

ServSafe© Food Safety Manager Exam Study Guide

Chapter 6: Purchasing, Receiving, and Storage of Food

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Chapter 6: Purchasing, Receiving and Storage of Food

Purchasing

- Before you purchase any food, you must make sure that it is safe by buying only from approved, reputable suppliers.
- An approved supplier is one that has been inspected and meets all applicable local, state, and federal laws.
- Make sure your suppliers have good safety practices.
- Develop strong working relationships with your suppliers and make sure that they have good safety practices in place.
- Review their safety and compliance reports from any or all of the following:
 - US Department of Agriculture (USDA)
 - Food and Drug Administration (FDA)
 - An accredited third party inspector
- The practices of your suppliers should be based on Good Manufacturing Practices (GMP) or Good Agricultural Practices (GAP) and the inspection reports from the suppliers should review the following areas:
 - Receiving and storage
 - Processing
 - Shipping
 - Cleaning and sanitizing
 - Personal hygiene
 - Employee training
 - Recall program
 - HACCP program or other food safety system
- Deliveries. Schedule deliveries so that they arrive on time and during non-peak hours at your establishment. This will give you and your staff enough time to inspect all items delivered.

Receiving and Inspecting

- Make sure that you promptly receive, inspect and store all food delivered.
- If you must reject an item, set it aside from the items that you are accepting. Tell the delivery person exactly why you are rejecting the item, and log the incident on the invoice or receiving document.

Temperature

- Use thermometers to check the temperature that is being received.
- Check the temperature of various foods as follows:
 - Meat, poultry and fish. Insert the thermometer stem or probe directly into the thickest part of the food. The center is usually the thickest part.
 - ROP Foods (Vacuum packed foods). Insert the thermometer stem or probe between two packages. If the package allows, fold it around the thermometer stem or probe. Be careful not to puncture the packaging.

- Other package food. Open the package and insert the thermometer stem or probe into the food. The sensing area must be fully immersed in the food. The stem or probe must not touch the packaging.

Temperature Criteria

- Cold food. Receive cold TCS food at 41°F (5°C) or lower unless otherwise specified.
- Hot food. Receive hot TCS food at 135°F (57°C) or higher unless otherwise specified.
- Frozen food. Frozen food should be received frozen. Reject frozen foods for any of the following reasons:
 - Fluids or frozen liquids appear in the bottom of the case/packaging.
 - There are ice crystals on the product or packaging. Or if there are water stains on the packaging. Any of these conditions indicate evidence of thawing and refreezing.

Packaging Criteria

- All packaging should be intact and clean.
- Damage. Reject items with tears, holes or punctures in their packaging.
- Cans. Reject cans with swollen ends, rust or any dents.
- Reject any packaging with broken seals, dirty wrappers or broken cartons.
- Liquids. Reject items with leaks, dampness, or water stains.
- Pests. Reject items with signs of pests or damage from pests.
- Dates. Reject expired items or soon to expire use by dates.

Product Criteria

- Color. Reject food with abnormal color.
- Texture. Reject food that is slimy, sticky or abnormally dry. Also reject any food that has a soft flesh that leaves an imprint when touched.
- Odor. Reject all foods with abnormal or unpleasant odors.

Receiving and Inspecting Specific Foods

- Eggs
 - Eggs must be clean and unbroken when received.
 - Shell eggs must be received at an air temperature of 45°F (7°C) or lower.
 - Liquid, frozen and dehydrated egg products must be pasteurized as required by law and have a USDA inspection mark.
 - Eggs must comply with USDA grade standards.
- Milk and Dairy Products
 - Milk and dairy products must be received at 41°F (5°C) or lower unless otherwise specified by law.
 - These products must also be pasteurized and comply with FDA grade A standards.
- Shellfish
 - Shellfish can be received either shucked or live.

- Make sure raw shucked shellfish are packaged in non-returnable containers.
- Containers must be labeled with the packer's name, address and certification number.
- Containers smaller than one half gallon must either have a "best if used by" or "sell by" date.
- Containers bigger than one half gallon must have the date the shellfish were shucked.

Live Shellfish

- Be sure to receive all live shellfish with shellstock identification tags.
- Shellstock identification tags must remain attached to the delivery container until all of the shellfish have been used or discarded.
- You must write on the tags the date the last shellfish was sold, served or discarded from the container.
- Foodservice establishments MUST keep these tags on file for 90 days from the date written on them
- Reject any shellfish if they are muddy, have broken shells or are dead.

Produce

- Sliced melons, cut tomatoes, and cut green leafy vegetables must be received at 41°F (5°C) or lower.

Prepackaged Juice

- Prepackaged juice must only be received from suppliers with a Hazard Analysis Critical Control Point (HACCP) plan.
- The juice must be treated – pasteurized – to prevent, eliminate or reduce pathogens.

Fish Served Raw or Partially Cooked

- The supplier must freeze fish that will be served raw or partially cooked, such as sushi grade fish, for a specified period of time to kill any parasites that might be in the fish.
- The supplier should freeze fish to one of the following temperatures prior to shipment:
 - -4°F (-20°C) or lower for at least seven days (168 hours) in a freezer
 - -31°F (-35°C) or lower until frozen solid and then stored at -31°F (-35°C) or lower for at least 15 hours
 - -31°F (-35°C) or lower until frozen solid and then stored at -4°F (-20°C) or lower for at least 24 hours
 - Your supplier must provide with records showing that the fish was frozen correctly. You MUST keep these records on file for at least 90 days from the date that you served the fish.

Products Requiring Inspection Stamps

- Meat and poultry. Packaging must have a USDA or state department of agriculture inspection stamp. The stamp indicates that the product and the processing plant have met certain standards.
- Egg products. Packaging must have an inspection stamp indicating that federal regulations have been enforced to maintain quality and reduce contamination.

Storing Food

- Labeling
 - Label all TCS foods that have been held for longer than 24 hour with the name of the food, and the date by which it should be sold, eaten or thrown out.
 - Store ready to eat TCS food that has been prepped in house for no more than 7 days at 41°F (5°C) or lower.
 - After 7 days, stored food must be thrown out to prevent bacteria, such as *Listeria monocytogenes* from growing to unsafe levels.
 - Label food prepped in house that has been made with previously cooked and stored food with the expiration date of the previously cooked items. For example, if ground beef was cooked one day previously to make hamburgers, and now you use the same ground beef to make meat sauce, you must label the meat sauce with the ground beef use-by date – which would be six days instead of 7 on the discard date.
- Rotation
 - Rotate to use the oldest inventory first.
 - Use the First in, First out (FIFO) method to rotate food during storage.
 - Here is how to use the FIFO method:
 - Identify the expiration date on the items
 - Store items with the earliest expiration date in front of the items with later expiration dates. Or if no expiration date is listed on the item, place the newly received items behind the items that have previously received.
 - Once shelved, use items stored in the front first.
 - Make a schedule to check all items for their expiration dates on a regular basis. Be sure to throw out any expired items.
- Temperatures
 - Keep TCS food at 41°F (5°C) or lower, or at 135°F (57°C) or higher.
 - Check the temperature and condition of stored food and storage areas at the beginning of each shift.
- Product Placement
 - Store food in containers intended for that particular food. The containers should be durable, leak proof, and able to be sealed or covered.
 - Never use empty food containers to store chemicals of any kind.
 - Never put food in empty chemical containers.
 - Store linen, food and single use items in designated storage areas.

- Store food, linens, and single use items away from walls and at least six (6) inches (15 centimeters) off the floor.

Cleaning

- Keep all storage areas clean, dry and well lit.
- Clean all dollies, carts, transporters and trays often.
- Store food in containers that have been cleaned and sanitized.
- Store dirty linen in a clean, washable container away from food service areas.

Refrigerated and Frozen Storage

- Maintenance. Schedule preventive maintenance from HVAC professionals and defrost freezers to allow them to operate more efficiently.
- Temperatures. Coolers must keep an internal temperature of 41°F (5°C) or lower unless otherwise indicated by your regulatory authority. Freezers must be set to keep products frozen – this temperature will vary according to the product.
- Monitoring. Monitor refrigerated cooler temperatures at least once per shift and record temperatures.
- Airflow. Do not overload coolers and freezers. Frequent opening of coolers and freezers will affect their internal temperature. Do not line shelves with aluminum foil, sheet pans or paper since this will restrict the flow of cold air in the unit.

Preventing Cross Contamination

- Always wrap or cover food.
- Store refrigerated raw meat, poultry, and seafood separately from ready to eat food.
- Store raw meat, poultry, and seafood in coolers in the following top to bottom order:
 - TOP: Read to Eat Food
 - Seafood
 - Whole cuts of beef and pork
 - Ground meat and ground fish
 - BOTTOM: Whole and ground poultry
- Storing foods in the above order will prevent juices from raw food from dripping into ready to eat food.
- The order of the above storage guidelines for food is based on the minimum internal cooking temperature of each food.

Dry Storage

- Keep dry storage areas cool and dry. The temperature of the dry storage area should be between 50°F and 70°F (10°C and 21°C).
- Store dry foods at least six (6) inches off the floor and away from walls.
- Make sure dry storage areas are well ventilated to control temperature and humidity.