A DAY IN THE LIFE OF A FOOD PROCESSING CENTRE

Welcome to the Flavour food processing centre. This gives you an idea of what happens in a processing centre and when. Every food processing centre is different and will depend on what product you are making. This is a guide to help you create a process which works for you.

5PM

7AM

DAY BEGINS

Managers/Coaches
Sign in, put on PPE, check rotas are written and available, communicate with staff what needs to be done.

Volunteers/Staff
Sign in, put on PPE, check rotas.

CLOSE UP ROUTINE

Managers/Coaches
Order more cleaning equipment when needed. Communicate tasks to workers.

Staff/Volunteers
Ensure that cleaning bottles are full. Clean worktops and floors if needed. Follow end of day check list

CLEAN AND PREPARE

Volunteers/Staff
Clean worktops, floors, and working areas. Check fridges and throw away any bruised or rotting food or food that is past its sell by date.

DELIVER PRODUCTS

Deliveries may not happen every day but when they do...

Managers/Coaches
Prepare delivery list and paperwork .
Ensure all items for delivery are labelled.

Staff/Volunteers
Collect product and put together for each delivery order.

Delivery Drivers
Take delivery to correct recipient. Lift and carry order out of van/bike to where it needs to be put down. Communicate with person about what is there. Take back any food not wanted .
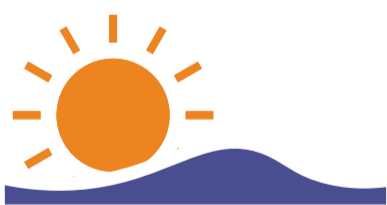
PREPARE FOOD

Managers/Coaches
Provide instructions and support for tasks to be completed to make the product, ensure food safety and hygiene regulations are being followed, ensure all tasks are completed.

Staff/Volunteers
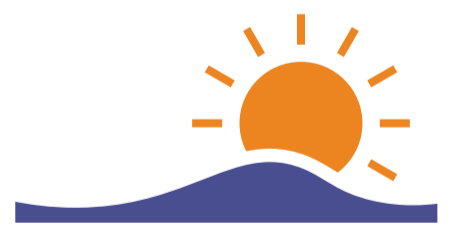Prepare and chop ingredients. Cook food

LABEL AND STORE PRODUCTS

Managers/Coaches
Provide labels & share with staff/volunteers, provide instructions on tasks to store and label food safely, ensure all tasks are completed

Staff/Volunteers
Prepare containers for food, place food in containers, close and label containers, store containers .

3PM

9AM

12PM

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2 Seas Mers Zeeën
FLAVOUR