

N **Time T** **Teach**

Receiving and Storing Food in Refrigerators, Freezers, and Dry Storage Areas

Lesson Participants: Central Warehouse Employees

Type of Lesson: Face-to-face teaching session

Objective: Accurately identify how to receive and store a variety of food products.

Materials Needed:

- Presenter's Script
- Pens or Pencils (one for each employee)
- Example Scenario (one for each employee)
- Copies of continuing education certificate for each participant



Presenter's Script:

Receiving and Storing Food in Refrigerators, Freezers, and Dry Storage Areas

Introduction: (2 minutes)

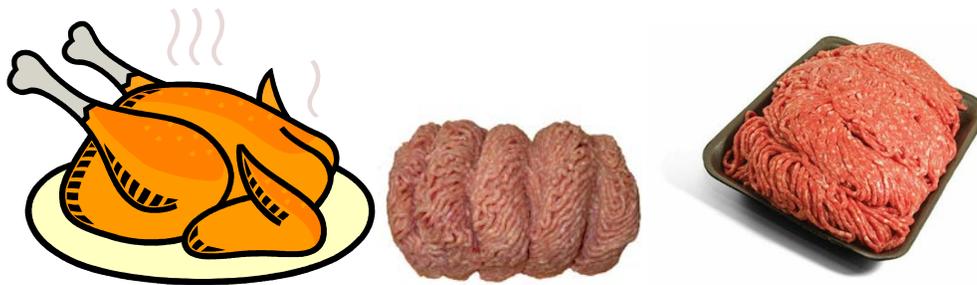
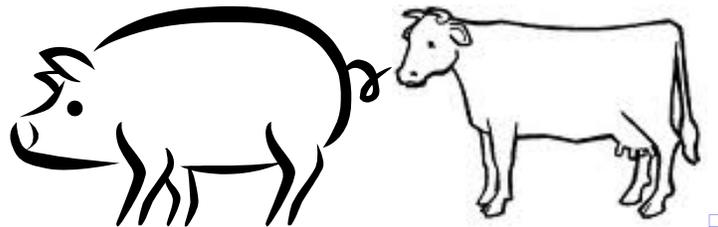
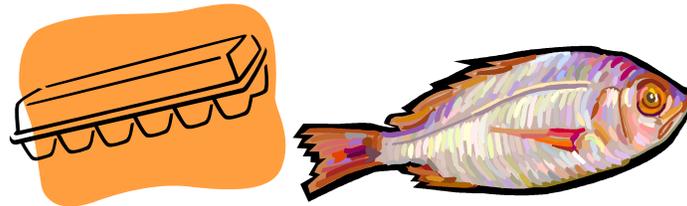
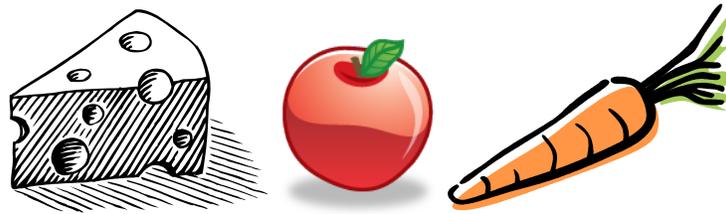
SAY: During the next few minutes we will be discussing how to properly receive and store food in refrigerators, freezers, and dry storage areas. Properly storing foods ensures that they are safe to eat and used in a timely manner. Unsafe storage procedures and temperatures could lead to the growth of bacteria and food borne illness. We will be reviewing dry storage, refrigeration and freezer storage, but first let's review some basic guidelines. Remember to:

- Date products when received. Use Month/Year format for all non-perishable, canned, and frozen items. Use Month/Day format for perishable items like produce. *<Note to presenter: discuss the local procedures for dating – i.e. signs on top of pallets, permanent mark on each case, etc.>*
- Throw out all foods that are past dated; follow required procedures for documenting disposal. *<Note to presenter – insert and discuss the local procedures for this task>*.
- Kept labels on products, so content of product is known.
- FIFO means first in first out. Use this practice to rotate products so the oldest products are used first.
- Store food at least 6 inches off the floor and away from walls.
- Keep all storage areas at the correct temperature, ventilated, and clean. All areas should be cleaned on a regular basis. *<Note to presenter: briefly discuss the master cleaning schedule and frequency of tasks for your facility>*.

Refrigeration: (4 minutes)

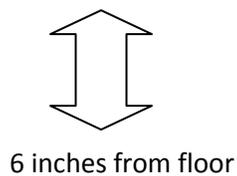
SAY: Various cold foods have different optimal temperatures. The refrigerator must be at a temperature of 39 degrees or colder and have a thermometer near the front door on the top shelf. Temperature of the refrigerator should be recorded every day. Refrigerated foods should be the first foods stored when a shipment is received. Food must be stored at least 6 inches off the floor and away from walls and stored in a way that allows air circulation. Shelves must not be lined with foil, paper, or other materials. Ready-to-eat or cooked foods should always be stored above raw foods and covered properly to prevent cross-contamination. All food that is not stored in its original packaging is covered and labeled with the amount and date (CLAD). Proper food covering is a food-grade lid, plastic wrap, or aluminum foil.

The picture below shows the correct storage order of foods in a refrigerator. <Note to presenter: show the picture or make copies for each learner>.



(Poultry)

(Ground Meats)



6 inches from floor

Freezer: (2 minutes)

SAY: The freezer must be at a temperature of 0 degrees or colder and have a thermometer near the front door. Temperature of the freezer must be monitored and recorded daily. Frozen foods should be the second products stored, behind refrigerated foods, when a shipment is received. Food products should be stored 6 inches above the floor and away from walls to allow air circulation. All food that is not stored in its original packaging is covered and labeled with the amount and date (CLAD). Proper food covering is a food-grade lid, plastic wrap, or aluminum foil.

Dry Storage: (2 minute)

SAY: In dry storage areas, food must be stored 6 inches above the floor and away from the walls. The optimal temperature of the dry storage area should be between 50 degrees to 70 degrees and the humidity level between 60 and 70%. All products must be stored in containers that cannot be damaged by pests or water.

Example Scenario: (5 minutes)

DO: Pass out example scenario, pens or pencils.

SAY: Now we will go over an example scenario. I will pass out the handout. Read the directions and complete the scenario. We will review once everyone is finished. *(Hint: Refer to HACCP Plan Section: Safe Food Handling to find more information that may be helpful with answers.)*

NOTE to the Instructor: The answers to the Example Scenario are below for your reference when reviewing the activity with the participants:

1. **F** Store oldest food in the back and newest in the front.
2. **T** Store food at least 6 inches above the floor.
3. **T** Cooked or ready-to-eat food must be stored above raw meat.
4. **F** Store dry storage foods first after delivery.
5. **F** Freezer temperatures must be below 39 degrees.
6. **T** Every product should be dated.
7. **F** Humidity in dry storage must be between 50 and 80%.

Continuing Education Documentation:

DO: Complete the Continuing Education report at the end of this lesson, obtain participant signatures, and file in *HACCP Part 4: Continuing Education and Professional Development*.

Provide each participant with a copy of the certificate of completion attached to this lesson. Remind participants to update their professional development log as required by the School Nutrition Administrator so that compliance with the USDA Professional Standards Rule is adequately documented.



Example Scenario

True or False?

Directions: Determine if the statements are true or false and circle the correct letter.

1. T F Store oldest food in the back and newest in the front.
2. T F Store food at least 6 inches above the floor.
3. T F Cooked or ready-to-eat food must be stored above raw meat.
4. T F Store dry storage foods first after delivery.
5. T F Freezer temperatures must be below 39 degrees.
6. T F Every product should be dated.
7. T F Humidity in dry storage must be between 50 and 80%.

FOOD SAFETY AND HACCP CONTINUING EDUCATION REPORT

(Complete this report and File in HACCP Section: Continuing Education and Professional Development)

LESSON TITLE: **No Time To Teach: Receiving and Storing Food in Refrigerators, Freezers, and Dry Storage Areas**

DATE: _____

LOCATION: _____

INSTRUCTOR: _____

Lesson Agenda/Outline is attached: **Yes** **No**

PARTICIPANT NAME	SCHOOL

Certificate of Participation

This is to certify that

completed the

School Nutrition Services

No Time to Teach Lesson:

**Receiving and Storing Food
Properly**

providing $\frac{1}{4}$ hour of continuing education
credit for the School Nutrition Area of

**Food Safety and HACCP: 2620 Food Safety-
General**

Signature of Presenter

Date