



Member Agency

Food Storage & Handling Guidelines

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All food storage areas must provide protection from weather, fire, theft and pests. Aisles between pallets or shelves must be wide enough to provide easy access for inspection, inventory, and pulling of products. The following guidelines must be met to provide proper storage for your food.

Store Food At Least 6” Off The Floor

This can be done by keeping the food on pallets, platforms or shelves.

Store Food At Least 6” From The Walls

This must be maintained for proper air circulation and pest control.

Store Food At Least 18” From The Ceiling

This will help avoid high storage temperatures and allows for proper air circulation.

Date Each Case With The Month And Year It Was Received

Every case of product should be dated with the month and year it was received to maintain proper stock rotation.

Stock Should Be Rotated Every 3 Months To Avoid Expired Product

To help assure the quality of products, the First In – First Out (FIFO) practice must be followed.

Store Non-Food Items Separately

All toxic items such as cleaning supplies and maintenance supplies must be kept away from food to avoid the possibility of contamination.

Clean Floors, Pallets And Shelving Regularly

All areas should be swept and mopped regularly. Clean spills immediately and sanitize pallets and shelving regularly.

Keep Doors, Windows And Roofs Well Sealed

This will prevent pests from entering your storage area and prevent water damage.

Maintain A Pest Control System

Have a proper pest control plan in place or contract with a licensed pest control firm. Poison must not be used due to possible contamination to the food. Traps and glue boards are recommended.

Maintain Equipment Regularly

Check all refrigerator and freezer units on a regular basis for leaks or problems.



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Maintain Proper Temperatures In All Storage Areas

Thermometers must be kept in all storage areas. Proper temperature ranges for each storage area are:

Refrigerated Units 330 – 410F

Freezer Units 00 F or below

Dry Storage Areas 500– 750 F

Maintain Temperature Logs For All Storage Areas

Temperature logs can show variances in temperatures over a period of time. Fluctuating temperatures can be a sign that your equipment is malfunctioning and may need to be repaired or replaced. Early detection of problems can save you money and prevent loss of food should the equipment break down.

Follow Basic Rules For Stacking Product

Limit the height of the product stacks to protect food on the bottom layers from being crushed. Cross-stack cases on pallets to ensure the stack will be sturdy and solid to avoid tipping. Shrinkwrap stacks for stability if the product is to be moved. Remove any cases that are bent or damaged from the stack to avoid weak areas that could collapse. These boxes can be placed on the top of the stack.

Report Damaged Product

If you receive damaged or infested products from the Foodbank, please contact us immediately. Any damaged or infested product should be moved from your secure storage location and saved until you have contacted the Foodbank for further instructions. You may call the Membr Services Department at 330.535.6900