Café House Rules

Basic operating rules, responsibilities and hygiene

Before you start

This document is a template for cafés in Ireland, not legal advice or an official approval. It is based on EU law as of 24 October 2026 (Regulation (EC) No 852/2004, Regulation (EC) No 178/2002, Regulation (EU) No 1169/2011) and on the Irish allergen regulations for non-prepacked food (S.I. No. 489 of 2014). Other Irish rules are not covered. Every café is different: the operator adapts the template to the actual menu, equipment and layout, adds their own details and is responsible for following it. If in doubt, contact your competent food safety authority.

Template for cafés in Ireland, not legal advice. Status 24 October 2026. **The template covers the EU framework; Irish rules are included only where verified** (written allergen information under S.I. No. 489 of 2014). Registration with the food authority, temperature limits, food handler training rules, record retention, VAT, licensing of alcohol and smoking rules **are not covered** – check them with your competent food safety authority and other local authorities before you use the template.

It has not been verified whether Irish law requires a separate set of operating rules for a café. This document brings together your internal rules and helps you show good hygiene practice during an inspection.

1. Identification

Name of the café _____

Operator, registration number, registered address _____

Address of the premises _____

Manager in charge (name, phone) _____

Opening hours _____

Seating capacity (inside / outside) _____

2. Type of business

The café serves hot and cold drinks, desserts and bakery products from suppliers, and prepacked food. State whether you also prepare your own food, sell alcohol and offer takeaway.

Products and activities (fill in) _____

3. Layout

Area	Description / equipment
Bar and drinks preparation	espresso machine, grinder, milk steaming, wash-hand basin with hot water
Service counter and display	chilled dessert display, bakery counter
Wash-up area	dishwasher / double sink
Storeroom	dry goods, fridge, freezer
Cleaning store	cleaning products and equipment, mop sink
Staff facilities	changing area or lockers, staff toilet
Customer area	seating, customer toilet

4. Deliveries and storage

- Goods are received following CCP 1 of the HACCP plan; chilled goods go straight into the fridge.
- Food, packaging and cleaning products are stored separately. Nothing is stored directly on the floor.
- FIFO: first in, first out. Opened packs are labelled with the date of opening.
- Roasted coffee is kept in its closed valve bag, dry, away from light and heat. Coffee is not ground in advance.

5. Personal hygiene and staff health

- Every member of staff is trained in hygiene and these rules before starting work; training records are kept on the premises.
- Work clothes are changed as needed, at least daily. Outdoor clothing is stored separately.
- Hands are washed only at the wash-hand basin (hot water, soap, disposable towels).
- Staff report any illness or infection to the manager before starting work.

6. Cleaning and waste

Details are set out in the **Café Cleaning and Sanitation Schedule**. Waste is segregated (paper, plastic, glass, food waste, general waste) under your local authority's rules.

7. Alcohol and smoking

- Licensing, age limits for alcohol and smoking rules are not covered in this template – check them with the competent authorities.

8. Customer information

- Written allergen information before the sale, in a conspicuous place and at least in English (see **Allergens in a Café**).
- Price display, receipts and tills: Irish rules not covered – check with your accountant.

9. Safety and first aid

- The first aid kit is kept in a marked place and restocked regularly.
- The fire extinguisher is accessible and checked as per the manufacturer's and service provider's instructions.
- Staff are trained in safe working (hot water and steam, electrical equipment).

Location of first aid kit _____

Location of fire extinguisher _____

Espresso machine service phone _____

Rules issued by **Valid from** **Signature**

Sources: S.I. No. 489/2014 Regulations 4 and 5 · 852/2004. Status 24 Oct 2026.

Sources – full text of the legislation on Europaius

- 852/2004