Receiving and Storing Food in Storage, Refrigeration and Freezers

Lesson Participants: School Nutrition Assistants

Type of Lesson: Face-to-face training session

Objective: For food service assistants to be able to accurately identify how to receive and store food.

Materials Needed:

- Trainer’s Script
- Pens and Pencils (one for each employee)
- Example Scenario (one for each employee)
**Trainer’s Script:**

Receiving and Storing Food in Storage, Refrigeration, and Freezers

**Introduction:** (2 minutes)

*SAY:* During the next 10 minutes we will be discussing how to properly receive and store food in dry storage, refrigeration, and freezer. 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 going over dry storage, refrigeration and freezer storage, but before we go over them I want review some basic guidelines. Remember to:

- Date products when received. Use Month/Year format for all shelf stable and frozen items. Use Month/Day format for perishable items like produce.
- Throw out all foods past date.
- Kept labels on products, so content of product is known.
- FIFO, first in first out, we want to rotate products so we use the oldest products first.
- Store food at least 6 inches off the floor and away from walls.
- Storage areas should be kept at the correct temperature, ventilated and clean. Areas should be cleaned on a regular basis.

**Refrigeration:** (2 minutes)

*SAY:* Storage of refrigerated foods has different regulations. 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 needs to be recorded every day. Refrigerated foods should be the first foods stored when a shipment is received. Food needs to be stored at least 6 inches off the floor and away from walls. They also need to be stored in a way that allows air circulation, shelves are not lined with foil 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.
6 inches from floor
**Freezer:** (2 minutes)

*SAY:* Frozen food storage has different regulations. 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 taken 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. They also need to be stored to allow air circulation. Remember to never place hot foods in the freezer to cool. 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:** (1 minute)

*SAY:* Now we will go over dry storage guidelines. In dry storage food must be stored 6 inches above the floor and away from the walls. The temperature of the dry storage area must 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:** (3 minutes)

**DO:** Pass out example scenario, pens and 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 go over once everyone is done. *(Hint: Refer to HACCP Plan Section 2-5: Safe Food Handling to find more information that may be helpful with answers.)*
Example Scenario

True or False?

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

T  F  Store oldest food in the back and newest in the front.
T  F  Store food at least 6 inches above the floor.
T  F  Cooked or ready-to-eat food must be stored above raw meat.
T  F  Store dry storage foods first after delivery.
T  F  Hot foods should be cooled in the freezer.
T  F  Freezer temperatures must be below 39 degrees.
T  F  Every product should be dated.
T  F  Humidity in dry storage must be between 50 and 80%.
FOOD SAFETY AND HACCP TRAINING REPORT  
(Complete this report and File in HACCP Section 2-9: Training)

**TRAINING TITLE:** No Time To Train: Receiving and Storing Food in Storage, Refrigeration, and Freezers

**DATE:**

**LOCATION:**

**INSTRUCTOR:**

Training Agenda/Outline is attached:  □ Yes  □ No

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