

	<b>RESOURCE LIBRARY - KITCHEN</b> <b>Kitchen Management</b>	<i>CODE:</i> 03.15.030
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## **PROPER KITCHEN STORAGE**

There will be no food spoilage due to incorrect storage

### **GUIDELINES**

1. when a can is opened and the contents not used straight away, automatically pour the remaining contents into a non-corrosive container and cover
2. all dry goods must be kept dry and solid containers.
3. never store more than two days supply of anything in the kitchen
4. the least minimum amount of glass and crockery should be stored in the kitchen
5. fridges should always be kept tidy. This means daily checks to change half full containers to a smaller size. Food must be kept covered as much as possible. Meat and fish fridge containers, including the ice must be changed daily.
6. all fridges and freezers are to be kept shut wherever possible
7. no glass or crockery is to be kept in freezers
8. glass and crockery is only to be kept in fridges with foodstuffs for use on the day
9. foodstuffs with strong odors are to be stored in sealed containers
10. at the beginning of each shift, food stuff storage should be checked by the staff member allocated to the task by the sous chef in charge.
11. All food must be covered with plastic cling film or foil
12. All food must be dated

### **Food storage - freezer**

1. all food is to be removed from the original package and repacked in plastic packaging.
2. food stored in the freezer is to be covered if appropriate.
3. all items to be labelled with expiry date clearly mentioned.
4. all labels are colour coded according to priority of usage
5. the freezer is to be maintained impeccably clean at all times.
6. no items to be stored on the floor.
7. temperature of the freezer is to be checked 3 times a day to be maintained at -18c

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8. if there is a problem with the temperature, the executive chef is to be informed so that repairs can be organised.
9. once a year the freezer is to be defrosted with the engineering department and subsequently cleaned.

### **Food storage -chillers**

1. All food is to be removed from the original package and repacked in plastic packaging.
2. Food stored in the chillers is to be covered.
3. All items to be labelled with expiry date clearly mentioned.
4. All labels are colour coded according to priority of usage.
5. The chiller is to be maintained impeccably clean at all times.
6. No items to be stored on the floor.
7. temperature of the chillers is to be checked 3 times a day, to be maintained between 1c to 5c
8. If there is a problem with the temperature, the executive chef is to be informed so that repairs can be organised.
9. Once a year the chiller is too cleaned.

### **Food storage – dry food store**

1. no food is to be stored on the floor.
2. all items to be labelled with expiry date clearly mentioned.
3. all labels are colour coded according to priority of usage.
4. expiry dates to be checked on a monthly basis during the inventory.
5. the chef is to be informed of items that are going to expire within the month.
6. dry store to be dry, with no humidity.
7. no items to be stored on the floor
8. par stock of all items to be maintained.
9. pest control to be strictly maintained.
10. items to be stored neatly so avoid spoilage and damage.