

Caroline Chisholm School Preschool Unit

Food Storage procedures

N.B. Caroline Chisholm Preschool does not provide food for children. Storage relates to staples that are used for cooking with children or in the case of a child requiring an eating plan. Generally, the procedure is the family provides a lunch box container with snacks and lunch. These are kept in the Preschool Room along with children's water bottles.

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 sanitized 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 preschool:
 - 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 its 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