

Allergen and Dietary Management Policy

To provide all Peter Rowland employees with clear expectations on the management of client/guest dietary requirements and allergens.

2. Scope

All Peter Rowland Group employees including casuals and contractors.

3. Policy Statement

3.1 This policy outlines the Company's procedures and process on managing client/guest allergen and dietary requirements at all Peter Rowland events.

4. Managing Dietary requirements and Allergens

4.1 All employees of Peter Rowland are to adhere to the Allergens Procedure on how to manage client/guest dietary and allergen requirements from event booking stage to the delivery of the food at the event.

4.2 Event Planners are to provide the client with this policy and the related procedure at the event booking stage.

4.3 Event Planners are to ensure dietary information is clearly stated on all Event Orders and Kitchen Orders.

4.4 Event planners are to inform the kitchen and relevant operations managers of the allergen and dietary requirements and to also ensure that the Room/Event/Function manager allocated for the event is also aware of the dietary and allergen information.

4.5. The Kitchen and rostered chefs are responsible for ensuring they have the information on allergens and dietary requirements and that they discuss this information with the room/event supervisor/manger at the beginning of the event.

4.6 Function managers and event planners at the event are responsible for ensuring a staff briefing occurs so that all staff at the event understand who the known dietary/allergen guests are before service of any food.

4.7 All employees are to follow the Dietary Waiver card process for both known and unknown dietaries at all Peter Rowland events.

4.8 All employees are to follow the How to Manage a Food Safety Incident workflow if there is a food safety incident.

4.9 Failure to comply with this policy and related procedures may result in disciplinary action as per the Disciplinary policy.

5. Related Policy

Disciplinary Policy

6. Related Documents

Allergens Procedure

Peter Rowland Dietary Waiver Card Process for Known Dietaries

Peter Rowland Dietary Waiver Card Process for Unknown Dietaries

How to Manage a Food Safety Incident Workflow