

## **SELF-CATERING POLICY**

PCYC Bornhoffen allows for self-catering because it can be a valuable part of a camp experience, has educational benefits and helps to keep experiences more affordable for some groups. A kitchen usage fee applies for self-catering groups. This fee contributes to the cost of maintaining and upgrading our catering facilities and equipment, and is included in the accommodation fee for self-caterers.

### **The following conditions apply:**

- **The person coordinating catering must have obtained and provide documentary evidence of a Food Handling Certificate prior to arrival at Bornhoffen. This person is referred to as the self-caterer for the rest of this document. Food Handling courses are available on the internet. Here's a link for a free food safety training course <http://dofoodsafely.health.vic.gov.au/index.php/en/>**
- **The self-caterer must attend an onsite induction with Bornhoffen catering staff prior to 3pm on the day of arrival (or at some other mutually agreed time) and must then remain on site for the duration of the camp.**
- **PCYC Bornhoffen IS A NUT FREE AND ALLERGEN AWARE SITE – no NUTS or food containing NUTS should be brought on site. This includes peanuts, peanut paste/butter, satays, muesli bars /chocolate containing nuts and other NUTS and NUT products. Even if your group has no-one with a nut allergy, this condition still applies. It helps us to reduce the possible risk of contamination of the kitchen utensils/pots, cutlery etc, for groups that visit after you.**
- Self-catering is only permitted if the people providing the catering are bona fide volunteers, teachers, parents or helpers. External caterers are **NOT** permitted to provide catering on a commercial basis at Bornhoffen
- **All self-catering groups are 100% responsible for the maintenance of safe food transport, food storage, food handling and preparation as well as identifying and managing risks within the commercial kitchen**
- The Combi-therm ovens in the Wagawn kitchen are only available for use by self-catering groups by special arrangement (the user must be qualified to use them) or the self-caterer can do an induction with our catering staff on the use of the ovens. An additional charge applies for the use of the Combi-therm ovens.
- It is the self-caterer's and the Group coordinator's responsibility to ensure all requirements set out in the induction are met and documentation is provided and filled in.
- If the kitchen is not left in a clean and sanitised state, or there is any damage to kitchen equipment an additional fee for cleaning , repairs or replacement of equipment will be invoiced to your group.