

## Food Services – Food Storage

### Policy

The food storage facilities consist of Store Rooms A and B, freezer, refrigerator and spice rack. To ensure quality, all stored food is rotated and inventoried regularly. Maintenance of the storage space is the responsibility of the Food Service Manager and the designated dietary service workers.

### Procedure

1. When food is delivered the previously received food is rotated so that the freshest stock is available for use.
2. Weekly inventory is taken of all food to see what is needed.
3. The food storage areas are regularly swept, mopped, and cleaned.

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Date