RECEIVING AND STORAGE OF FOOD

TOPIC:	Receiving and Storage of Food
AUDIENCE:	Foodservice staff
DATE:	[Enter the training date]

Purpose / Why Does it Matter

Receiving and storing food correctly is a critical part of food safety and is required to help prevent foodborne illness and protect patients and residents. These steps are the first point of control in keeping food safe, as food that is received at unsafe temperatures, damaged, or improperly stored can lead to bacterial growth or cross-contamination. Proper receiving and storage also help minimize food spoilage and waste, saving the facility time and money.

Learning Objectives

By the end of this in-service, participants will be able to:

1. Identify safe food conditions during receiving, including temperature and product integrity.
2. Apply proper storage practices to maintain food safety, including labeling, dating, and rotation.
3. Store food items correctly to prevent cross-contamination and support food safety throughout preparation and service.

KEY INFORMATION

Receiving Food Safely

- Receiving is the first step in food safety and prevents unsafe food from entering the operation.
- Only accept food from approved vendors.
- Inspect the delivery vehicle to make sure it is clean, free of pests, and not transporting chemicals or non-food items with food.
- Check temperatures right away. Refrigerated food must be 41°F or below.
- Frozen food must be solid with no signs of thawing.
- Inspect packaging, labels, expiration dates, and product condition. Reject food that is too warm, damaged, leaking, expired, or unlabeled.
    - Refuse dented & damaged cans, food that is delivered out of the temperature range, and any food that is damaged or the integrity of the package is compromised

Cold Storage Requirements

- Once food is accepted, it must be stored correctly and promptly to control bacterial growth and prevent cross-contamination.
- Refrigerators must stay at 41°F or below. Freezers must stay at 0°F or lower.
- Log storage temperatures and report concerns or take corrective action if temperatures are out of range.
- Store food immediately and do not leave it at room temperature.
- Label all food not in its original container, including the date it was prepared or opened.
- Store Meats, poultry, and other proteins with the highest cooking temperature at the bottom of the rack and those foods with lower cooking temperature at the top, but below ready-to-eat foods.
- Use FIFO (First In, First Out) so older food is used first.

Preventing Cross-Contamination

- Store raw foods below ready-to-eat foods.
- Raw poultry must always be stored on the lowest shelf.
- Keep foods covered and stored in the correct location.
- Always separate raw animal products from ready-to-eat foods.
- These steps help stop bacteria from spreading and protect food in refrigerators and freezers.

Dry Storage

- Dry storage areas must be clean, dry, organized, and pest-free.
- Store food at least 6 inches off the floor.
- Keep food away from chemicals and cleaning products.
- Inspect cans and packaging regularly.
- Do not use cans that are dented, rusted, swollen, or have broken seals.
- Use FIFO (First In, First Out) so older food is used first.

Wrap-Up and Key Takeaway

- Receiving and storage are the first steps in food safety.
- When we check temperatures, inspect food carefully, store items properly, and prevent cross-contamination, we help keep food safe for everyone we serve.
- Safe handling continues through preparation, cooking, and service.

Quick verbal check:

- What temperature should refrigerate food be at? (41°F or below)
- Where should raw poultry be stored? (Lowest shelf)

Thank you for helping keep our kitchen safe.

KNOWLEDGE CHECK

NAME: _____ **DATE:** _____

1. Which action is the MOST important when receiving refrigerated food?

☐ **A.** Putting the food away quickly

☐ **B.** Checking that the food looks clean

☐ **C.** Verifying the food temperature is 41°F or below

☐ **D.** Labeling the food for storage

2. Why is it important to reject food that is damaged or received at unsafe temperatures?

☐ **A.** It may cost more money

☐ **B.** Unsafe and damaged food can pose a health risk to our residents

☐ **C.** Storage space is limited

☐ **D.** It slows down service

3. Which practice helps prevent cross-contamination in storage areas?

☐ **A.** Storing all food together to save space

☐ **B.** Storing raw meats above ready-to-eat foods

☐ **C.** Storing raw foods below ready-to-eat foods

☐ **D.** Leaving items uncovered during storage

4. What should you do if a refrigerator temperature is above 41°F?

☐ **A.** Ignore it if the door is closed

☐ **B.** Log the temperature and report it and take corrective action

☐ **C.** Move all food to dry storage

☐ **D.** Leave the food out until the temperature drops

5. Which food should always be stored on the lowest shelf in the refrigerator?

☐ **A.** Fresh fruit

☐ **B.** Ready-to-eat desserts

☐ **C.** Raw poultry

☐ **D.** Bread products

6. Which statement about labeling food is correct?

☐ **A.** Only frozen foods need labels

☐ **B.** Food in its original container does not need to be checked

☐ **C.** Label food not in its original container with the date it was prepared or opened

☐ **D.** Labels are optional if the item will be used soon

Knowledge Check Answer Key

1. C
2. B
3. C
4. B
5. C
6. C

DATE: [Enter date]

TRAINER NAME: [Enter trainer name]

In-Service Attendee Sign-in

DATE:

ATTENDEE NAMES: