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**Giralang Preschool Unit**

**Food Storage procedures**

**The following food storage standards are determined by FSANZ;**

* Food must be stored in areas designed for food storage
* Refrigerators and freezers are to have thermometers
* Raw food should be stored separately from below ready to eat food in the refrigerator
* Foods should never be stored with chemicals and cleaning equipment, clothing or the personal belongings of staff
* Food containers should be in good condition and should be washed and santitised before use
* Canned food should be stored in a sealed container once opened and used

**Safe Food Storage will be facilitated by:**

* Staff & management accessing and providing current information about food storage practices
* Staff implementing the following procedures when storing food in the centre:  
  + - Inspecting food items when they are received to ensure they are in appropriate condition (i.e. not in damaged packaging), are within their use by date and of the correct temperature.
    - That they are then stored appropriately on receiving following the following key points:
* All foods (dry, cold or frozen) are stored in the FIFO rule (first in first out) by rotating stock to make sure older stock is used first to prevent spoilage

**FOR DRY FOOD STORAGE:**

* Store dry foods in sealed containers
* Store foods on shelving
* Placing food that has been removed from its original packaging in a container that has it’s used by date recorded
* Ensure the storage area is dry, clean, well ventilated, not in direct sunlight and free from pests
* Prevent pests by cleaning of any spills and removal of garbage

**FOR COLD STORAGE:**

* All foods are covered, wrapped, dated and labelled
* Foods are stored at the correct temperatures cold foods less than 5 degrees C and frozen foods less than minus 18 degrees C
* Store foods on shelves
* Store raw and cooked foods separately – never store raw food above cooked food as juices may drip and contaminate
* Store food once it has sufficiently cooled – foods will cool more quickly in smaller shallow containers
* Clean fridge and freezer regularly
* Temperature of fridge and freezer will be checked regularly to ensure any food is being stored at appropriate temperature