



Guidelines for Stock Management

When you receive goods make sure that the items that need to be stored in the freezer or the fridge are dealt with first – it is important that food we are providing is not allowed to reach unsafe temperatures at any point while in our care. The fridge should be between 0 to 5 degrees and the freezer between -18 and -25 degrees. If these temperatures are not being achieved at the start of a shift please advise a member of the Management Team.

The Daily Sheet needs to be completed and it is the responsibility of the Lead volunteer to make sure that their team have complied with all of these guidelines.



Best Before / Display Until

What you need is Common Sense and a good look at the products

- Some fruit and veg is now not even dated at all but **check it doesn't look too "sad" looks e.g. no green potatoes**
- Does the item come with a snowflake and or freezing instructions? If it doesn't, then freezing is **NOT** an option unless it is bread. Please don't freeze baguettes/French sticks – The Besom and Newcastle Arms are usually happy to take them to make garlic bread, give them a call!
- Will the item still be fresh enough when the larder is next open? If not and it can't be frozen then it should not be on display.
- Check for mould, damage to packaging etc.
- Take best before fresh fruit and veg out of plastic packaging unless it is marked as "wash before use" (e.g. salads) or soft berries etc – let it breathe! Take off any easy to remove "reduced" labels too.
- We have guidelines for how long things might typically last after their best before date e.g., bread 1 week, crisps 1 month, cans 3 years but a visual inspection is important too. Towards the end of these extended lives there may be a reduction in taste.
- Most fruit and vegetables will stay fresher for longer when stored in a fridge

below 5 degrees. In most instances the large display fridge is to be used for fruit and veg and the smaller fridge for cooked meats (TOP), Baked products (MIDDLE) and raw meat & fish and other raw high-risk items (BOTTOM). Please check food is on correct shelf before larder opens.

- If fruit and veg is fresh from the garden it should be towards the bottom of the fridge to reduce risk of contamination. Putting them in the soft plastic punnets should help with this but these punnets need to be clean.



Use By

There are very clear and strict legally enforceable rules about Use by Dates and **NOTHING** should be out on display in the larder (other than in the freezer within its extended date) or available to the public that is beyond its use by date.

- If items are within their Use By date and can be frozen (have a snowflake on it and/or freezing instructions) please freeze on or before their use by date so that the product will be below -2 degrees by midnight. This is the law.
- Items should be labelled with the freezer labels making clear what it is, when it was frozen and what its new freezer shelf life is – usually one month from freezing unless the instructions on the packet say otherwise.
- If the product is (or will be by next larder session) past its use by date it needs to be disposed of in the bin, the compost bin or if appropriate can be taken as waste by a volunteer for animal food etc at their own risk. It must not be given to customers.



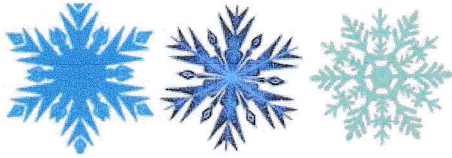
Food that arrives frozen

- If it is donated by an individual , in addition to checking best before dates, we need to be clear that if the packaging is not intact or the item was not originally sold frozen we cannot accept this food, including previously fresh produce. For the safety of our customers we need to be able to vouch for all items we stock.
- If it is a shop donation it should have been transported to us in the pizza bags with ice blocks from the kitchen and chest freezer. It needs to be checked that the packaging is intact and it is in date and that the product is still frozen.



Food that arrives without labels

- All food has to be labelled to ensure that we comply with the law and people have an opportunity to make sure that they do not eat something that they are allergic to.
- The loose bread and bakery items from the Co-op are the only items we receive without labels. (excluding eggs, flowers and fruit and veg where it is obvious what is there and there is only one “ingredient”). There is a sheet attached to the display fridge which shows all such items we get from the Co-op and the ingredients and allergens within them. It would be helpful for anyone labelling these items to ensure they use the same description as is on this sheet – pictures are provided.
- Loose eggs should be given a best before date that is not more than 28 days after laying. (4 weeks)



Freezing from fresh

- Check the packaging is intact and the food is not damaged or, if object is being bagged for first time, (e.g. rolls) then seal in a bag with minimum of air.
- If items are not past their best before date and can be frozen (has a snowflake on it and/or freezing instructions) please freeze it so that it is below -2 degrees by midnight. This is the law.
- Items should be labelled with the freezer labels making clear what the item is, when it was frozen and what its new freezer best before date is – usually one month from freezing unless the instructions on the packet say otherwise.
- Try and make sure that the older stock is nearer the front of the display freezer and the top of the chest freezer.

Rumble Box

The Rumble Box should only contain items that of themselves should not count as a full item if customers are limited to 10 items e.g. individual packets of crisps, small sachets of sauce. Tins etc which are after their best before date should be left on the shelves.