

☀️ Cooking Guidelines for Home Cooks

These instructions summarise the essential food safety, hygiene, storage, labelling, and transport requirements drawn directly from the approved **Home Cooking Risk Assessment** for the OLR Caloundra Community Cooking initiative.

1. Volunteer Requirements – Before Participating All Cooks Must:

- Complete the [DoFoodSafely](#) online course and submit your certificate to Parish Office.
- Read the **Parish Home Cooking Guidelines** and sign the Risk Assessment acknowledgement.
- Ensure you do not cook if unwell (gastro, respiratory illness, infected wounds).
- **Be sure to collect parish-approved plastic storage containers and stickers before you start cooking** so meals can be correctly stored and labelled. These can be collected from the Parish Centre. The team-lead will show you where these are stored so you can collect as needed.

2. Kitchen Setup & Hygiene

Ensure your kitchen meets minimum [FANZ](#) standards:

- Warm running water, soap, single-use towels.
- Clean, uncluttered benches and food-safe surfaces.
- Safe waste disposal bins.
- Clean Drinking-quality water supply.

3. Safe Cooking Practices

Keep raw and cooked foods separate at all times. Use separate chopping boards for raw meat and ready-to-eat foods. Make sure to cook foods thoroughly, especially poultry, mince, and casseroles. Tie back hair, wear clean clothing, remove jewellery when cooking. Wash hands before starting, after handling raw foods, after touching face/hair, and after any contamination risk. Use clean, sanitised utensils and equipment only.

4. Cooling & Freezing

Once meal has been cooked ensure to follow FSANZ rapid cooling rules:

- Cool from **60°C to 21°C within 2 hours**.
- Freeze **within a further 4 hours**.
- Use parish-supplied food-grade containers with tight-fitting lids.
- Follow the labelling guidelines outlined in this document for all containers.
- **Ensure when cooking that you have made plans for prompt freezing of the food.**
Make sure you either have storage space in your own freezer to promptly freeze food after cooking or the ability to transport food to the Parish Centre for freezing in the Outreach Freezer.

5. Fridge & Freezer Requirements

- Fridge temperature: **5°C or colder**.
- Freezer temperature: **-18°C or colder**.
- Volunteers will be issued with a thermometer to check food temperatures.
- Store raw meats on the bottom shelf; ready-to-eat foods above.

6. Labelling & Traceability

Every meal must be labelled with:

- Parish sticker.
- Dish name + protein type (e.g., "Chicken Curry").
- Date cooked.
- Volunteer initials.



Allergen Statement and Management

Because meals are prepared in home kitchens we are assuming meals may contain gluten, dairy, nuts, soy, eggs, and other allergens unless specifically labelled. If you wish to cook something that is specifically allergen free (eg: gluten free etc) please clearly mark this on the labelling.

- Avoid cross-contact by cleaning surfaces and utensils thoroughly.
- Keep allergen-containing ingredients separate where possible.
- If unsure whether a meal contains an allergen, **assume it does**. If you would like to specifically cook something which is gluten free please label it clearly.

7. Transporting Meals

- Use insulated, clean, temperature-controlled containers (cooler bags, eskies, hotboxes).
- Cold food must be **≤5°C**; hot food must be **≥60°C** before transport.
- Transport directly to the parish or Hub storage with minimal delays.
- Do not leave food for extended periods in car or sat out on benches etc.
- Recheck temperatures on arrival.
- **Food is to be stored in Parish Centre Outreach Freezer** located in the walkway between the Eagan and Dobson Rooms.

The Parish Centre will remain unlocked during Parish Office hours. 8am – 5pm Mon-Friday. If you need to drop food outside these hours ensure you have access to unlock the parish centre door with digital key system (speak to team leaders if you are unsure).

Once meals have been stored please notify the Community Cooking team lead Ros by sending details of the meal type and quantity of containers you have placed in the Freezer

[Click this link to Generate email to RoslynJohn@hotmail.com](mailto:RoslynJohn@hotmail.com)

Questions and Follow up

Should you have any questions regarding the cooking or food storage processes please contact cp.serviceandoutreach@bne.catholic.net.au or RoslynJohn@gmail.com for support.

Many thanks for your support of this initiative to help those in need. 😊🙏

Parish Centre Freezer – Food Storage

The Community Cooking freezer is located in the Parish Centre hallway between the Eagan and Dobson Rooms. It is clearly marked with signage indicating that it is reserved for **Community Cooking and Outreach Food**.

When delivering meals, please:

- Place your labelled containers on any of the storage shelves inside the freezer.
- Ensure all meals are correctly labelled before loading.
- Close the freezer door firmly to make sure it seals properly.

Thank you for helping us keep our shared food storage safe, organised, and ready for those who need it.



- **Food should be stored in Parish Supplied containers and clearly labelled with:**
Date of Cook, Dishname+Protein (EG Chicken Curry), Initials of Cook
Examples shown below

