



What a Food Safety Supervisor needs to know!

- **You cut your finger or you have a sore on your hand. What should you do as a food handler?**
Wear a coloured Band-Aid and a food -handling glove over the Band-Aid
- **If your work clothing has been stained with refuse from garbage bin, what should you do?**
Change into a clean uniform
- **How do you perform effective hand-washing?**
Wash your hands in warm water and soap for at least 20 seconds, rinse & dry with air dryer or preferably single use paper towel.
- **How do you store food in a refrigerator to prevent cross-contamination?**
Store raw and cooked foods separately (or store raw below cooked) keep raw products i.e. fish, poultry & meats on trays so juices or blood cannot drip into other foods. Cove, date & rotate all stored food.
- **Explain the correct procedure of cleaning & sanitising a preparation bench.**
Clean away food scraps, wash benches thoroughly with hot water & detergent, Rinse with clean water and sanitise. Preferably air dry or use single use paper towel to dry benches.
- **What is the difference between cleaning and sanitising?**
Cleaning removes food scraps and debris, sanitising sterilises the bench to ensure bacteria is destroyed
- **Where is the cleaning schedule? What is your responsibility?**
Ensure the staff understands the importance of adhering to the schedule and check that it is available & being documented correctly.
- **How do you correctly dispose of garbage to prevent pest problems?**
Garbage should be emptied as required throughout the day and at the end of the day the liners removed from bins and emptied into a dump-master. The bins should then be hosed out and disinfected. They should be stored upside down to dry in an area that is free from pests. Garbage must never be left in a kitchen overnight and never stored just outside the door.
- **What monitoring checks, inspections and tests are carried out to control food safety risks?**
Goods checked and documented on delivery, refrigeration monitored for storage & correct temperatures, cooking, cooling, re-heating procedures, holding are all visually checked and monitored daily. Dry goods storage is documented weekly or as specified in your Food safety program. . Internal audit checks should be carried out on a routine basis.
- **Name a physical or chemical hazard in your premises. How do you control it?**
A chemical hazard would occur if chemicals were stored in incorrect bottles and not clearly labelled. If chemicals were spilt in a dry goods store and contaminated the food. Ensure chemicals are stored away from the food areas and that all chemicals are clearly labelled in chemicals bottles only.
- **How frequently is monitoring of the refrigerator carried out? Are your records up to date?**
Twice daily-yes they are up to date.
- **Give an example of a microbiological hazard and what would you do to control it?**
Frozen food thawing in room temperatures (i.e. on a sink overnight). Discard food and re train staff member.
- **How do you ensure that the food safety limits for cooking food are adhered to within your food safety program?**
Monitoring and checking the correct temperatures with a temperature probe & staff are trained in correct food handling practices.
- **You receive a complaint of a piece of glass in a meal. What do you do?**
Remove the contaminated food from where it could possibly harm others, check the source and fix up the problem, document procedures on the customer complaint form and report corrective actions taken to prevent the problem happening again
- **You check the temperature of your coolroom, it's 9° C. What do you do? What records are maintained?**
Check that the door was closed correctly or arrange for maintenance if required. Remove food if still below 5° C and transfer to another correct cold holding unit until the maintenance is carried out. Consume or dispose of food if found to be held above 5° C for more than 2 and less than 4 hours. Dispose of food out of correct temperature for more than 4 hours. Document problems and corrective action taken. Retrain staff member if door not closed correctly.
- **When a new person commences work, what instructions and advice is given to them in regards to handling of food?**
New staff members will be required to have training in food hygiene and handling procedures before commencing duties or arrangements will be made to undertake training as soon as possible. The staff member will be required to have an understanding of the company food hygiene policies. The staff member will be instructed of the correct food handling practices and those practices observed.



- **If you became aware that the cleaning schedule was not being followed, what would you do?**
Arrange to have the cleaning carried out, check why the schedule had not been followed, inform the staff member of the importance in ensuring the cleaning is carried out and documented correctly. Retrain if required.
- **Why is it important to review your FSP (Food Safety Program) on a regular basis?**
The FSP should be reviewed to ensure it is kept up to date with any new changes that will have to be amended and sent to the council. It should be reviewed at least annually to ensure that any areas that may have lapsed will be quickly rectified. The FSP should be continually maintained and reviewed to make sure the food is safe "all the time".
- **A major part of your role as a Food Safety Supervisor is to oversee staff in correct food handling practices. How do you train your staff?**
On the job observation and instruction, reviewing the hygiene policies and practices and arranging training as required.
- **If you see staff handling food in an incorrect manner, what would you do?**
Dispose of the affected food. Instruct the staff member of the correct practice and monitor the practices to ensure the instructions were understood. (Follow up with further training if required)
- **You have noticed rodent droppings: What action would you take? Check that the food has not been contaminated and dispose of it if there is any possible risk.**
Check with maintenance that a structural problem hasn't occurred allowing pests to enter. Arrange for a pest controller to check premises and implement preventative measures to remove pests and prevent them from returning. Ensure food is not left uncovered to attract pests.
- **What records are maintained?** *Pest sighting form. Pest control report of Corrective actions taken.*
- **You have found an insect in a meal prepared in your kitchen:**
What might this indicate? Fly screens on doors and windows may require maintenance. A pest zapper may need to be installed. It could have come in with a product. What further action would you take? Remove food that has been contaminated and dispose of. Check screens and doors arrange for maintenance if required. Check products used to ensure it wasn't from a supplier. .
- **If you found food in your kitchen which maybe unsafe because of the way it's stored, exposed or prepared. What do you do?** *Dispose of it. Re train staff member involved. Monitor practices to ensure correct procedures have been understood. Document corrective action taken.*
- **How do you sanitise and calibrate your thermometer?**
Calibrate the thermometer as per the manufacturers instructions, send it to be calibrated or use the ice and heat method written in the policies and procedures section of the FSP. Sanitise the thermometer before use, after use and in-between probing each product either by putting the clean probe into boiling water for no less than 6 minutes or use an alcohol swab or food -safe sanitiser.
- **One of your kitchen staff has reported to you that they have diarrhoea. What is your advice?**
Send them home immediately. Remove and dispose of food if handled. Obtain a doctors certificate and a clearance before returning to work. Food Safety Supervisor &/or Manager to document and file certificates in a confidential file.