



**GROCERY INDUSTRY**

# FOOD RECEIVING, STORAGE, ROTATION, AND LABELING



## Inspections

- Inspect new shipments for damaged or opened packaging.
- Check food for signs of spoilage, such as visible mold and odors.

## Temperature

- Remember that between 40° F and 140° F, bacteria can double in just 20 minutes. Keep cold foods below 40° F and hot foods above 140° F.
- When moving food from trucks to the backroom or from the backroom to the shelves, make sure you don't leave items out longer than is safe.

## Mold Prevention

- Fix leaks and keep humidity low.
- Ensure good ventilation.
- Keep HVAC air ducts clean.

## Rotation

- Date products to ensure you can rotate them properly.
- Rotate food on a first-in/first-out basis.
- Remove food that has expired or is spoiled.

## Location

- Keep food storage areas clean.
- Don't place raw food above cooked food or fresh produce.
- Don't place food on the floor or under areas that might leak, such as ventilation ducts.
- Don't store toxic chemicals, such as cleaning supplies, near food.

## Prepared Food

- Label prepared items consistently and accurately to support food rotation.
- Include the product name, preparation date, and use-by date on the label.
- Also include the name or initials of the person who prepared the food.

## Documentation

- Document receipt and inspections of shipments.
- Maintain temperature logs.
- Keep track of food rotation and expiration.

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