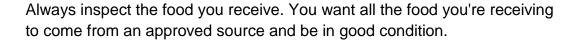
## **RECEIVING & STORAGE**

To make sure the food you're serving to customers is safe, you need to make sure it comes from a government-approved source and is stored properly.

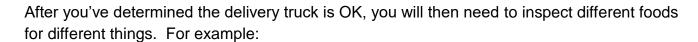




#### **HOW TO RECEIVE**

The first thing to check is the delivery truck. The delivery truck:

- Should be clean and should not have signs of contamination
- Have proper shipping temperatures
  - ✓ Refrigerated foods: 4°C (40°F) or lower.
  - ✓ Frozen foods: -18°C (0°F) or lower.
  - Check delivery truck thermometer, double check with your own probe thermometer
  - Reject product that is too warm
  - Reject product that is spoiled or damaged
  - Reject any product that has been thawed and re-frozen. Signs of refreezing:
    - Large ice crystals
    - Solid areas of ice
    - Discoloured or dried-out food
  - ✓ Do not refreeze thawing food, continue thawing in fridge or reject



## Water:

- Water must be potable (safe for drinking)
- Ice must come from an approved source



## Meat, Poultry, and Seafood

- Must have government inspection stamps/tags on all wrappers and boxes
- Fish and shellfish should be delivered either frozen at -18°C (0°F) or live at 4°C (40°F).
- Reject any meat or poultry product that is:
  - Discoloured
  - ✓ Has a strange smell
  - ✓ Slimy, sticky, or dry
  - ✓ Not frozen or refrigerated
- Inspect fish products closely. Reject if:
  - ✓ Strong 'fishy' or ammonia smell
  - Eyes are sunken or cloudy
  - ✓ Flesh is soft and finger impression stays after touching.
  - ✓ Shipping temperature is above 4°C (40°F)
  - Shellfish are partly open and don't close when tapped, it means they're dead
  - Lobster and shrimp are soft and have a strong smell

# <u>Eggs</u>

- Must be from an approved supplier and be graded (no farm fresh eggs)
- Inspect eggs look for cracks, feathers, feces. These are Grade C eggs
- Grade C eggs and cracked eggs have a higher risk of Salmonella and cannot be used in food premises
- Liquid eggs must be pasteurized and packaging can't be damaged
- Ensure eggs received at 4°C (40°F) or less. If coming from grading station, eggs may be received at 13°C
- Refrigerate immediately in original containers

## **Dairy Products**

- Examples: milk, ice cream, cheese, sour cream, yogurt
- All dairy products must be made from pasteurized milk
- Cheese can be made from unpasteurized milk if the cheese has been stored between 2° to 4°C (36°F to 40°F) for 60 days or longer after manufacture
- Check best before dates. Milk products should not taste sour or mouldy and should not have a strange colour or texture
- Ensure dairy products received at 4°C (40°F) or less. Reject if too warm



## MAP Foods

- Modified Atmosphere Packaging (MAP) reduces or replaces oxygen with other gases to help keep bacteria from growing
- Food packaged in MAP can be kept longer without using preservatives
- Reject them if you see:
  - Holes or tears in packaging
  - Bubbles, slime, or discoloured contents
  - Expiration dates that have passed
  - Improper shipping temperatures



## **Canned Goods**

- Home-canned foods cannot be used due to risk of botulism
- Commercially-canned goods are OK because they have been heated to very high temperatures to kill botulism spores
- Don't accept cans with:
  - ✓ Dents or rust
  - ✓ Swollen sides or ends
  - ✓ Flawed seams
  - Leaks or stains on packaging
  - Missing labels
  - ✓ Foul smelling contents
    - Never taste contents as it's a botulism risk

## Fresh Produce

- Check fruits and veggies for wilting, mould, or signs of pest infestations
- Reject produce in poor condition
- Check refrigerated produce stored below ready-to-eat foods and above raw meats

## **Dry Goods**

- Examples: cereals, grains, nuts, rice, flour, sugar
- Must be received in dry, undamaged packages. Dampness or mould signs of spoiled food or bacterial growth
- Check for holes/tears which are signs of pest infestation
- Check best-before dates
- Store in closed metal or plastic containers to keep pests out

Once you've decided to accept the food:

- Be careful when opening up boxes so that staples and other packaging material don't end up as physical contaminants in food later
- Refrigerate and freeze foods quickly
- Move all food to storage quickly to prevent contamination

#### STORAGE REQUIREMENTS

## Types of storage:

- > Room temperature
  - For non-hazardous food (ex. canned food, dry food, fruits and vegetables)
- Refrigerated and Frozen Food
  - For hazardous food (ex. meats, dairy, poultry, cheese, eggs)
- Non-Food Storage
  - For cleaning chemicals
- Keep all storage areas clean and adequate for use
- Keep food on shelves or racks at least 15 cm (6") off the floor
- Date containers
- Monitor fridge and freezer storage temperatures regularly
- Store food in food-grade containers that are easy to clean. Do not reuse cardboard boxes
- Don't overcrowd or cover wire racking with cardboard which restricts air circulation
- Never store food in washrooms, utility rooms, dressing rooms, etc.
- Cover all food in storage
- Keep all storage areas organized: raw meats on bottom, fruits and vegetables in the middle, ready-to-eat/cooked foods on top
- Store cleaning chemicals and food apart. Keep chemicals in original containers and label chemicals when taken out of their original containers



## STOCK ROTATION

- First in, first out rule (FIFO). The first product received is the first product used
- Do not overstock. Don't order more than you can use
- · Check expiration or 'best before' dates
- Follow the recommended storage times. Make sure all foods are dated



 Keep foods that are past their 'best before' or expiration date away from other foods, or discard immediately

# **★** REMINDER ★

All foods served to the public must come from government-approved sources.