

<school name> School Canteen

Stock

General

- Check temperature and use by dates on delivery and again on a weekly basis
- Reject all foods past use by date
- Reject damaged packaging eg: hole in bag, dented tin
- Reject any potentially hazardous food that is not frozen solid, 5 degrees or below or not at 60 degrees or above.
- Store all food in appropriate containers - eg: raw meats in sealed containers at the bottom of the fridge to prevent spillage and cross contamination. Cooked and raw foods separated. Dry goods on clean dry shelves not on the floor. Frozen foods in freezers.
- Do not add fresh foods to foods already on display
- Follow food packaging instructions for specific storage needs
- Keep all foods covered
- Labelling shelves is a good way of ensuring all staff know where things are to be put
- Do not overload fridges

Stock Rotation:

- Always use the first in first out principal when rotating stock
ie: move old stock to the front and place new stock behind

Stock Take

- Complete a stock take at the end of each term