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| CurrentStatus |   Policies & Procedures  | Action Required |
|  | Products are immediately placed in storage after being checked-in |  |
|  | Incoming products are placed underneath or behind existing products in storage areas |  |
|  | Incoming products are date labeled as they are placed in storage areas |  |
|  | Storage rooms are arranged neatly to allow for easy access and identification of all products |  |
|  | High use items are given priority to quick access locations |  |
|  | Storage areas are always neat and clean. Employees are instructed to “clean as you go.”  |  |
|  | Only certain employee positions are allowed access to storage rooms |  |
|  | Product is requisitioned out of storage areas during specified times |  |
|  | Only enough product to satisfy production requirements is issued from storage |  |
|  | Storage areas are locked unless product is coming into storage or product is being issued into production |  |
|  | Only managers have storage room keys |  |
|  | Employees must inform management to obtain products needed from storage after normal issuance times |  |
|  | A “Shelf Life” board listing all raw and prepared products is prominently displayed in storage and / or preparation areas |  |
|  | An effective product rotation system is in place that includes dated labels on all products and containers |  |

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| CurrentStatus |  Policies & Procedures | Action Required |
|  | Products are always issued and used on a first-in, first-out basis |  |
|  | Smaller, expensive products are not stored close to storage room doors |  |
|  | Potentially hazardous products (meats, seafood, poultry, dairy) are stored, close to fan away from the door |  |
|  | Refrigerated storage kept below 40 degrees |  |
|  | Freezer is kept at or below 0 degrees |  |
|  | Green, leafy vegetables are not exposed to direct cold air blasts from the fan |  |
|  | Prepared products are never stored below raw, potentially hazardous products |  |
|  | Separate thaw pans are used for beef, seafood, chicken and pork |  |
|  | Produce is generally stored in the warmest part of the walk-in cooler |  |
|  | Storage shelves are clearly labeled to indicate product locations  |  |
|  | All products are stored in covered containers |  |
|  | Seafood containers are kept drained and re-iced |  |
|  | No chemicals and cleaning supplies are stored around food products |  |
|  | Inventory count sheet are arranged by storage room in the same order products are located on shelves |  |