

共享廚房的食品安全指引

Food Safety Guidelines for Shared-use Kitchen

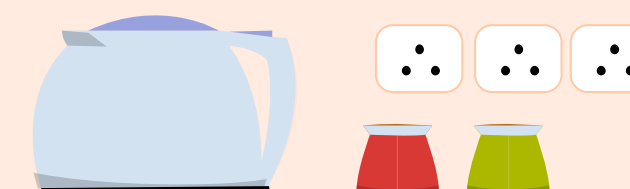


食物安全中心

The Centre for Food Safety

業界諮詢論壇

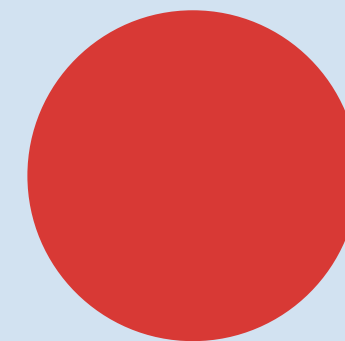
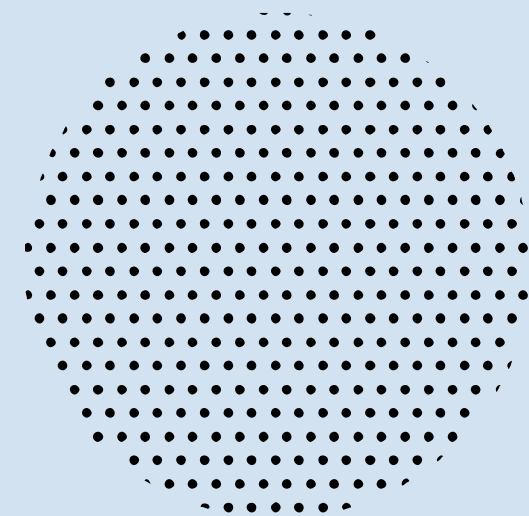
Trade Consultation Forum 13.12.2024



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什麼是共享廚房

What is shared-use kitchen



共享廚房

- 也稱為雲端廚房或出租商用廚房
- 食物製造工場以出租形式讓租賃者使用廚房空間和商用廚房設備 (日租或月租)
- 有不同的持份者：廚房設施的擁有者(出租人)，處所的食物牌照持牌人、營運者(設施使用者)
- 有些共享廚房會容納多個不同品牌，讓多個營運者或商業實體共同使用設施。這樣使食物安全的驗證和監控變得複雜。
- 共享烹調空間的需求在香港持續上升

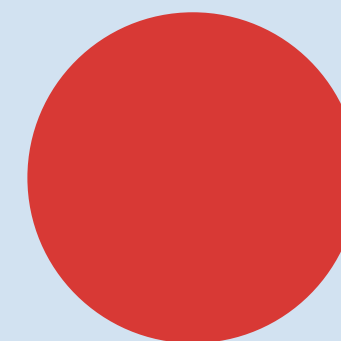
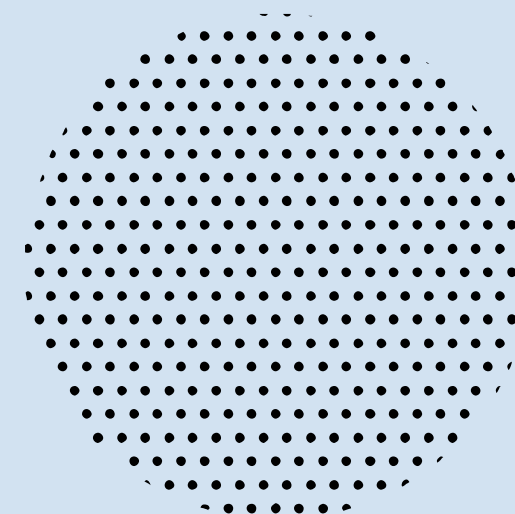
Shared-use Kitchens

- also known as a cloud kitchen or leased commercial kitchen.
- A food preparation facility that rents or leases kitchen space and provides access to commercial kitchen equipment. (Daily rental or Monthly rental)
- Involve different stakeholders: owner (lessor), food premises licence holder, or operator (facilities user)
- Shared-use kitchens may house a number of different brands where multiple operators or business entities using shared facilities. This can complicate food safety verification and monitoring.
- the demand for communal cooking spaces is on the rise.

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給共享廚房 出租人的建議

Food safety advice for lessors of
shared-use kitchen



共享廚房出租人注意事項

1. 獲取食物業牌照

- 在開始業務之前從食物環境衛生署(食環署)獲取合適的食物業牌照; e.g. 食物製造廠牌照/ 烘製麵包餅食店牌照

2. 符合樓宇結構要求和提供廚房設備

- 確保符合食環署及其他部門因應相關食物業牌照所規定的標準: 如自來食水供應、妥善排水系統、充足的照明及通風設施、洗手盆、洗滌盆、衛生設備等等
- 提供(或確保營運者備有) 設備包括帶有溫度計的雪櫃、煮食爐具、食品級清潔劑和經批准的殺菌劑或經認可具有消毒功能的洗碗碟機、配有密蓋的垃圾桶。

Important notes for Lessors of Shared-use kitchen

1. Obtaining a food licence

- obtain an appropriate food business licence before commencing business; e.g. food factory licence/ bakery licence

2. Fulfilling structural requirements and proving kitchen equipment

- ensure the kitchen meet the standards stipulated by the FEHD and other departments under the corresponding Food Business Licence: e.g. a mains water supply; proper drainage system; adequate lighting and ventilation facilities, wash hand basins; wash-up sinks; sanitary fitment and etc.
- Provide (ensure the availability of) facilities include: Refrigerators with thermometers; Cooking appliances; Food-grade detergents and approved bactericidal agent or approved utensil washing machines with sterilizing functions; waste bin with a close fitting lid.

共享廚房出租人注意事項

3. 提供物品以方便營運者實行良好衛生規範

- 電子探針溫度計、速凍櫃和熱存設備、即棄抹布、清潔工具，如刷子、拖把和水桶及垃圾袋等
- 核實所有設備在使用前後都徹底清潔和消毒

4. 監督和記錄保存

- 處所的持牌人應確保**衛生經理或衛生督導員**在場，以便在廚房使用時向員工提供建議，確保他們遵守有關守則。
- 保存設施使用時間/日程表，其中應包含使用的日期和時間、產品的性質以及使用者的姓名和聯絡電話，並在要求查核時，可以立即出示

Important notes for Lessors of Shared-use kitchen

3. Provide materials to facilitate the implementation of Good Hygiene Practices in the kitchen:

- A digital probe thermometer, Blast chiller(s) and hot-holding equipment; Disposable dishcloths, Cleaning tools such as brushes, mops and buckets; and bin liners.
- verify that all equipment is thoroughly cleaned and sanitised before and after use

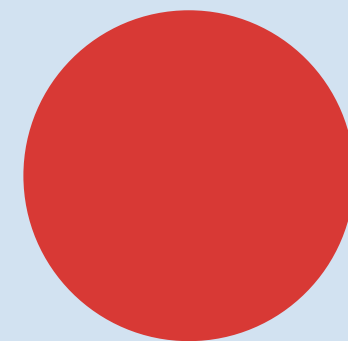
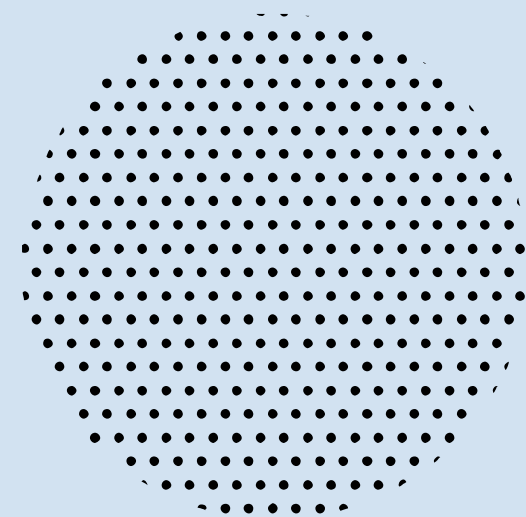
4. Supervision and record keeping

- the licensee should ensure that Hygiene Manager or Hygiene Supervisor is present for advising and ensuring food handlers on proper food handling practices when the kitchen is in use
- Keeping facility timetable/calendar, which contains the date and time of processing, nature of products as well as the name and contact number of the operator, and make it available upon request during inspection.

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給共享廚房 營運者的建議

Food safety advices for
shared-use kitchen operators



給共享廚房營運者的建議

1. 尋找持牌廚房

- 只在持牌食物業處所內配製食物；
- 配製受限制的食物如切開的水果、冰凍甜點、燒味、滷味、壽司、刺身、供生吃的蠔和供生吃的肉，該牌照需取得相關書面准許(批註)；



2. 前提工作

- 留意大量烹煮潛在的食安問題：例如食物未有徹底煮熟、冷卻時間過長導致熟食或原料在食用前長時間處於“危險溫度範圍”、交叉污染。
- 確保有足夠的受訓人員。
- 使用前檢查，以確保設備(例如煮食爐具、雪櫃和熱存設備)充足且運作正常。

Advice for Shared-use Kitchen Operators

1. Find a licensed kitchen

- Only prepare food in licensed food premises
- Prepare and Sale of restricted foods, e.g. cut fruit, frozen confections, siu mei, lo mei, sushi, sashimi, oyster to be eaten in a raw state, meat to be eaten in a raw state) requires relevant permission in writing in the food licence (endorsement).

Prerequisites

Pay attention to potential food safety issues during bulk cooking: e.g. undercooking; prolonged cooling leading to keeping cooked food/ingredients in Temperature danger zone too long before consumption; cross-contamination.

- Ensure there is enough trained personnel;
- Conduct a pre-operation inspection to ensure that adequate facilities (e.g., stoves, refrigerators, hot-holding equipment) are available and functioning properly.



給共享廚房營運者的建議

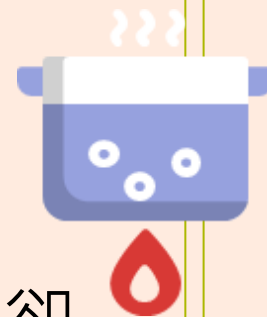
3. 遵從良好衛生規範

● 採購、接收和貯存原材料:

- ✓ 從可靠及認可的來源購買食材及保留食材來源記錄
- ✓ 確保冷凍和冷藏食材分別保持在 **4°C** 或以下及 **-18°C** 或以下，
- ✓ 避免污染：遠離化學品存放。

● 準備及烹煮：

- ✓ 清洗食材時避免污染；
- ✓ 適當解凍食物，避免細菌在室溫下滋長；
- ✓ 徹底煮熟，中心溫度達到 **75°C** 或以上並保持30秒
- ✓ 不會立即食用的熟食應使用安全的冷卻方法快速冷卻



Advice for Shared-use Kitchen Operators

3. Observe Good Hygiene Practices

● Purchase, receive, storage of raw material:

- ✓ Purchase ingredients from reliable and approved sources and keep records for the sources of raw materials
- ✓ Ensure that chilled and frozen food ingredients are kept at 4°C or below and at -18°C or below respectively;
- ✓ Avoid contamination: away from chemicals

● Preparation and cooking

- ✓ Avoid contamination when washing materials;
- ✓ Thaw food properly to avoid bacterial growth at room temperature;
- ✓ Cooked thoroughly to a core temperature of 75°C or above for 30 seconds
- ✓ Cooked food not for immediate consumption should be cooled down quickly using safe chilling methods

給共享廚房營運者的建議

3. 遵從良好衛生規範

• 運送

- ✓ 在打包前和配送時，食物應保持在適當的貯存溫度，即冷食應保持在4°C或以下，熱食應保持在60°C以上。
- ✓ 確保食物妥善包裝，最好使用防干擾設計，並放置妥當以避免滲漏、溢出、食物被壓碎或食物容器受損。
- ✓ 第三方餐飲送遞商和食物配送時也要遵循相關食物安全指引



Advice for Shared-use Kitchen Operators

3. Observe Good Hygiene Practices

• Delivery

- ✓ Keep food for delivery at the proper storage temperature before packing and during delivery, that is, cold food should be kept at or below 4 °C and hot food at above 60 °C.
- ✓ Make sure the food is properly packed, ideally with anti-tampering designs
- ✓ Third-party delivery agents and food delivery should also adhere to related food safety advices

給共享廚房營運者的建議

3. 遵從良好衛生規範

● 個人和環境衛生

- ✓ 在佩戴手套及處理食物之前、或如廁後，應用梘液徹底**洗手**至少20秒。
- ✓ 正確使用**手套**，若手套弄污或破損，便應更換新手套。
- ✓ 在使用所有**接觸食物的用具**（特別是用以處理熟食的攪拌器和湯匙）前，應徹底清潔和消毒。
- ✓ 制定有效的**清潔程序和時間表**。
- ✓ 採用“**邊做邊清**”方法（使用後立即清潔和消毒），可有助於長期保持工作範圍整潔。
- ✓ 有腹瀉和嘔吐等症狀的食物處理人員不應處理食物。

Advice for Shared-use Kitchen Operators

3. Observe Good Hygiene Practices

- **Personal and environmental hygiene**
 - ✓ Wash hands thoroughly with liquid soap and water for at least 20 seconds before wearing gloves and handling food or after going to the toilet.
 - ✓ Use **gloves** properly and change a new pair if they are soiled or torn.
 - ✓ Clean and sanitise thoroughly all the **utensils that come in contact with food** (especially blenders for cooked food and feeding spoons) before use.
 - ✓ Implement effective **cleaning procedures and schedules**.
 - ✓ Adopt a ‘**clean as you go**’ approach (cleaning and disinfecting at once after use) to help keep areas constantly clean and tidy.
 - ✓ Food handlers with symptoms such as diarrhoea and vomiting should not handle food.

給共享廚房營運者的建議

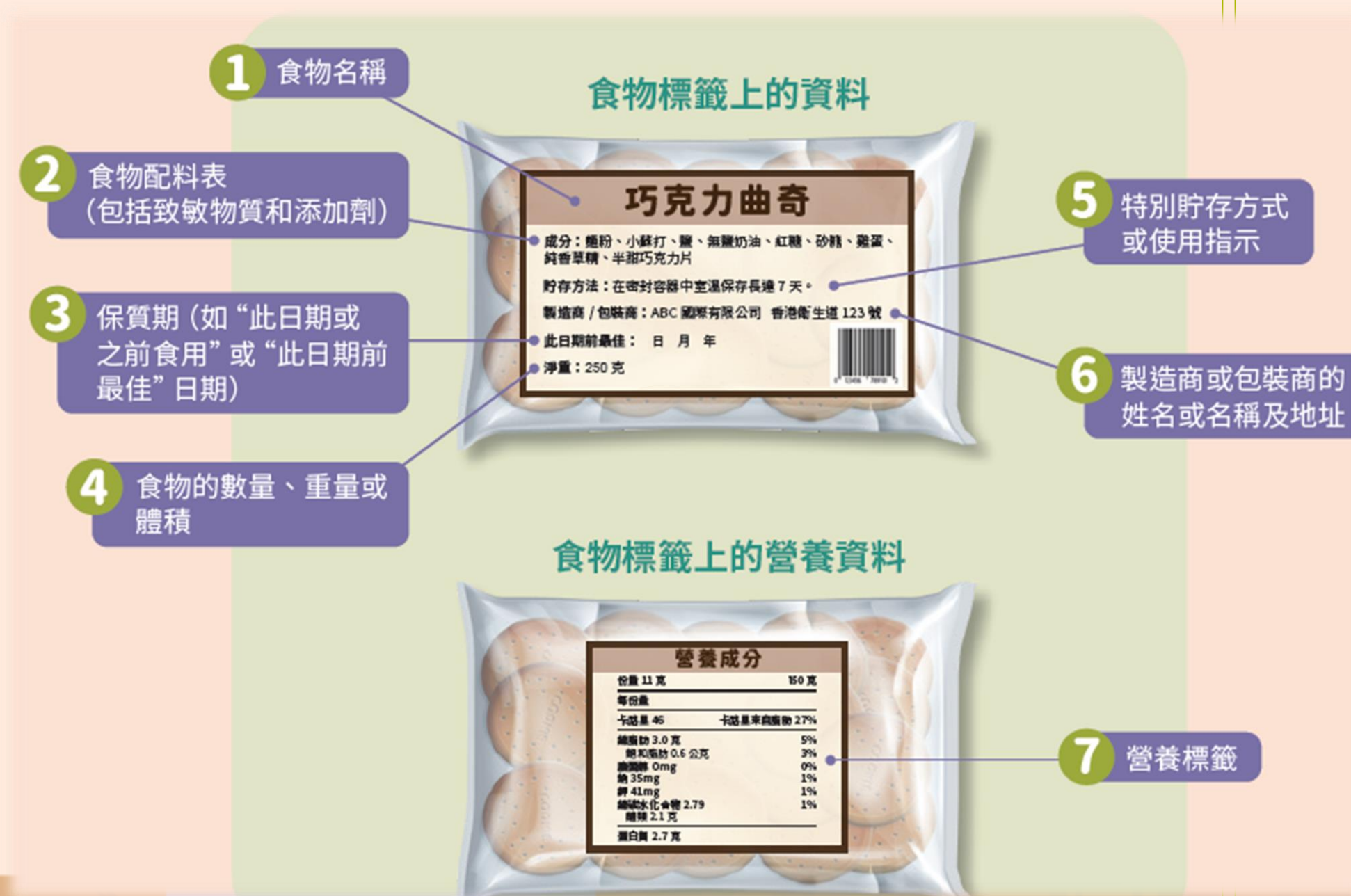
Advice for Shared-use Kitchen Operators

4. 食物標籤: 在預先包裝食物上貼上食物標籤，包括:

4. Food labelling

- put a food label on prepackaged food products, include:

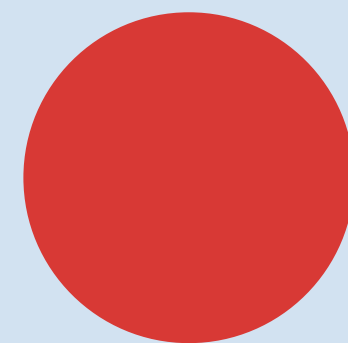
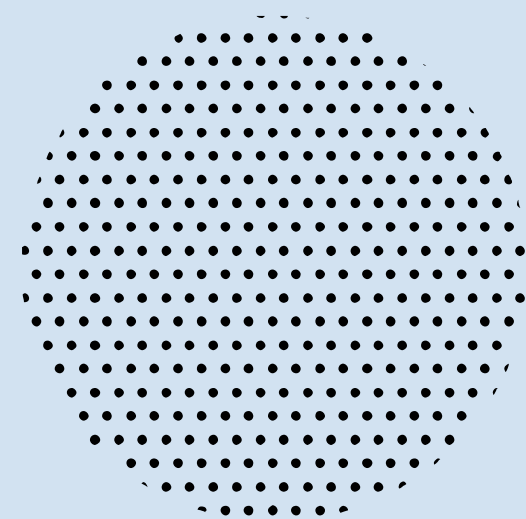
1. Name of the food;
2. List of ingredients (including allergenic substances and additives);
3. Indication of durability (e.g. use by or best before date);
4. Count, weight or volume;
5. Special storage conditions or instruction for use;
6. Name and address of manufacturer or packer; and
7. Nutrition label.



4

共享廚房出租人、 持牌人與營運者之間 的共同責任

Shared Responsibilities between Kitchen
Owners, Lessors, Licensees and Operators



共同責任

- 符合食物業牌照持牌條件是持牌人的最終責任，但保持廚房衛生及確保食物安全是所有持份者（廚房擁有者、出租人、持牌人及營運者）共同的責任；
- 各持份者須確定的一些共同責任，包括
 1. 使用前的衛生檢查;
 2. 使用後的衛生檢查;
 3. 衛生驗證程序及相關存檔及
 4. 當發現衛生問題時採取的矯正措施
- 營運者開始使用廚房之前，各方的責任應在**書面協議**中明確列出，最好是在租賃合同中。
- 為避免對所提供的物料有所誤會，共享廚房營運者應與出租者**預先確認各種物料**，包括消耗品和非消耗品的**可用性**。



Shared Responsibilities

- Though the licensee is ultimately accountable for compliance with the licensing conditions under the food business licence, all parties share responsibilities for keeping kitchen hygienic and ensuring food safety;
- Shared responsibilities that need to be delineated may include:
 1. Pre-operational sanitation inspections;
 2. Post-operational sanitation inspections;
 3. Sanitation verification actions and relevant documentation; and
 4. Taking corrective actions when sanitation issues are identified.
- The responsibilities of each party should be made clear in a written agreement, preferably in the hire contract, before the operator starts using the kitchen.
- To avoid misunderstandings, operators should confirm the availability of various materials in advance, including consumables and non-consumables.

總結



- 共享廚房須持有合適**食物業牌照**
- **出租人**須提供或確保場所有充夠設施，以使營運者能在配製食物時遵從良好衛生規範
- **營運者**須實施良好衛生規範
- 租用及使用設施前，**釐清各方的責任**，尤其是清潔衛生方面工作的責任。

Take-home message

- Shared kitchens must hold an appropriate food business licence
- Lessors should provide or ensure the availability of adequate facilities to facilitate the operator to implement good hygiene practices in preparing food;
- Operators should implement comply with good hygiene practices
- Before renting and using the facility, clarify the responsibilities of all parties, especially in cleaning and hygiene aspects.

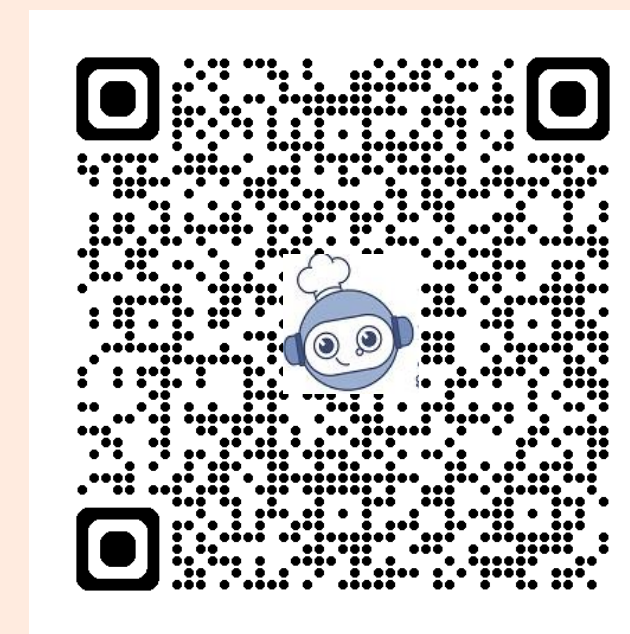


更多資訊

- 如欲了解更多資訊，可參閱食物安全中心的文件《共享廚房-給食物業界的食物業的食物安全指引》。

For more information

- For details, please refer to the CFS' s document "Shared-use Kitchen: Food Safety Guidelines for Food Businesses"



謝謝 Thank you

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