



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

2383.2 FOOD STORAGE AND QUALITY CONTROL

Policy Directive: **20-17**

Effective Date: **May 2020**

Implements Policy: **2383**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the Food Services staff procedures to ensure proper food storage.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. Food is to be stored at the following temperatures:
 - A. Shelf goods (also known as dry goods) are to be maintained at 45°F to 80°F;
 - B. Refrigerated foods at 35°F to 40°F; and
 - C. Frozen foods at 0°F or below.
- II. The temperatures of all refrigerators and freezers are logged on the Refrigerator/Freezer Temperature Log (Form 2399).
- III. All leftovers will be dated prior to refrigeration.
 - A. Leftovers will be stored in the refrigerator for no more than 5 days and then discarded.
 - B. If the meal plans do not require the leftover to be used within 5 days, it must be dated and frozen.
- IV. Food stocks will be rotated to ensure that the oldest foods are used first. Expired foods will be promptly discarded and logged on the Damaged or Discarded Product Log (Form 2394).
- V. No food stocks will be stored on the floor or in proximity to chemicals.
 - A. Food stocks and paper products will be stored at least 6 inches off the floor and 24 inches from the ceiling.
- VI. Food Services staff will inspect all food supplies checked-in/received from the supplier for potential contamination prior to storing.

- A. Canned goods with swollen sides or ends, flawed seals or seams, rust, or dents will not be accepted.
 - B. Perishable foods received are inspected to confirm appropriate temperature upon receipt and must immediately be stored at the appropriate temperature. Perishable foods that are not at the appropriate temperature will not be accepted.
 - C. All accepted items will be dated.
- VII. Concerns regarding the integrity of an item in storage, including damaged, contaminated, or expired goods, will be brought to the attention of the Food Services Manager, or designee, as soon as possible, with the item being held aside to ensure it is not used.
- A. The Food Services Manager will dispose of the item in accordance with applicable sanitation practices and codes; and
 - B. Any disposal of an item will be noted on Form 2394 indicating the reason for disposal.
- VIII. Any concerns identified regarding the integrity of an item during preparation will be immediately brought to the attention of the Food Services Manager or designee, who will determine if the item needs to be discarded.
- IX. The Food Services Manager (or designee) will ensure that:
- A. The appropriate logs are readily accessible in their respective areas;
 - B. Logs are appropriately utilized; and
 - C. Once the log cycle is complete, it will be replaced with a fresh log and the completed log will be held in a specified location for 4 years.

Applicable Forms	
2394	Damaged or Discarded Product Log
2399	Refrigerator/Freezer Temperature Log

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date