

No Time To Teach

Receiving and Storing Food Properly

Lesson Participants: School Nutrition Employees

Type of Lesson: Face-to-face teaching session

Objective: For school nutrition employees to be able to accurately identify how to receive and store food.

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 (see page 9 of this lesson)



Presenter's Script:

Receiving and Storing Food Properly

Introduction: (2 minutes)

SAY: During the next 15 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- Throw out all foods that are outdated.
- Keep labels on products, so content of product is known.
- If products are removed from original packaging, label clearly with the contents and received or pack date.
- Use first in first out (FIFO), to rotate products and use the oldest products first.
- Store food at least 6 inches off the floor and away from walls.
- Keep storage areas at the correct temperature, ventilated and clean.
- Clean all storage areas on a regularly.

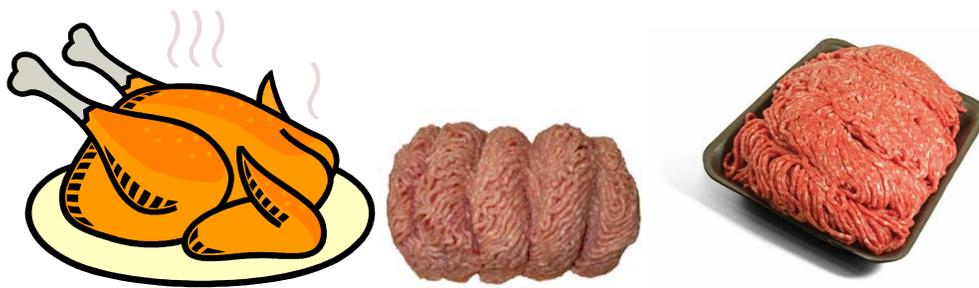
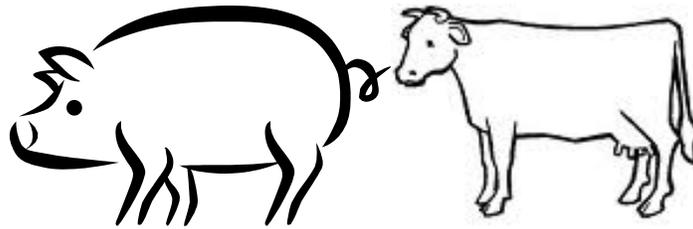
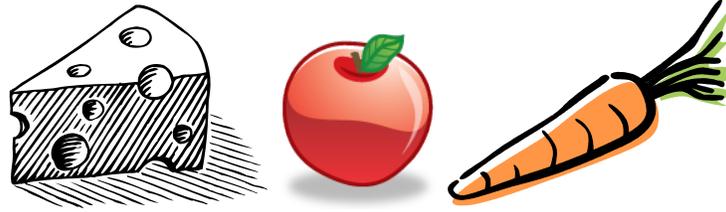
Refrigeration: (4 minutes)

SAY: 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 must be recorded every day that school is in session (Note to presenter: Refer to the HACCP Plan refrigerator monitoring instructions for more information). 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. Prepared, leftover menu items that have been properly cooled must be labeled and dated for use within 72 hours of preparation. Opened ingredients, with some exceptions noted in the HACCP Plan, must be labeled for use within 7 days.

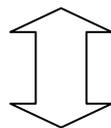
Look at this chart and determine if foods are properly stored. (note to presenter – make a copy of the next page and show to participants.) You will see that raw foods with the highest end cooking temperature are stored lower than other foods. For example, poultry and ground meats with a minimum safe end cooking temperature of 165 and 155 degrees F. respectively are stored below other foods that are cooked to a lower internal temperature or ones that may receive no further cooking (such as cheese or fresh produce).

Refrigerated Storage



(Poultry)

(Ground



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 recorded every day that school is in session (Note to presenter: Refer to the HACCP Plan freezer monitoring instructions for more information). 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 large quantities of hot foods in the freezer to cool; instead, use an ice bath or paddles to begin the cooling process (Note to Presenter - Refer to the lesson on Proper Cooling for more information). 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 minutes)

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. If products are removed from original containers, clearly label each one and use tightly closing food grade storage containers. Storage areas must be keep clean and organized. It is a good recommendation to organize like items together in order of the inventory form to ensure accurate counting and recording.

Example Scenario: (5 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 review and discuss once everyone is finished. *(Hint: Refer to HACCP Plan Part 1: Safe Food Handling to find more information that may be helpful with answers.)*

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.

- 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 at or 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 CONTINUING EDUCATION REPORT

(Complete this report and File in HACCP Part 4: Continuing Education and Professional Development)

LESSON TITLE: **No Time To Teach: Receiving and Storing Food Properly**

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