

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.	<ul> <li>With respect to food handling and storage, food services staff will</li> <li>2.1 thaw foods in the refrigerator as much as possible;</li> <li>2.2 cover and store meat in the bottom of fridges;</li> <li>2.3 segregate dairy and meat into separate fridges from other produce and keep the temperature as close as possible to freezing;</li> <li>2.4 keep fish and poultry in plastic bags, covered with ice in perforated pans that can drip into larger pans;</li> <li>2.5 keep produce away from meats and dairy and in locations that are not in danger of freezing;</li> <li>2.6 store onions and potatoes in a cool dry pantry.</li> </ul>	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.