# Café House Rules

Internal rules of operation, responsibilities and hygiene

**Before you start**

This document is a template for cafés in Malta, not legal advice or an official approval. It is based on EU law and on the Maltese provisions verified for this template as of 24 October 2026: Regulation (EC) No 852/2004, Regulation (EC) No 178/2002, Regulation (EU) No 1169/2011, the Food Safety Act (Chapter 449) and the Catering Establishments Regulations (S.L. 409.15). Other national rules (temperature limits, the form of allergen information, medical or training certificates, VAT, fiscal receipts, alcohol, smoking) are not covered. Every business is different: adapt the template to your range, equipment and premises, add your details and check open points with the Food Safety and Security Authority.

Template for cafés in Malta, not legal advice. Law as of 24 October 2026. **Most of this template covers only the EU framework.** Maltese rules are included only where verified (registration under Chapter 449, catering licence under S.L. 409.15). National rules on temperatures, the form of allergen information, medical or training certificates, record retention, VAT, fiscal receipts, alcohol and smoking are not covered: check them with the Food Safety and Security Authority and the other competent authorities.

A written set of operating rules for a café is not expressly required by the provisions covered in this template; whether Maltese law or the licensing authority requires one is not verified. Use this document as internal rules and for staff instruction.

## 1. Identification

**Name of the café** _____

**Food business operator, registered address** _____

**Address of the premises** _____

**Manager in charge (name, phone)** _____

**Opening hours** _____

**Capacity (seats inside / outside)** _____

## 2. Nature of the business

The café offers hot and cold drinks, cakes and pastries from suppliers and packaged foods. State whether you also prepare your own dishes, serve alcohol and offer takeaway.

**Range and activities (fill in)** _____

## 3. Layout of the premises

| Area | Description / equipment |
|---|---|
| Bar and drink preparation | espresso machine, grinder, milk steaming, hand-wash basin with hot water |
| Service counter and display | chilled cake display, pastry service |
| Washing up | dishwasher / double sink |
| Storeroom | dry goods, fridge, freezer |
| Cleaning cupboard | cleaning products and equipment, utility sink |
| Staff facilities | changing room or lockers, staff toilet |
| Guest area | seating, guest toilet |

## 4. Supplies and storage

- Goods are received according to CCP 1 of the HACCP plan; chilled goods go into chilled storage immediately.
- Separate storage: food / packaging / cleaning products. Nothing is stored directly on the floor.
- FIFO applies: first in, first out. Opened packs are labelled with the opening date.
- Roasted coffee is stored in a closed bag with a valve, dry, away from light and heat. Coffee is not ground in advance.

## 5. Personal hygiene and staff health

- Every member of staff is instructed or trained in hygiene and in these rules before starting work (Regulation (EC) No 852/2004, Annex II, Chapter XII); the training record is kept on the premises.
- Work clothing is changed as needed, at least daily. Personal clothing is stored separately.
- Hands are washed at a basin used only for hand washing (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 Disinfection Plan**. Waste is separated (paper, plastic, glass, organic, mixed) and disposed of according to the local collection arrangements or a waste contract.

## 7. Alcohol and smoking

- Selling alcohol: age limits, licence conditions and signage under Maltese law are not covered in this template. Check them with the licensing authority before you serve alcohol.
- Smoking and e-cigarettes: Maltese rules for catering premises are not covered here. Set your house rule and display it at the entrance.

## 8. Information for guests

- Drinks menu with prices, available before ordering. National rules on price display and receipts are not covered here.
- Allergen information in writing (on the menu or in a list at the bar), see **Allergens in a Café**.

## 9. Safety and first aid

- The first-aid kit is kept in a marked place and restocked regularly.
- The fire extinguisher is accessible and serviced as per the manufacturer and local requirements.
- Staff are instructed in safe work (hot water and steam, electrical equipment).

**Location of the first-aid kit** _____

**Location of the fire extinguisher** _____

**Espresso machine service phone** _____

**House rules issued by** **Valid from** **Signature**

Sources: Regulation (EC) No 852/2004, Annex II (europaius.com/eu-akt/32004r0852); Regulation (EU) No 1169/2011 (europaius.com/eu-akt/32011r1169). Status 24 October 2026.

## Sources – full text of the legislation on Europaius

- 852/2004
- 1169/2011