

# POLICY MANUAL

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**Subject:** Food Services Storage

**Effective Date:** 01/90

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**Initiated By:** Jim Threadgill  
Food Services Supervisor

**Approved By:** Tim Tull  
Fiscal Director

**Review Dates:** 12/02 JT, 10/07 JT, 11/08 ET **Revision Dates:** 11/14 JT  
07/10 JT, 07/11 JT, 10/12 JT, 12/13 JT

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## POLICY:

All food, paper goods and cleaning supplies must be stored according to state, local and feral guidelines for proper storage.

## PROCEDURE:

- A. All food will be stored a minimum of six inches off floor.
- B. All food will be stored to promote first in, first out basis. New deliveries must be stored at the back of storage, moving existing stock forward.
- C. Seafood and poultry that is delivered fresh must be used within a safe period and should be refrigerated at 33-36 degrees Fahrenheit. Seafood and poultry may be covered with clean ice to help preserve its freshness.
- D. All beef and pork delivered fresh must be cryovaced with unbroken seal.
- E. All produce must be rotated (first in, first out basis)
- F. Dairy and bread products are to be rotated by kitchen staff. Dated items will be exchanged if date is not current.
- G. Nonfood supplies are stored in an area separate from that in which foods are stored.
- H. All supplies are clearly labeled.