

SHELF LIFE AND STOCK ROTATION

- Ensure you do not have any food past its Use-By-Date, it is an offence to sell food if the Use-by-date has expired, these items must be disposed of immediately or separated from other foods
- If you do need to store food past its use-by-date (i.e. if it needs to be returned to the manufacturer) make sure it is separated from other foods and clearly marked 'not for sale' or 'do not use'
- Check food daily to ensure there are no foods past the end of their shelf life
- For food that has been opened or defrosted, or dishes that you have prepared or cooked, it is a good idea to use coloured day dots or date labels to keep track of when food should be used or thrown away. Day dots can be purchased from most stationers or via the internet.
- Make sure you follow a written procedure in relation to shelf life and stock rotation e.g completed stock rotation twice per week and complete DD book entry. Ensure all staff are trained on the written procedure and put it into practice

What should I label?

Opened chilled foods - follow manufacturers instructions and date label the product accordingly

Chilled foods prepared by you - Sandwiches/Wraps/Pizzas etc. items are made up of a variety of products so assign the date of the shortest product life span

Frozen foods purchased or prepared - only freeze foods which have 2 or more days left on their shelf life.

Defrosted Foods - re-label foods that have been thawed. Thawed foods should only be given a 2 day shelf life, including the day that the foods were fully defrosted.

Ambient foods which require refrigeration after opening - applies mainly to condiments that can be stored at ambient temperatures until the product is opened. Follow manufacturers instructions and date label the product accordingly

Signed off as read and understood:
