

# Standard Operating Procedure

## Cooler Storage & Temperature Monitoring

Issued on: [DATE]

Issued by: [NAME]

Version No: [NUMBER]

Revised on: [NEW DATE]

Supersedes: [PRIOR NUMBER]

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<b>Objective:</b>	To ensure food quality and safety by holding at proper temperatures and to reduce risk of microbiological contamination of food products.
<b>Personnel Scope:</b>	All employees who handle food, either boxed or unpackaged, and who access the storage coolers.
<b>Frequency:</b>	Ongoing
<b>Materials:</b>	Cooler Temperature Log, Cooler Inspection Log, pens, thermometer
<b>Procedures:</b>	<ol style="list-style-type: none"> <li>1. Foods which require cold storage to maintain quality and/or safety will be placed in the cooler immediately upon receipt.</li> <li>2. All food products will be stored off the ground on clean shelving or pallets.</li> <li>3. Spacing between food items and the wall will be maintained at 2 inches, and 6 inches below the ceiling.</li> <li>4. Any allergens will be stored below non-allergens.</li> <li>5. Any non-food items will be stored below food items.</li> <li>6. Products will not exceed cooler capacity for volume.</li> <li>7. Cooler will be free of standing water and products will be stored away from any dripping water.</li> <li>8. Cooler will be visibly clean and free of dirt or debris.</li> <li>9. Personal and non-inventoried items will not be stored in the cooler.</li> </ol>
<b>Monitoring:</b>	<ol style="list-style-type: none"> <li>1. Warehouse Manager will check and record cooler temperature twice daily, at 8 AM and at 4 PM, via internal thermometer reading. Thermometer reading will be recorded, with initial and date, on the <i>Cooler Temperature Log</i>.</li> <li>2. A 24-hour temperature alarm will notify the General Manager by text message in the event the cooler temperature deviates from parameters of 32°F – 41°F.</li> <li>3. Warehouse Manager will visually inspect the cooler for cleanliness and compliance with above procedures twice daily, at 8 AM and at 4 PM. Condition of the cooler will be recorded, with initial and date, on the <i>Cooler Inspection Log</i>.</li> </ol>

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<b>Corrective Action:</b>	<ol style="list-style-type: none"><li>1. If cooler temperature deviates from parameters of 32°F – 41°F, General Manager will be immediately notified by staff and/or by alarm.</li><li>2. Products will be inspected and discarded as necessary.</li><li>3. Root cause of the temperature deviation will be determined.</li><li>4. If cooler cleanliness isn't in compliance with the above procedures, Warehouse Manager will take corrective action and indicate action(s) on the <i>Cooler Inspection Log</i>.</li><li>5. Products affected by failure in cleanliness protocol standards will be discarded.</li><li>6. General Manager will determine if retraining is required in regards to cooler cleanliness procedures.</li><li>7. Retraining will be documented on the <i>Employee Training Log</i> and initialed by the employee.</li></ol>
<b>Verification:</b>	<ol style="list-style-type: none"><li>1. On a weekly basis, General Manager will review and initial <i>Cooler Temperature Log</i> <i>Cooler Inspection Log</i></li><li>2. If corrective actions occur, supervisor will review the corrective action steps within 7 days and revise as needed.</li></ol>
<b>Record-keeping:</b>	Hard copies of logs will be stored in the office filing cabinet.

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