

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.

Always inspect the food you receive. You want all the food you're receiving to come from an approved source and be in good condition.



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



After you've determined the delivery truck is OK, you will then need to inspect different foods for different things. For example:

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

Eggs

- 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.