

## Receiving

*Corrective Action:*

*If any of the following criteria are not met:*

- *alert management*
- *refuse to accept delivery*

*If any problems are noticed after delivery:*

- *alert management*
- *mark packaging "DO NOT USE" and set on designated shelf*

Dry Goods:

- 1) Canned goods must be free from dents and bulging.
- 2) There must be no visible signs of deterioration or damage.

Cold Storage

- 1) Foods **MUST** be received at 41°F or below.
- 2) There must be no visible signs of deterioration or damage.

Frozen Foods

- 1) Foods **MUST** be frozen solid.
- 2) There must be no visible signs of deterioration or damage.

## Storage

Dry Goods:

- 1) All dry goods must be stored 6 inches off the floor.

Cold Storage:

- 1) All potentially hazardous foods **MUST** be stored at 41°F or below.  
**NO EXCEPTIONS.**
- 2) All cold foods must be stored at least 6 inches off the floor.
- 3) All raw meat products **MUST** be stored on lower shelves completely separate and below all other foods.
- 4) All unprepared produce **MUST** be stored on lower shelves completely separate and below all ready-to-eat foods.
- 5) CCP: All ready-to-eat foods **MUST** be stored on upper shelves.
- 6) Check all cooler temperatures at least once per shift and document on appropriate temperature chart.

Frozen Foods:

- 1) All frozen food **MUST** be frozen solid. CA: If foods begin to thaw, monitor and do not allow foods to reach 41°F or above. **DO NOT** refreeze.
- 2) All frozen foods must be stored 6 inches off the floor.