DOUBLETREE
by Hilton™
WEST KELOWNA

4.20 Food Storage Policy

Intent

The employer has implemented this food storage policy to communicate the responsibilities and guidelines for managing food safety risks.

Scope

This policy applies to all employees always specifically, those employed in kitchen and restaurant areas.

Unionized employees are requested to refer to their current Collective Agreement for specific information pertaining to food Storage. Where the Collective Agreement is silent, bargaining members 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

Food safety is a primary concern for all food service establishments. In order to minimize cross-contamination, mitigate incidents of food-borne illnesses and to ensure employee, guest and customer health and safety, the employer has established strict food safety policies and procedures to be adhered to by all kitchen and restaurant staff as well as individuals utilizing the staff room and its refrigerators to store food for personal consumption. The adherence to proper food storage protocols is the responsibility of all employees, regardless of whether or not they are employed in the kitchen and/or restaurant areas.

The following food storage guidelines must be adhered to by all kitchen and restaurant staff. While food service area equipment and specific processes may vary from one property to another, all staff will be required to adhere to the following:

- Upon receiving shipments, all food temperatures will be checked to ensure required temperatures have been maintained during transport preventing any spoilage.
- All refrigerators and freezers will be equipped with thermometers that will be checked throughout the day to ensure appropriate food storage temperatures are consistently maintained. Thermometers will be accurate within 10c and will be checked regularly for proper functioning.
- Each kitchen will be equipped with fridge and freezer equipment that is of sufficient capacity to properly store food without overcrowding and to facilitate proper air flow within the unit.
- All food stocks will be rotated frequently to ensure the FIFO method (first in, first out) rule, is being adhered to.
- All prepared, ready to eat foods and raw vegetables in refrigerated storage will not be permitted to be stored below raw meat and fish products.
- Where food is stored in a container, the employer will ensure its kitchens utilize only food grade containers specifically intended for food storage.
- Any refrigerated and ready to eat foods, prepared and held for more than 24 hours must be marked with the date the food was prepared as well as the “consume by” date.
- All food items shall be stored separately from all non-food items.

DOUBLETREE
by Hilton™
WEST KELOWNA

The employer will ensure all food service area staff are properly trained and educated on the safety requirements and procedures concerning food storage. All food service area staff will ensure their Certified Food Handler Certification is current and up to date.

Employees utilizing staff kitchens to store and prepare food are required to adhere to the following:

- All perishable food must be stored appropriately either in the staff room fridge or freezer in order to mitigate incidents of rotting or spoiling that may cause offensive odours or contamination of other food.
- Employees utilizing the staff room fridge or freezer are required to clearly mark their food items with their name to avoid confusion or accidental consumption by another employee.
- Employees are required to be mindful of expiration and best before dates of any food they are storing in the staff kitchen. Staff kitchens are available to all employees, and therefore must be respected and maintained appropriately.
- Staff provided fridges and freezers are not intended for long-term storage. Employees are requested to minimize use to one day at a time to mitigate overcrowding issues.
- Please report any malfunctions of kitchen equipment to management for maintenance.