width: 100%; height: 40px; margin-top: 5px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>						
<p>2. Identification and Implementation of the stores food safety program?</p>	<p>The participant demonstrated this by (tick only those applicable) ;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identifying food safety hazards <input type="checkbox"/> Reacting appropriately to food safety hazards <input type="checkbox"/> Reporting food safety hazards to supervisors/employers <input type="checkbox"/> Participating in improving food safety by contributing to food safety program 						
<p>3. Storing and handling foods hygienically.</p>	<p>The participant demonstrated this by (tick only those applicable) ;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Receiving deliveries of food products in a way that does not cause a food safety hazard <input type="checkbox"/> Identifying and practicing food storage requirements according to store procedures and legislative requirements (Food Standards Australia and New Zealand ACT 1991) <input type="checkbox"/> Using food handling implements correctly <input type="checkbox"/> Avoids cross contamination by changing food handling implements when required <input type="checkbox"/> Monitors temperature twice daily (when working) to ensure that the temperature is safe for the food being stored as per the information/examples below: <p>Temperature required for storage:</p> <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;">Coolroom/ refrigerator</td> <td style="width: 50%;"></td> </tr> <tr> <td>Freezer</td> <td></td> </tr> <tr> <td>Display/ Serving</td> <td></td> </tr> </table>	Coolroom/ refrigerator		Freezer		Display/ Serving	
Coolroom/ refrigerator							
Freezer							
Display/ Serving							

	<p>Example of foods that are stored at this temperature:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Coolroom/ refrigerator</td> </tr> <tr> <td style="padding: 5px;">Freezer</td> </tr> <tr> <td style="padding: 5px;">Display/ Serving</td> </tr> </table>	Coolroom/ refrigerator	Freezer	Display/ Serving
Coolroom/ refrigerator				
Freezer				
Display/ Serving				
<p>4. Consistently cleaning of the work area and equipment?</p>	<p>The participant demonstrated this by (tick only those applicable);</p> <ul style="list-style-type: none"> <input type="checkbox"/> Always cleaning work areas as required in a food safety program <input type="checkbox"/> Always cleaning food equipment as required in a food safety program <input type="checkbox"/> Using the appropriate cleaning tools and chemicals/cleaning agents <input type="checkbox"/> Storing cleaning tools and chemicals/cleaning agents correctly after use <input type="checkbox"/> Undertakes routine maintenance for food storage, work areas and food equipment as required in a food safety program <input type="checkbox"/> Reports to the appropriate person any maintenance requirements <input type="checkbox"/> Correctly performs waste disposal as required in a food safety program <input type="checkbox"/> Correctly performs pest control as required in a food safety program 			
<p>5. Monitoring and contributing to improvement in food safety consistently?</p>	<p>The participant demonstrated this by (tick only those applicable) ;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Monitoring food safety hazards routinely <input type="checkbox"/> Taking corrective action (examples may include prompt reporting, acting on advice of supervisor) to rectify potentially unsafe food safety processes or situations (for example spoilt and/or contaminated food, out of date food, customer complaints regarding contamination, food product recalls, etc) <input type="checkbox"/> Reports food safety information , equipment breakdowns and incidents as required <input type="checkbox"/> Contribute to improving food safety in the workplace 			
<p>6. Accessing a food safety plan/ program?</p>	<p>The participant has access to a food safety plan/ program and complies with his/her responsibilities (tick only those applicable) ;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Through the worksites current food safety plan/ program. <input type="checkbox"/> Through the resources available from the N.S.W Food Authority. 			

Once complete, please complete the declaration over the page then upload (or email) this document as per the instructions found in the beginning of this document.

I certify that this food safety report that has been completed, is accurate and authentic:

Employer/ Supervisor name: _____

Employer/ Supervisor signature: _____

Date: _____

If you doing this course and you are the employer / supervisor.

I declare that I have the skills listed in the table and where indicated I consistently apply these skills in the workplace.

Signature: _____

Witness Name: _____ Witness Signature: _____

Witness Contact Number: _____

Important Notes

Once you have completed all the required assessments online and completed the tasks and reports in this document you may book for your final verification.

During the final verification, your assessor will contact you at the time booked and ask you some final questions.

Once this is completed then if you have met the requirements of the course you will be issued with both:

A Food Safety Supervisor Certificate

AND

A Statement of Attainment for the Unit SIRRFSA001A Apply retail food safety practices

The following page contains the final questions that you assessor will ask you (It would be useful to review these!)

Questions you may be asked

1. What temperature is required for Heat Sanitisation?
2. Why is it important to correctly use the chemical sanitiser ?
3. What is cross contamination? Give an example of cross contamination
4. List 3 things that you can do to ensure that RAW eggs are HANDLED safely
5. What is the best thing to do with respect to RAW EGG PRODUCTS
6. What should you do with ready to eat food that has been stored at the correct temperature for 2 hours or less?
7. What should you do with ready to eat food that has been stored at the correct temperature for longer than 2 hours or less than 4 hours?
8. What should you do with ready to eat food that has been stored at the correct temperature for longer than 4 hours?
9. Whats the difference between food allergies and food intolerances?
10. What are some of the symptoms (effects) of food allergies
11. What can you do to ensure that your customers do not have any allergies or effects of intolerance?
12. Why is avoiding cross contamination important in reducing allergic reactions or effects of food intolerance?