

### **I. FOOD STORAGE PROCEDURES**

The length of time food may be kept satisfactorily depends on the quality of the product when stored, how well it is stored, and the temperature of the storage area.

The manager should be consulted in regard to any food that may be questionable, before beginning food production or service.

All food preparation facilities must have areas designated for dry, refrigerated or frozen storage. These areas should be maintained as follows:

#### **A. DRY STORAGE**

1. Dry storage areas should be dry, cool, well-ventilated, clean and free from insects and rodents.
2. Foods should be stored a minimum of 6-inches from the floor and 2-inches from the wall on racks or pallets to allow for air circulation. Do not store foods directly on the floor.
3. Canned foods should be removed from the cardboard shipping cases prior to shelving.
4. When shelving, the date of receipt should be clearly marked on all purchased food items and the date of packing listed on the cardboard case should be clearly marked on all USDA commodity cans.
5. Dates should be marked on each can or unit using a black marking pen.
6. Opened ingredients (flour, sugar, etc.) should be stored in sealed, airtight containers.
7. Bagged items (flour, sugar, etc.) should be cross-stacked for ventilation.
8. Cleaning products and chemicals should be stored in a separate location from food storage areas.
9. The dry storage area should have a minimum of one thermometer installed to monitor maintenance of temperatures between 50-70° F. *Temperatures of dry storage areas should be recorded daily on the temperature record.*



### **II. LEFTOVERS**

Careful planning shall be practiced at all times to minimize over production which causes leftover food.

Leftovers should be used within 30 hours for use at next meal service day. Freezer space is too limited to tie up with leftovers.

Food products remaining after each day's operation shall be handled and stored so as to prevent contamination. Food items that meet strict food safety standards may be retained and offered for re-service in another meal. Leftovers that do not meet food safety standards will be discarded.

#### **A. PROCEDURES**

1. All foods leftover after the meal service is finished must be recorded on the daily production record.
2. Foods that are not suitable for future service should be discarded immediately and recorded on the daily production record as discarded.
3. Foods that are going to be stored for future service must be returned to safe temperatures as soon as possible.
4. Both cold and hot foods should be covered and placed in the cooler to speed cool down of internal temperature to 40°F or below.
5. Hot foods should be placed in shallow steam table pans to speed cool down.
6. Once hot foods are chilled to 40°F or below, they can be placed in the freezer.
7. All leftover foods that are being stored for future service should be marked with a label that lists the food item, and the date prepared.
8. A perpetual inventory of leftover foods should be maintained to ensure usage as soon as possible.
9. No leftover foods should leave the kitchen for any reason.
10. It is not permissible to give away or sell leftover foods to individuals or organizations.