



# Canberra BMX Club Canteen Policy

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## 1.0 Rationale

The Canberra BMX Club recognises the need to provide food and drink to support the club and its members. It also understands the importance of making healthy food and drink choices available from its canteen. Consumption of healthy food and drink not only supports peak sports performance but also contributes to long term health and wellbeing of all our patrons.

## 2.0 Aims

- 2.1 To raise funds for the club.
- 2.2 To facilitate club race meets and events by supplying food and drink to riders and spectators.
- 2.3 To design menus, promote and provide food and beverages that support and encourage healthy food and drink choices consistent with the Australian Dietary Guidelines<sup>1</sup>.
- 2.4 To provide safe food by complying with food safety requirements.

## 3.0 Administration of the Canteen

- 3.1 The Canberra BMX Club Board will oversee the canteen through the Canteen Convener.
- 3.2 The Canteen Convener will be responsible for operating the canteen including purchasing and selling foods in line with the aims of this policy;
- 3.3 The Canteen Convener will report on canteen activities to the Board.
- 3.4 The Canberra BMX Club Board must approve all canteen capital purchases exceeding \$200 by a majority vote at a general meeting, prior to purchase.

## 4.0 Healthy Food and Drink Choices

- 4.1 When food is provided or sold, healthy choices will be available, in accordance with the Dietary Guidelines for Australians.
- 4.2 Nutritious choices will make up the majority of the canteen menu.
- 4.3 Nutritious choices will be marketed and promoted by the canteen to encourage their sale.
- 4.4 The canteen will actively promote good nutrition and healthy eating messages.

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<sup>1</sup> *Australian Dietary Guidelines* 2013 Australian Government, National Medical Health and Research Council.

- 4.5 Prizes and sponsorship that encourage unhealthy eating will be avoided.

## 5.0 Food Safety

- 5.1 The necessary facilities are available in the club canteen to ensure safe food preparation, including:
- Access to hot and cold running water.
  - A sink for washing up.
  - Soap for hand washing and paper towels for hand drying.
  - Sufficient refrigerator space for storing all perishable food.
  - The refrigerator contains a thermometer.
  - Equipment such as cutting boards are in good condition with no crevices or cracks.
- 5.2 Good personal hygiene amongst staff and volunteers is encouraged when preparing food. The following guidelines are adhered to, to maintain safe food preparation practices:
- Staff and volunteers who are sick are not to prepare food.
  - Staff and volunteers are required to wash hands with soap and warm running water and dry completely with paper towel before handling food.
  - Staff and volunteers are to wear disposable gloves or use tongs when handling raw meat, cooked or ready to eat food.
  - Staff and volunteers are to prevent their hair from falling into food.
  - Staff and volunteers are not to smoke in food preparation area.
- 5.3 The following guidelines are adhered to by staff and volunteers to ensure safe food storage:
- All perishable food is to be stored in the refrigerator.
  - Hot food must be stored at above 60°C.
  - The interior refrigerator temperature is to be 5°C or lower.
  - All food in the refrigerator is to be covered or in a sealed container.
  - Raw food is to be stored at the bottom of the refrigerator or in a sealed section of the refrigerator.
  - The interior temperature of the freezer is to be -15°C or lower.
  - Large amounts of food are to be divided into smaller flat containers before refrigerating or freezing.
  - Non perishable foods are to be stored in sealed containers in a dry place.
- 5.4 The following guidelines are adhered to by staff and volunteers to ensure safe food preparation:
- Separate equipment (eg. chopping boards) are to be used to prepare raw and cooked foods.

- Fruit and vegetables are to be washed well.
  - Meat, fish and poultry are to be thawed in the refrigerator or microwave.
  - Thawed food is not to be refrozen.
  - Food is to be reheated quickly to at least 60°C.
  - Food cannot be reheated more than once.
- 5.5 Food preparation areas are cleaned regularly. The following guidelines are adhered to:
- Work areas and equipment are to be cleaned with warm soapy water then rinsed with hot water.
  - Equipment is to be allowed to air dry, tea towels are not to be used.
  - Appliances such as refrigerators, ovens and microwaves are to be cleaned regularly.
- 5.6 Floors are to be swept and washed regularly.
- 5.7 As per ACT Health recommendations, Canberra BMX club encourages all individuals involved in food handling to undertake a form of food safety training. Free online course “I’M ALERT Food Safety Training”, available from <http://www.imalert.com.au/foodsafety/training/welcome.php?sub=health-act>

## **6.0 Other**

- 6.1 A copy of this policy and supporting documents will be on display in the canteen and available for members to view on request.
- 6.2 Breaches of the policy will be addressed through the Club Board.
- 6.3 Anyone wishing to discuss any aspect of this policy is invited to contact any member of the committee. Thank you for your co-operation.
- 6.4 This policy will be reviewed annually to ensure it remains current and practical.