



School District: _____
Department: _____
Policy No: _____

Standard Operating Procedure

Storage

Policy: All food, chemicals, and supplies should be stored in a manner that ensures quality and maximizes safety of the food served to children.

Procedure: Employees who receive and store food maintain the storage areas, including dry, refrigerated, and freezer storage, by following these steps:

Storage upon Receiving:

1. Place foods into appropriate storage areas immediately upon receipt in the following order:
 - a. 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
Fish and seafood items
Whole cuts of raw beef
Whole cuts of raw pork
Ground or processed meats
Raw poultry

Top shelf
↓
Bottom shelf

- b. Frozen foods
 - c. Dry foods
2. Keep all food items on shelves at least 6" above the floor to facilitate air circulation and proper cleaning.
3. Store food out of direct sunlight.
4. Place chemicals and supplies in appropriate storage areas, away from food.
5. Rotate goods when placing them in storage by placing the new items behind the old items to ensure that the older items are used first (First In, First Out inventory rotation)
6. Make sure all goods are dated with receiving date and use-by date.
7. Store food in original container if the container is clean, dry, and intact. If necessary, food is repackaged in clean, well-labeled, airtight containers. This also can be done after a package is opened. Food is NEVER put in chemical containers and vice versa.
8. Store potentially hazardous foods no more than 7 days below 41°F from date of preparation.
9. Store pesticides and chemicals away from food handling and storage areas. They must be stored in original, labeled containers.

Policy last revised on: _____



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Standard Operating Procedure

Storage, continued

Storeroom sanitation:

1. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination – away from warewashing areas and garbage rooms.
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 unit manager.

Temperature Control:

1. Check the temperature of all refrigerators, freezers, and dry storerooms at the beginning of each day.
 - a. Refrigerator temperatures should be between 36°F and 41°F.
 - b. Freezer temperatures should be between -10°F and 0°F.
 - c. Storeroom (dry storage) temperatures should be between 50°F and 70°F.
2. Record temperatures on the appropriate temperature log and initial.
3. Take corrective actions if temperatures are out of the recommended range.
4. Don't overload 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 puts 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.

The unit supervisor will:

1. Check logs and temperatures of storage rooms, freezers, and refrigerators.
2. Review logs to make sure there are no temperature deviations.
3. Document all corrective action taken on the appropriate forms.
4. File logs with HACCP records.

Policy last revised on: _____