

#10- Storing Food Standard Operating Procedure

Employees who will be receiving and storing food maintain the storage areas, including dry, refrigerated and freezer storage, by following these steps:

Storage Upon Receiving:

1. Place foods in the proper storage area (refrigerator or freezer) quickly to avoid bacterial growth.
 - 41°F or lower – refrigerator temperatures
 - 0°F or below – freezer temperatures
 - 50° to 70°F at 50 to 60% humidity – dry storage temperatures
2. Place foods into appropriate storage areas immediately upon receipt in the following order:
 - Refrigerated foods
 - Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order:
 - Prepared or ready-to-eat foods (top shelf)
 - Fish and seafood items
 - Whole cuts of raw beef
 - Whole cuts of raw pork
 - Ground or processed meats
 - Raw poultry (bottom)
 - Frozen foods
 - Dry foods
3. Keep all food items on shelves that are at least 6” above the floor to facilitate air circulation and proper cleaning.
4. Store food out of direct sunlight.
5. Use First In First Out (FIFO) rotation of products in all storage areas to assure that oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates. Mixing old food with new food is not acceptable.
7. Make sure items are dated with receiving date and/or use-by date.
8. Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers. This also can be done after a package is opened. Food is NEVER put in chemical containers and chemicals are NEVER placed in food storage containers.

#10- Storing Food, cont.

Storeroom sanitation:

1. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from areas where garbage is stored.
2. Dispose of items that are beyond the expiration or “use by” dates.
3. Store all items on shelves at least 6” above the floor to facilitate air circulation and proper cleaning.
4. Check for signs of rodents or insects. If there are signs of the presence of rodents or insects, notify the maintenance or the person in charge.

Temperature Control:

1. Check the temperatures of all refrigerators, freezers, and dry storerooms at the beginning of each shift. This includes both internal and external thermometers, where appropriate.
 - Refrigerator temperatures should be between 36 and 41°F.
 - Freezer temperatures should be between -10 and 0°F.
 - Storeroom (dry storage) temperatures should be between 50 and 70°F.
2. Record cold storage unit temperatures on the appropriate temperature log.
3. Notify designated person immediately of any unacceptable temperatures.
4. Limit overloading refrigerated storage areas, as this prevents air flow and makes the unit work harder to stay cold.
5. Use caution when cooling hot food in the refrigerator, as this warms the unit and can put other foods into the temperature danger zone.
6. Keep units closed as much as possible to maintain proper temperatures.
7. Defrost all units on a regular schedule to aid in proper maintenance and air circulation.

Monitoring and Recordkeeping:

1. Designated person will keep logs for all cold storage units. All corrective action will be noted on temperature logs.
2. Temperature logs will be reviewed by person in charge to make sure there are no temperature deviations and necessary corrective action was taken.
3. Follow up on all reported problems.
4. Monitoring logs will be kept: Minimum required by federal regulation (a period of six months following a month’s temperature records) or One school year from the date of the second annual food safety inspection (DPI recommendation).

Corrective Action:

Discard any potentially (Time/Temperature Control for Safety Food) stored at conditions that render the product unsafe to eat. Re-train employees or volunteers.