



# POLICY AND PROCEDURES

**NUMBER:** 1007

**SUBJECT:** Food Storage Area

**ACA STANDARDS:** 4-ALDF-4A-02, 05, 16

**DIRECTOR:** Herbert Bernsen

**EFFECTIVE DATE:** 4/1/86    **REVISION DATE:** 3/1/90, 9/97,  
3/01, 12/05, 3/07, 11/13

## **I. POLICY**

The St. Louis County Department of Justice Services shall maintain and inspect all food storage areas daily to ensure all foods are stored in sanitized, temperature controlled storage facilities.

## **II. RESPONSIBILITIES**

All St. Louis County Department of Justice Services' Food Service staff and the Food Service Manager are responsible for the following procedures.

## **III. PROCEDURES**

### **A. Food Storage**

- 1.** All food products shall be stored in appropriate sanitized, temperature controlled storage facilities.
- 2.** Food products shall be locked in clean, well ventilated rooms that are free from vermin.
- 3.** All leftover foods requiring refrigeration shall be stored in the freezer or refrigerator immediately after meal service is completed.
- 4.** All foods stored in the freezer or refrigerator shall be stored in its original sealed container or in approved covered containers, clearly marked, identifying contents and date stored.

5. All foods and food ingredients, (canned goods, flour, catsup, mustard, etc.) shall be stored in approved containers on shelves at least eighteen (18) inches below the ceiling. NO ITEMS SHALL BE STORED DIRECTLY ON THE FLOOR.
6. A separate, locked and secure room shall be provided for any chemical substances.
7. Cleaning equipment, detergents, mops, buckets, etc., shall also be stored in a separate room.
8. Special food items such as sugar, yeast, nutmeg, or extracts containing alcohol, and all dried fruits shall be kept in a separate locked storage area.
9. Food products shall not be placed in freshly painted areas until at least six (6) hours after painting and then only when areas have been well ventilated.
10. Food storage areas shall be maintained in a clean and sanitary condition at all times, in accordance with the St. Louis County Health Code.
11. Food products shall be rotated daily so products with the oldest date are in front to ensure freshness of products.
12. Food Service personnel shall store all personal items in a designated locker area. (See Policy #137 Staff Locker Room)
13. Lifting/Bending Technique signs shall be posted in all storage areas.

B. Inspections

1. Food storage areas shall be inspected daily by the Food Service Manager or his/her designee for proper storage of all food products.
2. Temperature controls in food storage areas shall be checked and logged to ensure the following temperature ranges are maintained:
  - a. Shelf storage 45 - 80 degrees Fahrenheit
  - b. Refrigerator areas 45 degrees or below Fahrenheit
  - c. Freezer areas 0 degrees or below Fahrenheit