Receiving and Storage

Key Terms:

Cleaning Products: Chemicals used to clean and sanitize in the food service department. Follow directions on the container.

FIFO: “First in first out”. All products are dated upon delivery and the oldest products are used first.

Physical Inventory: A physical inventory is an actual count of goods in stock at a particular point in time. Alabama recommends that inventory be counted monthly.

Perpetual Inventory: A perpetual inventory system is an up-to-date, running record of each item on hand in the storeroom.

Holding freezer: An upright freezer used to keep frozen food for short periods of time and usually located in a food preparation area or near the service lines.

Receiving: The activities involved in inspecting and either accepting or rejecting deliveries of food and supplies.

USDA Donated Foods: Commodity foods provided to schools by the U.S. Department of Agriculture. Donated foods cannot be sold or traded.

References:


A manager’s responsibility for quality control begins with the receiving procedure at the back door. The first step of quality control is to use a good receiving procedure. This means that you make sure that the food delivered is the same as that ordered. Most receiving problems result from a different product being delivered than what was ordered.
Successful Receiving Procedures

1. HAVE A SPECIAL PLACE
   Have a special place always used for receiving food. The space should be large enough to inspect the entire shipment before it is moved to storage. Keep the area clean and neat.

2. USE THE RIGHT EQUIPMENT
   Have equipment that is in good condition and know how to use it.
   - Thermometer (stem-type)
   - Hand truck or cart for moving food from the receiving area to the storage area

3. HAVE BID AWARD LIST OR ORDER REQUEST FORM
   Have the list of foods and items ordered with item numbers and brands. All pre-cut produce has a pack date. Meat products have a date code stamped on the case that tells when the product was made, the day, and the production shift. Some products will have a CN label.

4. DELEGATE WHEN NECESSARY
   Train at least one employee on how to check in grocery orders and delegate to them when necessary.

5. INSPECT FRESH AND FRESH-CUT PRODUCE
   Fresh-cut produce means fruits and vegetables that have been washed and pre-prepared so they are convenient for use. This includes items such as cut-up lettuce, carrots, onions, mushrooms, etc. Bags of fresh-cut produce should be delivered on a refrigerated truck. On delivery, check and record temperature, inspect and immediately store in the refrigerators.

6. CHECK PULP TEMPERATURE OF FRESH-CUT PRODUCE
   Use a stem-type thermometer or take the pulp temperature and record it on the purchase order. Place the cleaned and sanitized thermometer in the case between the bags of fresh-cut produce. Do not puncture the bag with the stem of the thermometer. Allow the needle to stop and then record the temperature of the fresh-cut produce on the purchase order. The temperature should be between 32 and 40 degrees F.

7. INSPECT FROZEN PRODUCTS
   Inspect frozen products to make sure they are delivered frozen solid. Frozen cases/packages should not have a lot of frost on them, feel mushy, or be moist. If they do, this means that they are thawing, or have been partially thawed and refrozen. Make sure the frozen product is taken directly from the truck, inspected and moved immediately into storage.

8. COUNT THE CASES
   Count the number of cases or boxes delivered. Check to make sure that the number ordered was delivered. Check box labels for accuracy of the products in the case. (The smooth white sticker may or may not be accurate of items in the case.)

9. CHECK THE MILK TEMPERATURE AT DELIVERY
Like all other foods, temperature affects the quality of milk. The temperature should be checked when it is delivered. Using a stem-type thermometer, insert the thermometer in a carton of milk. When the needle stops moving, read the temperature. The temperature of the milk should be between 32 and 35 degrees F for the best quality.* For every five degree increase in temperature above 40 degrees F, milk’s shelf life and quality are reduced by 50%.**

If the temperature of milk on delivery is frequently above 35 degrees, discuss this with your CNP Director.

10. REJECTING/RETURNED/NON-DELIVERY OF ITEMS
    Mark through any item on the invoice that were not delivered or delivered that were not ordered. Have the driver initial the error.

11. SIGN INVOICE
    The manager or designated CNP staff must sign the invoice. This indicates you have check the delivery for accuracy and validates that payment may be made.

   Rules for Storing Food and Cleaning Products

Refrigerated and Frozen Foods

This basic rule of all food service means to keep hot food above 140 degrees F and cold foods below 40 degrees F. Although this is a simple rule, it will help you store, prepare, and serve safe food and maintain good food quality. Storing refrigerated or frozen foods means keeping them at their desirable temperature from the time they are delivered until they are ready for preparation.

Follow the steps below to store refrigerated and frozen foods.

1. **Check and store fresh and refrigerated food immediately.**
   When fresh (refrigerated) or frozen food is delivered, check it in immediately so that it can be placed back in cold storage.

**Why?** When refrigerated or frozen food is sitting at room temperature, there is a “break in the cold chain.” This means, that for the time period when the food is at room temperature, the food is getting warmer and is losing quality. The longer the food is at room temperature, the more quality will be lost. This is a problem with all food and is a factor in food safety. Fresh-cut produce loses quality very fast when it is held at room temperature. Be sure to store foods in the refrigerator or freezer except during food preparation.

2. **Arrange refrigerated storage of produce to maintain the quality of fresh vegetables and fruits.**

**Why?** A). **Temperature:** The single most important factor in maintaining the quality of fresh vegetables and fruits is temperature. The ideal storage temperatures for refrigerated
produce are between 34 degrees F and 40 degrees F. Fresh cut produce loses quality even faster than whole produce when it is above 40 degrees F.

**B. Storage Conditions:** Most produce arrives at the back door with good quality. However, what happens during storage can have a big effect on maintaining that quality. Some fruits produce ethylene gas which adversely affects other fruits and vegetables stored near them. The best way to store produce is to separate the fruits and vegetables using the diagram of the ideal walk-in refrigerator arrangement shown on the next page.

Some schools have two walk-in refrigerators, so vegetables and fruits can be stored separately from other food items. However, if your kitchen has only one refrigerator, plan the best way to store fresh produce to maintain quality.

<table>
<thead>
<tr>
<th>Ethylene-producing fruits include:</th>
<th>Ethylene-sensitive produce include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apples</td>
<td>Mangoes</td>
</tr>
<tr>
<td>Apricots</td>
<td>Broccoli</td>
</tr>
<tr>
<td>Bananas</td>
<td>Leafy greens</td>
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<tr>
<td>Cantaloupes</td>
<td>Peaches</td>
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<tr>
<td>Figs</td>
<td>Carrots</td>
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<td>Honeydew</td>
<td>Cabbage</td>
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<td>Nectarines</td>
<td>Cauliflower</td>
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<td>Green beans</td>
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<td>Squash</td>
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<td>Peppers</td>
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<td>Okra</td>
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<td></td>
<td>Spinach</td>
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<td></td>
<td>Yam</td>
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</tbody>
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3. **Make sure refrigerators and freezers have thermometers.**

Make sure that all refrigerators and freezers have a thermometer which measures the air temperature in the warmest part of the refrigerator or freezer. **Post a temperature record form near each refrigerator and freezer.** **Record the temperature each day** according to school system policy. A good rule is to check the temperatures of all cold storage first thing in the morning and last thing before you leave in the afternoon. Ask your CNP Director for the temperature record form you should use. Example on next page.

*Refrigerator temperature should be between 34 degrees F and 40 degrees F.*
*Walk-in freezer temperature should be between –10 degrees F and 0 degrees F.*
*Holding freezer temperature should be between 0 degrees F and 32 degrees F.*

**Why?** Keeping cold foods cold is important for food safety. The Alabama State Board of Health has *Food Service Sanitation Rules* (Chapter 420-3-14, 1993) that require refrigerators and freezers to have thermometers to ensure food safety. Keeping a daily record of the temperature helps you know that the temperature is correct and the food is safe. It is helpful to know the freezer defrost cycle to ensure temperature accuracy. This could also help you diagnose a problem if the freezer is registering a temperature higher than it should. When a refrigerator or freezer “goes out,” the food gets too warm and becomes unsafe to eat. A temperature slightly
above the desired temperature results in loss of food quality, even before food spoils. Food represents costs to your operation, so you don’t want to lose it.

4. **Rotate the stock in the refrigerators and freezers.**

**Why?** Fresh produce and especially fresh-cut produce has a short period of peak quality. Buy just enough produce to meet your menu needs for the purchase period. Use the oldest produce first. Frozen foods do not last forever. In fact, solid cuts of frozen beef last from 6-12 months with good quality. Frozen ground beef lasts only 1-3 months with good quality. Date your frozen foods and use the oldest first.

**Fresh Produce**

Refrigerators should maintain a storage temperature of 40 degrees F or less.

*The following produce should be stored at room temperature – IDEAL 60 DEGREES F TO 70 DEGREES F*

<table>
<thead>
<tr>
<th>Bananas</th>
<th>Sweet Potatoes</th>
<th>Potatoes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tomatoes</td>
<td>Dry Onions</td>
<td></td>
</tr>
</tbody>
</table>

**Dry Foods**

The storeroom should be kept dry, cool, and properly ventilated. Follow the rules below to store dry foods. Thermometers should also be placed in dry storage areas to ensure foods are kept at the proper temperature.

1. **Keep the storeroom dry and at a temperature between 45 degrees F and 70 degrees F.**

**Why?** Canned goods, staples such as flour and sugar, and paper supplies need to be in a dry area with a moderate temperature to maintain quality. High temperatures (over 100 degrees F) increase the risk of spoilage of canned goods. Even though it seems that a can should last forever, it doesn’t. Dampness can cause cans to rust and paper supplies to lose quality. Rusted cans can result in little holes that allow bacteria to enter the food and cause spoilage. If you find a can that is rusted, follow the system procedure and discard it.

2. **Keep the storeroom ventilated.**

**Why?** Good air movement helps remove moisture in the air, reduces the air temperature, and eliminates odors. All containers should be stored off the floor on shelves or pallets. Cases of food can be cross-stacked, when there is room, to improve air circulation. Circulation is improved when shelving is at least six inches above the floor, six inches away from the wall, and two feet below the ceiling.

3. **Rotate the stock in the storeroom.**
**Why?** The first rule of storage is “first in, first out.” Thus, you should use the oldest products first. In order to do this, you need to date products when they are put in the storeroom. The date should be written on the side or end of a case. When cans are removed from cases for storage, write the date on each can. Have a plan for using the oldest products first. The recommended maximum storage time for canned products is 12 months at a maximum temperature of 70 degrees F.

4. **Reuse of container in which food was received.**

**Why?** Today’s convenience food products are often packed in plastic containers that seem useful for storing other foods. Never reuse food containers. The plastics used for shipping foods are called “single use” containers because they were not designed to be reused. The plastic is not as high quality as the plastic in containers bought for quantity food preparation. It cannot be sanitized like the hard plastic especially made for food preparation. Never use plastic mayonnaise tubs, cottage cheese or sour cream containers, and other similar containers.

**Cleaning Products**

Cleaning products include any chemicals used to clean in the food service department that could harm a person or animal. The storage and use of cleaning products in a food service operation is very important. With improper storage or use, they can contaminate the food your customers eat and can harm the individuals who use them. Some cleaning products found in school kitchens include:

- Dishwashing chemicals,
- Sanitizing solution (bleach solution),
- Cleaning compounds (oven cleaner), and
- Insecticides and poisons for other pests.

The Alabama State Board of Health describes how a food service should handle cleaning products in *Food Service Sanitation Rules* (Chapter 420-3-14). You should have a copy of these rules in your kitchen office. If you need a copy, ask your CNP Director to locate a copy for you.

1. All cleaning products should be labeled so they are easy to read. All chemicals should be stored in the original container with original labels.

2. Follow label directions for using chemicals. **Never mix chemicals together.**

3. Ask your CNP Director for a copy of the Material Safety Data Sheet for each chemical used in your department. This information sheet is provided by the company that makes the
chemical and should be kept on file available to your staff at all times. It tells you how to handle the chemical safely and what to do if the chemical is used incorrectly and unsafely. The Material Safety Data Sheets should be kept on file in your cafeteria kitchen. You must let the CNP Assistants know where they are stored and encourage them to read them at any time.

4. Have a special place to store all cleaning products. They should be stored in a place separate from food and food preparation equipment or utensils.

5. Store sanitizing solution (bleach and water) and cleaning compounds in a separate cabinet or separate area of a room from insecticides and other poisonous materials.

6. Dispose of used containers properly. Never reuse the containers for any purpose.

7. Also, remember to store personal medications and first-aid supplies away from food, food preparation equipment, or food service areas.