



Gladstone Netball Association

Memorial Park, Side Street | Gladstone, QLD 4680
(PO Box 982)

Gladstone Netball Association (GNA) Food Safety and Handling– Policy

Effective Date: 17.06.2025 Reviewed By: GNA Executive

1. Purpose

This policy ensures the safe handling, preparation, and sale of food in the association's canteen, safeguarding the health of members, volunteers, and patrons while complying with food safety regulations.

2. Scope

This policy applies to all volunteers, staff, and club members involved in food preparation, storage, and service at the canteen.

3. Legal Compliance

- All food handling practices must adhere to Australian Food Standards and relevant local council regulations.
- Volunteers must follow hygiene protocols set by Food Safety Australia and any applicable state-based food safety laws.

4. Food Handling Requirements

4.1 Personal Hygiene

- Volunteers must wash hands thoroughly before handling food and after any contamination (e.g., handling money, touching face, using the restroom).
- Hair must be tied back or covered with a hairnet if preparing open food.
- Gloves must be worn for direct food handling and changed regularly.
- No food preparation should occur if a volunteer is ill or displaying symptoms of infection.

4.2 Food Storage & Temperature Control

- Cold food must be stored at 5°C or below, and hot food must be maintained at 60°C or above.
- Perishable food items must be kept refrigerated and not left at room temperature.
- All food must be labelled with expiry dates and used before expiration.
- Raw and cooked food must be stored separately to prevent contamination.

4.3 Food Preparation & Cooking

- All food must be prepared on clean surfaces using sanitised equipment.
- Cross-contamination must be prevented by using separate utensils for raw and cooked food.
- Proper cooking temperatures must be maintained to ensure food safety (e.g., 75°C for poultry).



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4.4 Cleaning & Sanitisation

- All food preparation areas must be cleaned and sanitised regularly.
- Dishware, utensils, and cooking equipment must be washed with hot water and detergent after each use.
- Food waste must be disposed of properly in sealed bins to prevent pest infestations.

5. Safe Food Service Practices

- Volunteers must avoid bare-hand contact with ready-to-eat food.
- Handling of money and food must be separated; one volunteer should be designated for cash transactions.
- Patrons must be informed of allergen risks (e.g., presence of nuts, dairy, gluten).
- Canteen service must follow a first-in, first-out (FIFO) stock rotation system.

6. Incident Management & Reporting

- Any food safety breaches or contamination must be reported immediately to the canteen supervisor.
- In case of food poisoning complaints, records must be kept, and the incident must be reported to health authorities if necessary.
- Volunteers will undergo regular food safety briefings to ensure compliance.

7. Enforcement & Policy Review

- The canteen coordinator and executive committee are responsible for enforcing this policy.
- Non-compliance may result in removal from canteen duties.