

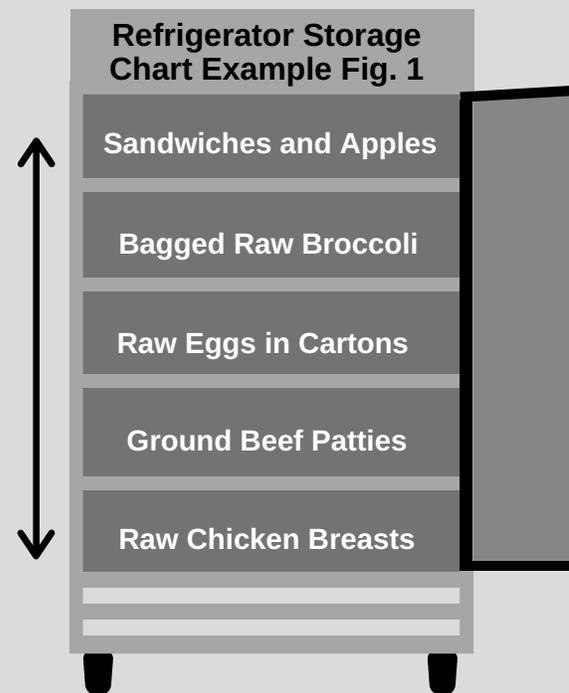
STORAGE REQUIREMENTS

CHECKING FOOD BEFORE STORING

1. Always inspect arriving food to see if packaging is torn, has leaking seal, or is damaged in another way, making it unsafe for distribution. Make sure cans are not dented, swollen, bulging, or rusted. Carefully sort out any spoiled or badly damaged produce and dispose of properly in your compost or trash bin.
2. Discard products that are past expiration dates or if perishable food are held in danger zone longer than four hours.
3. Do not receive frozen, refrigerated, or dry storage foods if you do not have enough in the freezer, refrigerator, or dry storage space.

GENERAL DRY & COLD STORAGE PRACTICES

1. All food must be on shelves, at least 6" off the floor, and 18" from the ceiling on tables/pallets/milk boxes/etc. This helps protect the food from possible contamination by water or pests.
2. Keep food items out of direct sunlight and heat sources like forced air vents etc.
3. Clean and or defrost all storage units at least quarterly.
4. Separate non-food items (e.g. pantry staff backpacks, hygiene products, or clothing) from food products.
5. Remember to use the FIFO method which stands for first in first out. When stocking items add new items to the back and older in the front so they get used first.
6. Always store ready-to-eat foods on top shelf of refrigerator. Arrange other shelves by required cooking temperature with highest temperature foods on the bottom (Like all raw poultry products). See refrigerator storage chart example in figure 1.



INVENTORY CHECKLIST & TEMPERATURE LOGS

1. Use an inventory checklist for the following: Where product came from (i.e. source), date received, itemize product and quantity, and discard date. Ready-to-eat foods must be date marked and can only be stored for 7 days if held at 41°F or lower, discard after the 7th day. An inventory checklist can also be used for product recalls and to thank donors.
2. Use a temperature log for your pantry and any cold storage units. The pantry facility should be between 50° and 70°F with humidity less than 60%. At the start of each shift log temperatures for facility and cold storage unit and report to a supervisor if temperatures are unsafe.