



## **4.19 Kitchen Food & Beverage Labeling Policy**

### **Intent**

As part of the Health and Safety standards within the Food Services Department the labeling of food is an important control to ensure proper rotation and shelf life of prepped products.

### **Scope**

This policy applies to the employer and its employees, specifically those responsible for food handling and preparation.

Unionized employees shall adhere to their current Collective Agreement for policies governing kitchen food labeling. Where the Collective Agreement is silent, bargaining members of the employer shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### **Guidelines**

Chef is to compile a list of prepared foods and apply a shelf life/expiry date to the item. This list will be posted on the fridge so culinary staff know when to discard prepared foods based on the day dot system. Chef will spot check and ensure all prepped food products are labeled and proper rotation and expiry dates are being followed.

Culinary employees will follow all proper labeling of prepared foods.

#### **Prepared service foods**

Items that are being prepared for service and kept until required such as side salads, fruit plates, cheese plates etc. must be properly labeled prior to being placed in fridges.

#### **Prepared sauces, soups**

As the kitchen will prepare different sauces and soups in bulk for future use, these items must be labeled to ensure proper rotation and expiry dates.

#### **Prepared foods including thawing products**

Items that are being or completed preparation must be properly labeled as per the standards outlined. This includes thawing products in the fridges.

#### **End of Night closing**

When closing the kitchen at the end of the day, all line items that require storage must be properly labeled and placed in the proper space such as in the fridge or placed on line coolers and service spaces.

#### **Thawing product**

When removing foods from the freezer and placing them into the fridge for thawing, all products should be labeled to ensure proper rotation and use of the thawed products.

#### **Proper Labeling Guidelines and Procedures**

Prepared foods should have a day dot identifying the day the item was prepared. The culinary team must inspect prepared items daily for quality and expiry dates referencing the posted shelf life/expiry of the item. Any items that have reached the expiry date must be discarded and tracked for Chef.



### **Prepared sauces and soups**

Prepared sauces and soups must be properly labeled and stored in the appropriate space. The labeling will consist of date prepared and item description. Two acceptable forms of labeling will include masking tape or writing directly on the packaging/wrapping of the item.

### **Prepared foods including thawing products**

Prepared foods include products like butter chicken or banquet items such as salads, platters etc.

***Thawing product*** – label with masking tape placed on the item, include date removed from freezer and placed in fridge to thaw.

***Prepared food*** – all recipes including banquet food once prepped must be labeled with date prepared, item description and function name and date.

***Returned foods*** – includes items that have been returned to the kitchen from banquets or other locations. Food must first be inspected for quality. Products that were placed out on buffets with possible direct guest contact cannot be reused and must be discarded.

### **End of night closing**

At the end of the day, all food items that are required to be placed back into walk-ins for example, must be labeled with item description and date of preparation and storage.

### **Day dot system**

The use of day dots allows staff to quickly identify the day the item was prepared. Using the posted shelf life/expiry list, staff will know when the product will exceed the shelf life and be required to be discarded. The Chef must be notified of all discarded food items.

### **Label placement**

The label should be placed on prepared food products and be visible to anyone trying to determine the shelf life/expiry date.

### **Shelf life/expiry dates**

To determine the date of expiry of any food products, refer to the posted shelf life/expiry list. By noting the day of the day dot and the shelf life of the product, the date the product needs to be discarded can be determined by adding the number of days to the day dot.

#### **Example:**

Day Dot is: **Tuesday**

Shelf Life is: **3 days**

Expiry date to discard item is end of day: **Thursday**