

Receiving and Storage Guidelines

Requisitions:

- Fill requisitions according to date and time needed.
- Make sure requisitions are signed by Instructor, if not return to student for proper procedure.
- Before starting, think about where your products are located. For example: You need 5 different veg. from walk-in, plan accordingly with a sufficient container(s) to make only 1 trip into the walk-in for what you need. Take hotel pan & req, sheet with you, this will save you time.
- Label anything of similar appearance or that might be unusual to the eye, so that student can quickly recognize
- When distributing requisition, bring filled out req. sheet with you, and have the student check it in, then sign off on it.
- If you are missing product to fill out the entire requisition, you will give the student what we have and post the requisition sheet on the wall in the R/S area with the missing product circled.

Receiving Orders:

- Check purchase order sheet against the invoice from the company.
- Weigh everything that was ordered by weight, count against count etc.
- Check for quality, correctness of product, turn items over to see all sides and overall freshness. CHECK ALL EXPIRATION DATES!!
- Be courteous and professional with the delivery drivers. If there is an issue with ANY products, tell an instructor Immediately!!
- Store according to procedures.
- Take dry goods out of cases if needed.
- Practice FIFO and proper rotation and put all products in their proper place. CONSOLIDATE!
- Fill out the receiving log properly
- Make sure our copy of the invoice and put in the correct bin.

Miscellaneous:

- Before you leave for the day, please be sure to check incoming requisitions for any product that needs to be pulled from the freezer for the next day's service.

- Please make sure to use extra safety measures when using any saws, cleavers etc. to cut frozen product. Always try to come as close as possible to the amount requisitioned for.
- When placing product on the IQF rack in the freezer, product in bags must be laid flat, allowed to freeze and then stored in the appropriate bin. Other items that are not in bags need to have parchment paper on the sheet pan and if it's not Thursday (or the last day of the week) you do not need to have the items covered, but do need to be promptly bagged, labeled and stored the next day.
- The IQF rack should be cleared on a weekly basis.
- Note- For inventory and organizational purposes it is very important that everything is properly labeled (this includes the entire date) and put in the appropriate bin. If you do not know what category something goes in, please don't hesitate to ask.

Proper Storage of Proteins:

- **Fin Fish:** After the fin fish has been received, it should be rinsed out, placed on top of an upside down perforated pan inside a hotel pan. If this is a whole fish, cover with ice; otherwise you need to wrap the fillets with pvc, then cover with ice.
- **Shellfish:** Place shellfish in perforated hotel pan with ice on top. No plastic. **Lobster:** Place lobster in a hotel pan with a lid, no water.
- **Oysters:** Place wet newspaper in the bottom of the pan, than single layer of oysters, with the cup of the oyster on the bottom, repeat as needed.
- **Meats:** Any raw meat that is pulled from the freezer must be stored in a hotel pan, labeled in the walk-in on the appropriate shelf until the student receives their requisition. If there may be drainage of any kind, please use a perforated pan inside a hotel pan. If it is going to be held in the walk-in over the weekend, place bags of ice on top of protein to slow thawing. Leave all meats in original cryovac packaging until needed.
- **Poultry:** All raw poultry must be covered and stored on the bottom left side shelf in the walk-in.

Ready to Eat:

Seafood 145º

Beef & Pork 145º

Ground Meat 155º

Poultry 165º

Proper Storage of Fruits & Vegetables:

Everything should be labeled with the date it was received and the item

Vegetables:

- Potatoes: Try to keep in the box they came in, with a cardboard lid to prevent them from turning green. You can also store the potatoes in a hotel pan with a lid. Potatoes must be kept at room temperature, as the cold air and light will turn the starch to sugar.
- Onions: Keep in bag they came in, up off of the ground, changing to an appropriately sized hotel pan, as they are used. Store outside of walk-in.
- Shallots: If unpeeled, store in dry storage, if peeled keep in walk-in.
- Garlic: Same as shallots.
- Greens: Put in a hotel pan, core side down, with a damp paper towel over tops to keep the greens crisp. Or gently wrapped with dry paper towels and placed in original container.
- Celery: Leave in plastic bags they come in or if it is a ½ case or case store in bucket with ¼ inch of water in the bottom
- Carrots: In a hotel pan, still in the bag that they were received in.
- Mushrooms: Place a dry paper towel on the bottom of a sheet pan or hotel pan, Place mushrooms on top of paper towels to absorb the moisture. Do Not Put A Damp Paper Towel on Top!
- Herbs: Leafy Herbs: Parsley, cilantro, tarragon, mint & Italian parsley-dry and wrap with a paper towel, then plastic wrap, or original plastic bag. Keep” trimmed” to prolong the life of the herbs. Look thru herbs regularly to maintain “freshness”.
- Dill: Store in a perforated plastic bag.
- Basil: Basil should be kept between 55 and 60 degrees- in dry storage. Keep in perforated bag and put in a paper bag to keep the light out.
- Other: Place in Herb Hotel Pan (May or may not need a damp paper towel, depending on what the item is. If you don’t know, ask!

Fruit:

- Tropical: Keep in dry storage unless otherwise instructed.
- Bananas: Keep in dry storage. When getting too ripe, ask Instructors about freezing or other possible utilization.
- Apples: Keep in the walk-in in the original container if possible.Or place into hotel pan.
- Pears/peaches: Same as apples.
- Berries: Keep in original container and pick out any bad ones for longer shelf life.
- Grapes: Same as berries.

IQF:

- Individual Quick Frozen
- To help with freshness, quality and portion control