Section 3 – Food delivery and storage

Objectives

• Identify the correct procedures for receiving and accepting food deliveries
• Identify the correct procedures for storing food
• Name the various food storage areas and the potential hazards associated with each area
• List controls/checkpoints for the hazards identified in each food storage area.

Correct procedures for receiving and accepting food deliveries

It is important that procedures are put in place for receiving and accepting deliveries of food products and that they are stored correctly and efficiently once the delivery has been accepted.

The following procedures should be observed

• Audit the suppliers’ premises to ensure their manufacturing methods, premises and quality control procedures meet the standards you expect. Smaller businesses may not be able to do this so it is advisable to buy from a reputable supplier.
• Only buy from a reputable supplier
• Specify delivery requirements, especially the acceptable temperature of the product
• Check the temperature of refrigerated and frozen products; do not accept products if not at the required temperature
• Check all deliveries on receipt for damaged packaging, and any spoilage to products.
• Ensure all staff are trained on the protocol for accepting deliveries
• Buy the correct quantity of food – never buy more than can be properly stored
• Keep records of deliveries so the product can be traced in the event of contamination occurring.

Checklist for delivery vehicle

The delivery vehicle must be;

• Clean and pestproof
• Weatherproof
• Maintained at the correct temperature: 0°C to +5°C for refrigerated and -18°C or below for frozen
• The vehicle must not contain or be used at other times to transport non-food items
• Do not overload the vehicle
Correct procedure for storage of food products

- Dispose of outer packaging/boxes prior to storage
- Store raw foods (i.e. meat, poultry and shellfish) separately from cooked or prepared food
- Rotate stock – first in first out (FIFO). (Always check use-by-dates)
- Cleaning material such as detergents should be stored in a separate area
- Foods can be preserved by drying, freezing and canning

Food storage areas and potential hazards

Potential hazards of dry goods storage (e.g. tins, rice and pasta)

- Bacterial growth due to cross contamination and excessive moisture
- Contamination by pest and insects
- Chemical contamination from cleaning agents

Controls in dry goods store

- Dry goods store must be clean, well lit, ventilated and adequately shelved
- Food must be stored on shelves above the floor
- Containers used for storage must be covered
- Windows must be fitted with insect screens and the store must be kept free from infestation

Potential hazards in fruit and vegetable store

- Insect infestation
- Accelerated spoilage caused by heat and moisture
- Soil on fresh vegetables (This can be a problem because of the bacteria soil contains)

Controls in fruit and vegetable store

- Fruit and vegetable store should be clean, well lit, ventilated and pest proof
- Ensure good air circulation
- Discard spoiled fruit and vegetables as this can contaminate healthy products
- Store salad items and soft fruits (except bananas) in the salad drawer of the refrigerator

Potential hazards in refrigerated storage

- Bacterial growth
- Cross contamination
- Food beyond date marking
Controls in refrigerated storage

Refrigerating foods slows down the multiplication of bacteria.

• Maintain temperatures of 0-5°C
• Store raw and cooked/ready to eat food separately
• Do not place hot foods directly in the refrigerator as this will cause the temperature of the refrigerator to rise above 5°C
• Do not overload the fridge as cold air needs to be allowed to circulate
• Defrost and clean the fridge or freezer box regularly
• Keep doors closed to maintain the temperature
• Avoid prolonged storage
• Temperature of food should be recorded

Potential hazards of freezer storage

• Freezer burn – freezer burn damages the quality of your food
• Cross contamination – ensure products are sealed and wrapped

Control in freezer storage

Freezing foods makes bacteria in the product dormant

• Maintain temperatures of -18°C or below
• Defrost and clean regularly
• Do not place hot foods directly into the freezer
• Do not overload
• Ensure door is kept closed
• Avoid prolonged storage

The importance of ‘use-by’ and ‘best-before’ dates on foods.

All pre-packaged foods come with a date indication on the label. These are either:

**Best before dates** – these usually appear on canned, dried and frozen products and indicates the date until the food may be in its best condition. It is **NOT** an automatic offence to sell products past their best before dates, but their quality might be compromised, e.g. biscuits can go soft.

**Use by dates** – are found on high risk foods likely to cause food poisoning. It is an offence to sell food past its use by date. If food is past its use by date it should be disposed of immediately.