

Information and Guidelines for Self Catering Groups

Indemnity: Mylor Adventure Camp WILL NOT accept responsibility for any food that is prepared by self-catered groups. It is your responsibility to ensure that those who are preparing and serving food follow Safe Food Handling Procedures at all times.

Thank you for booking your Camp with Mylor Adventure Camp. To ensure your stay is a positive and a safe experience we would like you to take the time to read and acknowledge the following information and guidelines. These guidelines are made according to the SA Food Safety Laws.

If you are not already familiar with these regulations you will find a brief outline of some of the requirements we require for self-catering groups to operate at the Mylor Adventure Camp. We require that the person in charge &/or supervising your camp catering is a holder of a current food safety handling certificate. There are relatively inexpensive courses online for under \$50.00. That person will need to produce that certificate to the campsite office prior to the camp itself. Your cooks &/or kitchen helpers will be required to follow all safe food handling requirements.

Your group is responsible for your own food safety – ensuring food is safe to eat. It is your group's responsibility to keep the premises and equipment clean to a standard that meets the SA Food Safety standards and the Mylor Adventure Camp's expectations. This includes all food transportation to our premises, proper storage of food and ensuring that all food is protected from contamination and is kept at suitable temperature (especially hazardous food).

Your Head Catering person is responsible for ensuring that all food handling personnel have the necessary skills and knowledge to ensure this happens. You will need to consider if each of your personnel:

- Understand how food is to be handled and stored in order to comply with Food Safety Standards
- Understand their personal health and hygiene responsibilities
- Understand their responsibilities for cleaning and sanitising work areas
- Know which person is the Head Caterer/Supervisor in charge for making sure all kitchen personnel (& all persons on camp) adhere to the above responsibilities.

If there are any kitchen/facility maintenance issues that compromise the food safety and/or your experience at the site you are required to contact our After Hours Host on **0413 701 085**. This could include, but not limited to cool room, freezer, oven breakdown or malfunction. It is imperative you contact the After Hours Host immediately.

Occupational Health and Safety

These guidelines are outlined for the purposes of Occupational Health and Safety and must be adhered to at all times:

- The kitchen is not to be used as a public area and only Catering Staff are to have access.
- Closed shoes must be worn in the kitchen at all times, including by campers who help with serving, etc.
- The dishwasher and other equipment in the kitchen must only be used by those who have been instructed in their use.
- The chopping boards used must be the colour to suit the food. E.g. Red = Raw meat. Green = Veg
- All food must be stored in refrigerators, cool room, or freezers at correct storage temperatures.
- Temperatures of fridges and freezers should be checked daily.
- All cooked foods should be checked before serving (with a thermometer) to ensure that they have reached safe temperatures. Thermometers are to be cleaned/sanitized in between every temp check
- The brooms, mops and buckets in the laundry are **for use in the kitchen only**. They are not to be used for cleaning toilets, dorms or cleaning up vomit. Speak to the office or after hours host if cleaning equipment is needed for other areas.
- Persons are not to work in the kitchen under any circumstances when they have symptoms or are a carrier of a food borne illness.
- Hair nets or hats are to be worn at all times in the kitchen.
- Wash hands before commencing work and whenever returning to kitchen after leaving. Hands must be washed after using toilet, sneezing, blowing nose, smoking, using phones, handling money, touching animals, touching hair, face, ears etc. If gloves are worn these must be changed also.
- Use gloves when preparing and serving foods. If campers help with serving, hands must be washed properly and gloves worn. Gloves must be changed when changing foods i.e. meat to fruit
- Gloves must be changed after handling money, bins etc. Hands must be washed after using toilet, sneezing, blowing nose, smoking, touching hair, face, ears etc. If gloves are worn these must be changed also. Wash hands after touching any animals.
- Remove apron whenever leaving the kitchen.
- Refrain from sitting on benches and discourage others from doing so
- All spills must be cleaned up immediately – paper towels and/or mops to be used for floor spillages not dishcloths.
- Any utensils etc. that fall on floor must be washed/sanitized before being used again
- Any dishcloths or tea towels that fall on the floor must not be used again – put out to wash
- Report any accidents or hazards i.e. cuts, burns to the Out of Hours host and an Incident form will need to be filled out and given to the After Hours Host
- If in doubt about the quality of any food – Throw it out!

Arrival and Departure

Access to the kitchen for your catering staff will be from your agreed upon arrival time on the day of your arrival. Mylor Catering staff will NOT accept any food deliveries on your behalf. You will need to vacate the kitchen by the agreed upon departure time on your final day. All clean-up must be completed by this time. The kitchen will be inspected and an inventory will be done with Catering Staff before you leave.

When your catering staff arrive for your camp you will be met by Campsite Catering staff and comprehensive induction of the kitchen will be given to your head and/or all catering team members.

- At the induction Catering Campsite Staff will explain the following:
- End of day clean up expectation
- Appliance operation and cleaning procedures
- Garbage Disposal
- End of camp clean up expectations

Equipment you will need to bring:

- Tea- Towels, dish cloths& scourer
- Sharp knives
- Extra food storage containers
- Plastic gloves for dishwashing
- Washing Machine Powder
- Aprons
- Any appliances/equipment you need that are not on the list on the following page

Equipment Available for Use

On the list below is the equipment that is available for you to use. Please note: If it's not on this list then it is not provided and you will need to bring your own.

Equipment		Checked at end of camp	Equipment		Checked at end of camp
Cold Room	1		Oven trays to fit Combi Oven	10	
Freezer	1		Baking dishes to fit Combi Oven	10	
10 Tray Combi Oven	1		Cooking Pots (various sizes)		
Hotplate	1		Plastic trays	5	
8 Burner Stove Top			Colanders (large & small)	2+2	
Planetary Mixer 25 Lt	1		Frypans	2	
Bain Marie (10 tray)	1		Mixing Bowls		
Pot Dishwasher	1		Plastic Platters		
Trolleys	2		Plastic Bowls	10	
Microwave (domestic)	2		Cutting Boards (assorted colours)	5	
Bench Can Opener	1		Bain Marie trays	3 large 4 small	
Conveyor toaster	1				
Small Kenwood Mixer	1		Gas Lighter and/or matches		
			Tongs		
Dinner Plates	180		Serving Spoons		
Bread & Butter Plates	180		Wooden Spoons		
White Cereal Bowls	180		Grater		
Plastic Bowls			Egg Slide		
Plastic Cups			Spoon Ladle		
Glasses	180		Ice Cream Scoop		
Coffee Mugs	180		Potato Masher		
Plastic Jugs			Bowl Scrapers		
Stainless steel water only jugs			Rolling Pin		
			Vegetable Peeler		
Dinner Knives	180		Oven Gloves		
Dinner Forks	180		Measuring cups & spoons		
Dessert Spoons	180				
Soup Spoons	180		Dining Room		
Teaspoons	50		Instant Hot Water Urn	1	
			Domestic Fridges	2	
Manual dishwashing liquid			Domestic Microwave	1	
Chemicals for dishwashers			Industrial Dishwasher	1	
Food Grade Sanitiser			Metal Trolley	1	
Disposable gloves for food prep & serving			Plastic water bottle & dispenser to be filled with water only. If you want to use cordial you must provide your own cordial dispenser.	1	
Garbage bags			Coin operated Coffee Machine	1	
Hand wash & Hand towels			Tables & Chairs		

Food Handling

At least one person who will be preparing and serving food for campers must hold a current Food Handling Certificate. This person will be in charge of catering for your camp. This person is responsible for ensuring that any people working in the kitchen preparing and serving food follow correct food handling procedures at all times.

If you do not have a Food Handling Certificate you must obtain one prior to your booking. There are many online courses that can be done at minimal cost.

A copy of the certificate must be sighted by us. Please provide a copy to Admin prior to coming on camp.

Name on Food Handling Certificate: [Click here to enter text.](#) Date of Issue: [Click here to enter text.](#)

Name of issuing certificate organisation: [Click here to enter text.](#)

Can you provide an original Copy? [Click here to enter text.](#)

Relevant experience &/or qualifications: [Click here to enter text.](#)

Do you have a plan in place for dietary needs and possible anaphylactic reactions to be treated?
[Click here to enter text.](#)

Checklist

- I have read and understood the information contained in this booklet and attached food safety information.
- I understand that if there are any maintenance issues with any equipment I will contact the "After Hours Host" immediately – **0413 701 085**
- I have provided Mylor Campsite with a copy of Food Handling Certificates for at least one of the people who will be preparing and serving food. This person will be required to be in charge/supervising of catering.
- I agree to adhere to all clean up procedures and I understand that a cleaning fee and/or loss of bond will apply if further cleaning is required after your group has left.
- I agree to pay for any damage and/or breakages to any equipment that.

Name: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Signed: If filling out electronically please type name