

FOOD STORAGE BASICS CHECKLIST

RECEIVING

- Visually inspect all items and look for signs of container damage.
- Check expiration and use-by dates.
- Reject unacceptable items and note them on the invoice.
- Store frozen and refrigerated items immediately.

STORAGE AREA

- Maintain temperature between 50 °F and 70 °F.
- Use FIFO storage – First In, First Out.
- Store items at least 6 inches above the floor.
- Store chemical items away from food.
- Keep the area free from clutter and floors clean.

REFRIGERATOR AND FREEZER

- Cover, label, and date all items.
- Refrigerate cold food at 40 °F or below.
- Store frozen food between 0 °F and -10 °F.
- Check and record temperatures frequently.
- Prevent condensation from dripping on food.
- Store raw meat on the bottom shelf in a leakproof container.