**Task Sheet for C.E.O.**

**LI:** To find out what food safety rules the group needs to follow and create a plan for the Gingerbread Horse fundraiser

CEOs are often in charge of making sure their companies follow any laws. One of your tasks is to find out what food safety rules your team will need to follow when baking and decorating the Gingerbread Horse biscuits. Read through the Food Safety information from the Ministry of Primary Industries and work out which pieces of information are important for your group.

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| **Personal hygiene***Safe food starts with healthy and clean food handlers.** People who have cold or flu symptoms or have had sickness or diarrhoea within 48 hours of the event, or anyone with sores/ lesions on their hands, neck or head should not help prepare food.
* Always wash and dry your hands thoroughly before touching food, especially after going to the toilet, handling rubbish or touching pets etc.
* Hand wipes are useful for cleaning hands if soap, water and towels are not available.
* Disposable gloves don't stay clean, so if using them change them between activities, e.g. after handling raw food and before handling cooked food.
 | **Transporting and storing food***To prevent the spread and growth of harmful microbes, keep food covered and keep cold food cold and hot food hot (out of temperature danger zone).** Keep raw and uncooked foods separate from cooked or ready-to-eat foods.
* Cover or wrap food and store it in clean, closed containers during transportation.
* Transport cold foods containing meat, dairy products or seafood in a chilly bin with ice packs. When you get to your destination, store them at or below 5ºC in a fridge or cold chilly bin until use.
* Make sure that the part of the vehicle where the food is carried is clean and free from chemicals or equipment that could contaminate the food.
 | **Preparing food***Preparing food hygienically will help stop the growth & spread of harmful microbes.** Buy fresh food and prepare it as close to the time of your event as possible. It is illegal to sell food that has been caught for recreation or home-killed.
* Wash hands thoroughly after touching raw foods and before touching other food.
* Thoroughly clean equipment and surfaces before preparing food and between activities.
* Use separate utensils (e.g. knives), when preparing raw & cooked foods.
* Keep food wrapped or in clean, sealed containers when it’s not being prepared or cooked.
 | **Know your ingredients and labels***Customers who have a food allergy need to know whether a particular ingredient is in your food. There are requirements for providing information which will depend on whether food is being sold for fundraising or personal profit.** Know what is in your food, or what it may have come into contact with, especially the most common allergens – nuts, gluten, shellfish, fish, eggs, dairy, sesame seeds, added sulphites, and bee products.
* When you’re selling food at a fundraising event, you need to be able to tell a customer, if asked, what ingredients are in the food you’re selling. You can find this out from packaging labels or from the person who supplied the food.
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**Food Safety Rules:**

**What are the 4 most important food safety rules that your group will need to follow?**

*Discuss these with your teacher and the other CEOs. Share them with your group just before your start baking and decorating.*

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**Fundraising Plan:** Meet with your teacher to find out how to complete this planning grid.

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| **What does each person in my team need to do? What skills do they need?** | **Planning** | **Taking Action** | **Just Before Selling** | **Selling** | **After Selling** |
| **C.E.O.** |  |  |  |  |  |
| **Treasurer** |  |  |  |  |  |
| **Sales & Marketing** |  |  |  |  |  |
| **Production & Design** |  |  |  |  |  |
| **My Wonderings?** |  |  |  |  |  |