



Newco Catering & Logistics Ltd

PERSONAL APPEARANCES & BEHAVIOR

Description:

Jewellery

Wearing of Jewellery: Wrist watches, bracelets, rings and other jewellery apart from smooth wedding band are not allowed in Catering Areas.

Nails

Fingernails must be kept short and clean. Nail varnish or artificial nails are not permitted.

Dirt from under the nails must be brushed off before the commencement of the working shift in the wash rooms

Hair

Hair must be covered completely with hair net/ food handlers caps .

Facial hair must be covered completely with a beard net. The mustaches must be closely trimmed.

Uniforms

Uniforms must not be worn to and from work. The outdoor cloths must be changed to assigned clean uniform

Soiled uniforms must not be kept with clean uniforms in the lockers.

Aprons must be clean and must never be used as a cloth. Uniforms must be worn properly at all times.

Shoes

Closed shoes must be used in the kitchen. Open toe sandals are not allowed.

Personal habits

Sneezing, coughing, spitting are not allowed around food items. No Objects shall be placed in the mouths during working hours. Eating, drinking and smoking must be done in especially designated areas only.

Hand Washing

All Staff must wash, dry and sanitize their hands any time prior to entering food handling areas.

All hand washing station must be used exclusively for washing hands.

Alcohol base sanitizer must be used in conjunction with and not instead of proper hand washing

Hands must be washed prior entering Food Handling Areas; Before starting work; following breaks, after visiting toilet after eating, drinking and smoking, coughing, sneezing ,after touching potentially contaminated surfaces such as raw food products or any skin; and in all other instances where cross contamination may be an issue.

Gloves

When handling exposed food & equipment that will be in direct contact with food, disposable gloves must be worn.

Gloves must be worn after proper hand washing & sanitization of hands.

All Employees must dispose and replace gloves:

Prior entering food handling Areas

Following breaks, visiting toilets, eating . Drinking and smoking, coughing, Sneezing

After touching potentially contaminated surfaces such as raw food products or any skin; and in all other instances where cross contamination may be an issue

Gloves must only be used in conjunction with, not instead of, proper hand washing.

APPROVED BY: MANAGING DIRECTOR

SIGNATURE:

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