



Food Safety Policy

LETAL/LEPA provides free of cost food to the yogis attending its premises, events, training, and camps.

LETAL/LEPA operates a fully functional commercial kitchen at its premises at 10 Clarence Street Burwood NSW.

Even though LETA LETAL/LEPA is not a food business under the Food Act 2003, LETA will adhere to high standards of food selection, hygiene, preparation, distribution and storage.

LETAL/LEPA will only provide vegetarian food.

Food prepared at LETAL/LEPA kitchen may contain dairy, gluten and nuts LETA will provide information that the food may contain allergens such as dairy, gluten and peanuts and other nuts.

LETAL/LEPA will implement food safety procedures and ensure that from food selection to distribution of food is done under supervision. LETAL/LEPA will ensure that unauthorised access to food with malign intent is not permissible at any time.

LETAL/LEPA will ensure that the food is prepared from fresh ingredient under strict hygienic conditions and served within 2 -3 hours of preparation. Any food leftovers are appropriately stored for short duration only in a fridge or freezer, as required.

Some LETAL/LEPA events may be catered by an external caterer. LETA food procurement procedure will require to ensure that the caterer is reputable, has a valid licence and meets the required Food Standards ANZ.

Signed.

A handwritten signature in blue ink, consisting of a stylized, cursive script that is difficult to decipher but appears to start with a capital letter.

Director / Trustee LETA/LEPA.

Date: 30/6/2019



LIFE ETERNAL TRUST AUSTRALIA

MANAGEMENT SYSTEMS MANUAL

FOOD SAFETY PROCEDURE

No.	Procedure	Actions	Accountability	Responsibility	When
1	Operation of Kitchen at 10 Clarence Street	<ol style="list-style-type: none"> 1. Operation of the kitchen at 10 Clarence street will be supervised by the Cooking & Catering team 2. Only vegetarian food will be prepared as per the principles of Sahaj Yoga 3. Team leader will brief the Cooking & Catering team volunteers before commencement of cooking and also assign specific duties in the kitchen 4. Team leader to train volunteers working on appliances such as slicers, grinder, processors, gas cooking range or any other equipment that is hazardous in its operation 5. Team leader to ensure that any volunteer who is not well or has flu like symptoms is not to attend kitchen duties. 6. Team leader to ensure that there is no unknown or unauthorised person entering the kitchen. 7. Team leader will plan the menu and raise purchase requisition for groceries 8. Only fresh vegetables and fruit will be procured 9. Team leader will ensure that the kitchen, cooking appliances and utensils are clean at the beginning and at the end of cooking. 10. Personal hygiene is of utmost important for volunteers helping in the kitchen. They will be required to wear appropriate disposable gloves and head covering to ensure hygiene 11. Food prepared for events that require short term storage will be stored in refrigerator or freezers as required. 12. All food is to be covered until prior to serving. 13. Only dish washing detergents and commercially available kitchen cleaning agents will be used for cleaning 14. Ensure dish washing area is not close to cooking or food storage 15. Team leader to ensure that kitchen drainage is working properly and not backflowing or blocked. 16. Ensure that the floor is not wet and slippery during cooking 17. Regular pest control in the kitchen must be done to ensure no pests. 18. No food or food scraps will be left littering the kitchen floor to avoid pests. 	State Councillor	Cooking & Catering team leader	On going
2	Catering by external suppliers	<ol style="list-style-type: none"> 1. Cooking & Catering team leader to discuss requirement of external catering with the state councillor 			



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		<ol style="list-style-type: none">2. State Councillor to approve external catering and budget for the catering3. Cooking team to source potential caterers who supply vegetarian food4. Preference would be given to the caterers who have previously supplied to LETA/Sahaj Yoga function before.5. Caterers to submit their quotation for catering along with copy of their License to operate as a food business and Certificate of food standards as applicable6. Purchase team to authorise engagement of the caterer7. Cooking team to discuss with the selected caterer the need for on-site cooking and location of cooking facilities/temporary kitchen8. Ensure that safe food storage facilities are available at the venue otherwise hire a mobile food refrigerator/chiller.9. Operations of the external caterer on site are to be supervised by volunteers			