

KTCEA Administrative Procedure 648 Updated: September 1, 2022

Kitchen Storage Guidelines

Background

KTCEA understands that providing students with healthy meals is essential to their well-being and success in the classroom.

Guidelines

KTCEA is committed to promoting safe, healthy workplaces, and in particular, to utilizing safe and appropriate food storage practices.

#	Procedure	Roles & Responsibilities
1.	Detailed instructions regarding kitchen storage procedures are provided in the KTCEA Kitchen Policies and Procedures Manual.	Food Services Manager
2.	 With respect to food handling and storage, food services staff will 2.1 thaw foods in the refrigerator as much as possible; 2.2 cover and store meat in the bottom of fridges; 2.3 segregate dairy and meat into separate fridges from other produce and keep the temperature as close as possible to freezing; 2.4 keep fish and poultry in plastic bags, covered with ice in perforated pans that can drip into larger pans; 2.5 keep produce away from meats and dairy and in locations that are not in danger of freezing; 2.6 store onions and potatoes in a cool dry pantry. 	Food Services Manager, Kitchen Staff
3.	With respect to the temperature of prepared foods prior to service, staff will 3.1 keep hot foods above 60 degrees Celsius; 3.2 keep other foods below 5 degrees Celsius.	

Definitions:

Not Applicable

References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces Government of Canada Website: Food Safety – <u>https://www.canada.ca/en/healthcanada/services/food-nutrition/food-safety.html</u> Alberta Food Regulation Act according to the Alberta Public Health Act Alberta Food Retail and Food Services Code Alberta Dishwashing Standards

Procedure Amendments and Updates:

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.