

Dry Storage

Dry foods are those that have a long shelf life such as flour, coffee, sugar, breadcrumbs, dried pasta, spices etc. These foods can be stored at room temperature.

To maximise the shelf life of these products:

1. Ensure food storage area is clean and well maintained.
2. Ensure the storage area is vermin, pest and dust proof.
3. Packaged foods which have been opened must be stored in clean, non-toxic, food grade, pest proof containers with tight fitting lids, or are stored in protective packaging (such as foil, plastic food wrap, grease proof paper etc). They then need to be properly labelled and dated.
4. Ensure stock is rotated by ensuring that the food is clearly labelled and dated. Check Use-by and Best Before dates.
5. Foods must be protected from exposure to moisture and direct sunlight.
6. Store foods on shelves off the floor and if possible store food off the floor as it may encourage rodent and insect infestation.
7. Check for signs of dampness, insect infestation dented or rusted cans, holes in packaging and that the product is within its Use-by or Best Before dates.
8. Store foods well away from chemicals and cleaning equipment.
9. Ensure personal belongings are stored in a separate designated area.
10. Foods must be stored off the floor, on shelving or in cupboards so that you can clean around it.
11. Food spills should be cleaned up promptly to minimise the attraction of pests and to reduce the risk of contamination.



Food Containers

Containers that are used for food, whether it be for dry, cold or frozen purposes, must be in good condition. Always cleanse and sanitise before using them to store any food. Cover all food with tight fitting lids, or plastic or foil wrap. This protects food from drying out, cross-contamination and from insects or vermin. Do not reuse containers that are not intended for reuse.

When to discard food:

- ◆ If there is suspicion of contamination;
- ◆ If food is past the use-by date;
- ◆ If it is damaged;
- ◆ If it is unlabelled;
- ◆ If pests have been near the food;
- ◆ If storage containers are found to be damaged and/or unsuitable.



Cold Foods

High risk and perishable foods must be kept at temperatures at or below 5°C to reduce the risk of food poisoning and prevent food spoilage. To ensure these foods are kept safe:

1. Refrigerate all meat, seafood and dairy products and all other perishable items as soon as possible.
2. Ensure refrigeration units operate between 1°C and 4°C.
3. Cool hot food before refrigeration (eg place in shallow containers so that it cools quicker).
4. Keep raw foods and ready-to-eat (cooked) foods in either sealed or covered containers and on separate shelves (cooked foods above raw).
5. Check the temperature of foods upon delivery to ensure food temperature is 5°C or below. These temperatures should be stored in your Food Safety Program.
6. Clearly label and date stored food.
7. Ensure that stock is rotated and check Use-by and Best-Before dates.
8. Keep opening and closing of fridge doors to a minimum.
9. Ensure refrigerator and coolroom seals are in good condition.
10. Regularly defrost, cleanse and sanitise the refrigeration units including coolrooms and fridges.
11. Record cold storage temperatures in Food Safety Plan twice a day.

Frozen Storage

Frozen Food must be stored in a freezer at least – 16°C. Carefully follow these steps at all times:

1. Unless the instructions state otherwise, thaw frozen food in the fridge or in a microwave.
2. As frozen foods can still contain bacteria, it is important that the frozen food is thawed thoroughly to enable the cooking process to destroy any pathogenic bacteria in the food.
3. **Do not** re-freeze thawed food.
4. Keep defrosted food in the fridge until it is ready to be cooked.
5. Cook food within 24 hours of thawing.

Do Not

- ◆ Over stack the refrigerator (cold air will be unable to circulate)
- ◆ Stack product in front of motors or fans.
- ◆ Store opened food cans in the refrigerator.
- ◆ Use eggs, dairy and meat products that have past their Use-by dates.
- ◆ Put hot food straight into the refrigerator. Cool it down beforehand.

