

1/1/2025

FOOD SAFETY PROGRAM

HIDDEN VALLEY GRIFFITH





Food Safety Program

1. Introduction

Penny Sargeant operates a small-scale home-based baking business in Griffith, NSW, specialising in handmade cakes, cookies, slices, and other baked goods. The business is registered as a home food business and complies with local council and NSW Food Authority requirements for food safety and hygiene.

The range of products includes specialty cakes (celebration cakes, novelty cakes, and dietary-friendly options such as gluten-free and dairy-free), cookies, slices, and other home-baked items. Products are made to order, ensuring freshness and tailored design to suit customer needs. In addition, a selection of smaller baked goods (such as cookies and slices) are prepared for direct sale to customers in local workplaces.

The primary customer base includes individuals and families purchasing for birthdays, weddings, anniversaries, holidays, and other celebrations. Products are also sold directly to individuals in workplaces, where customers purchase for personal consumption.

To ensure food safety during distribution, baked goods are transported on covered trays in a clean, insulated esky with ice bricks while in the car. For door-to-door sales, items are carried in the covered trays in a pizza delivery bag to keep them cool and protected. Separate trays are used to carry 'free-from' foods (gluten-free, dairy-free, etc.) to avoid cross-contamination.

This business is committed to providing safe, high-quality baked goods prepared in a clean, well-maintained kitchen. All products are made with care, using quality ingredients, and with strict attention to food safety practices, allergen management, and customer requirements. Paper plates and paper bags are provided with customer orders to ensure safe handling and hygiene. The business is dedicated to continuous improvement and upholding the trust of customers by ensuring food safety and product excellence at all times.

The person responsible for food safety in this business is Penelope (Penny) Sargeant, the owner and sole operator. Penny is a certified food safety supervisor and ensures that all food safety requirements are met, and that procedures are followed to minimise risks of contamination and to maintain compliance with food safety standards.

2. Business Details

Business name: Hidden Valley Griffith

ABN: 65 746 116 670

Address: 1 Burley Street, Griffith NSW 2680 AUSTRALIA

Contact person: Penelope (Penny) Sargeant – Owner/Operator

Type of food business: Home-based baking business

3. Food Safety Responsibilities

Overall responsibility: Penelope (Penny) Sargeant

NSW Food Safety Supervisor Certificate Number: F0293158

Key responsibilities:

- Ensuring all food is prepared safely and hygienically
- Maintaining correct storage and transport conditions
- Managing allergens and labelling
- Training and record-keeping

4. Product Description and Intended Use

Product Name	Home Baked Cakes, Slices, Cookies
Ingredients Used	General Baking Ingredients used including flour, sugar, eggs, dairy products, nuts, fruit and vegetables and other baking staples
Form	Products are freshly baked and sold either at room temperature, or refrigerated
Packaging	For pre ordered products, packaging is cake boxes or covered cookie platters. <ul style="list-style-type: none">• For door to door sales, products are presented in trays with clear lids, then transferred to paper plates, and placed inside paper bags.• Labelling will include clear noting of any known allergens
Shelf Life	<ul style="list-style-type: none">• Some products are frozen, and potentially hazardous products are refrigerated.• Most products have a shelf life of a few days to a week. Some may last up to 3 months in the freezer.
Storage and Transport	Shelf stable products such as cookies are stored in airtight containers at room temperature for a day or two. <ul style="list-style-type: none">• Potentially hazardous products are stored in the refrigerator or freezer. They are transported in an Esky with ice bricks, and a pizza delivery bag used for door-to-door sales to keep products at desired temperature.
Intended Use	The food is ready-to-eat at the time the consumer purchases it.
Consumer	<ul style="list-style-type: none">• The general population are the intended consumers of the products.

4. Hazard Analysis

Process Step	Hazard	Control Measure	Critical Control Point (CCP)
Receiving Goods	Cold products left in the temperature danger zone for too long	Check temperature of goods at time of receiving.	Yes
Cooling	Products left in temperature danger zone for too long, or exposed to pests.	Adhere to 2hr rule. Keep doors and windows shut.	Yes
Storage	Refrigerator or freezer not keeping foods are correct temperature.	Periodic checking of temperature of fridge and freezer.	Yes
Transport	Product entering temperature danger zone Delivery vehicle unclean	Adhere to 2hr rule. Take temperature of products in transit. Vehicle and Esky cleaned and sanitised before each selling trip.	Yes

5. Hazard Audit Table

Process Step	Hazard	Control Measure	Monitoring Procedures	Critical Limits	Corrective Action	Records
Receiving Goods	Cold products left in the temperature danger zone for too long	Check temperature of goods at time of receiving.	<p>What: Take temperature of cold goods</p> <p>How: Using an infrared thermometer</p> <p>When: When they are received at the kitchen</p>	<p>Max 6°C for refrigerated goods.</p> <p>Max -14°C for frozen goods.</p>	If outside the critical limit, use the product immediately, or dispose of.	Food Receipt Chart
Cooling	Products left in temperature danger zone for too long, or exposed to pests.	Adhere to 2hr rule. Keep doors and windows shut.	<p>What: Note time when out of oven, to when placed in cold storage. Check for pests such as flies.</p> <p>How: Using clock and timer</p> <p>When: At time of cooking</p>	<p>Product should not be left cooling on bench for longer than 2 hours.</p> <p>Any pests seen</p>	<p>If left out of fridge longer than 2 hours, use immediately, or dispose of.</p> <p>If pest sighted, cover food with clean tea towel, try to eliminate pest with fly swat, Clean and sanitise swat and surface after.</p>	<p>Cooking and Cooling Food Chart</p> <p>Pest Management Record</p>
Storage	Refrigerator or freezer not keeping foods are correct temperature.	Periodic checking of temperature of fridge and freezer.	<p>What: Monitor temperature of fridge and freezer</p> <p>How: Using an infrared thermometer</p> <p>When: Once a month</p>	<p>Fridge should be no higher than 5°C</p> <p>Freezer should be no higher than -15°C</p>	If temperature is outside of critical limits, adjust settings of fridge/freezer. If there is a problem keeping them right, call a fridge technician to assess the equipment.	Temperature Record
Transport	Product entering temperature danger zone Delivery vehicle unclean	Adhere to 2hr rule. Take temperature of products in transit. Vehicle and Esky cleaned and sanitised before each selling trip.	<p>What: Take temperature of goods</p> <p>How: Probe Thermometer</p> <p>When: At 1pm on selling days (set timer)</p>	Product shouldn't get higher than 5°C for longer than 2 hours	If product is outside the critical limit, eat or dispose of it. Do not sell it.	<p>General Temperature Record</p> <p>Log for 2hr/4hr rule</p>

4. Food Handling and Hygiene

When in the kitchen:

- Hand washing procedures. Clean hands regularly and between tasks.
- Use of clean clothing/apron and hair tied back. Hair nets provided.
- No food preparation when sick
- Separation of raw and cooked foods
- Free-from foods prepared before other food, and all surfaces cleaned prior.
- Use of gloves/tongs or other utensils where appropriate

When selling door-to-door:

- Only the operator (Penny) uses utensils provided in trays when selling direct to customers
- Separate utensils are used for 'free-from' foods
- Utensils are replaced with clean sanitized utensils after 2 hours of use.

5. Cleaning and Sanitation

- Cleaning schedule (daily/weekly tasks) of kitchen and delivery vehicle, including Esky and ice bricks.
- Use of food-safe sanitisers on benches, equipment, utensils.
- Washing of cloths, tea towels and aprons regularly
- Single use paper hand towels provided

All spills must be cleaned promptly.

- For large liquid spills, start with a large clean towel, then clean with spray and wipe and cloth. Then sanitise.
- For smaller liquid spills, use spray and wipe with a clean damp cloth, then sanitise.
- For milk or dairy product spills, start with paper towels, then use spray and wipe with clean damp cloth, then sanitise.
- For large dry spills, start with a broom/vacuum or a dustpan and brush. Dispose of spilled product, then wipe and sanitise.
- For smaller dry spills, brush into bin, or vacuum. Then wipe with clean damp cloth and sanitise.

6. Pest Prevention and Monitoring

Flyscreens on windows and doors that get left open.

Keep all other doors and windows closed.

If fly is seen when food is cooling, cover food with clean tea towel.

No fly or insect spray to be used near food.

If flyswat is used, swat and surface to be cleaned and sanitised immediately.

If ants are seen in kitchen, ant dust to be used at point of entry, and outside the building.

No food crumbs to be left to attract ants.

Remove ants immediately from the kitchen using a wipe. Clean and sanitise surface.

If evidence of mice is found (droppings, chewed food or packaging) the affected area should be immediately cleaned and sanitised. Affected food should be disposed of.

Set a mousetrap in a location most likely to catch the mouse.

Keep doors and windows closed.

Documentation of any pest sighting, and actions taken.

6. Temperature Control

- Cakes and slices stored appropriately (room temperature if safe, frozen if required, refrigerated if cream or custard fillings)
- Regular checks on fridge and freezer temperatures
- Follow the 2hr/4hr rule for any products deemed hazardous. (Milk and dairy products)

When selling door-to-door:

- Use of esky with ice bricks in car for transport
- Use of insulated pizza bag for door-to-door sales
- Trays refilled regularly with small quantities, so products are not out of cold storage longer than 2 hours.
- Temperature checks recorded (if required)

7. Food Storage

- Ingredients stored in sealed containers, labelled and dated
- Dry goods kept off the floor
- Refrigerated items stored below 5°C, in dedicated refrigerator.
- Frozen items stored below -18°C, in dedicated freezer.
- Stock rotated (first in, first out)
- Use-by and Best Before dates checked regularly

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8. Allergen Management

- Common allergens declared on tray signs or at point of sale (e.g. gluten, dairy, egg, nuts, soy etc.)
- Ingredient card for each product detailing all ingredients, with allergens in bold, available for customers on request.
- Gluten-free and dairy-free products prepared with strict separation to avoid cross-contamination
- Cleaning and sanitising between products with different allergen profiles
- Separate utensils and trays used for 'free-from' foods

9. Safe Egg Handling

- Eggs stored in refrigerator. Brought to room temperature for 2 hours before use.
- Eggs used within use-by date.
- Always break eggs into separate small bowl before adding to the mixture or cooking.
- When breaking eggs, care must be taken to prevent contact between shells and contents.
- Never use shells to separate egg yolk from white. Use a sanitised egg separator.
- Products containing raw eggs must be kept in the refrigerator, or follow the 2hr/4hr rule.

10. Packaging and Labelling

For cakes and preordered treats:

- Use of food-safe packaging for all products
- Product information sheet provided with orders to include:
 - Business name and contact details
 - Product name
 - Ingredients (with allergens clearly identified)
 - Storage instructions (if applicable)
 - "Made in a home kitchen that also handles wheat, gluten, dairy, soy, peanuts" disclaimer

For treats sold door-to-door:

- Sign on trays of food to include:
 - * Business Name
 - * Product Name and Price
 - * Cash or card payments accepted (Card attracts 1.4% surcharge)
 - * Mandatory Allergens listed
- Paper plates and paper bags provided with orders
- Clean utensils provided for each tray (replaced every 2 hours, or if contaminated)
- Ingredient cards for each product detailing all ingredients, with allergens in bold, available for customers on request.

11. Transport and Distribution

- Vehicle clean and tidy before day of selling.
- Products transported in clean, insulated containers with ice bricks if required
- Pizza delivery bag used when walking between workplaces
- Products protected from contamination at all times
- Separate trays used to carry 'free-from' foods

12. Records and Documentation

- Ingredient supplier list
- Food Receipt Record
- Cleaning log (daily/weekly tasks ticked off)
- Cleaning and Sanitising Record
- Temperature checks (fridge, freezer, esky if required)
- Cooking and cooling food (2hr/4hr rule) record
- Log for 2-hour / 4-hour rule
- Customer complaints record

13. Review and Continuous Improvement

- Food Safety Program reviewed annually or when business practices change
- Updates made in response to customer feedback, council inspection requirements, or new legislation