

Standard Operating Procedure

Cooler Storage & Temperature Monitoring

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Objective:	To ensure food quality and safety by holding at proper temperatures and to reduce risk of microbiological contamination of food products.
Personnel Scope:	All employees who handle food, either boxed or unpackaged, and who access the storage coolers.
Frequency:	Ongoing
Materials:	Cooler Temperature Log, Cooler Inspection Log, pens, thermometer
Procedures:	<ol style="list-style-type: none">1. Foods which require cold storage to maintain quality and/or safety will be placed in the cooler immediately upon receipt.2. All food products will be stored off the ground on clean shelving or pallets.3. Spacing between food items and the wall will be maintained at 2 inches, and 6 inches below the ceiling.4. Any allergens will be stored below non-allergens.5. Any non-food items will be stored below food items.6. Products will not exceed cooler capacity for volume.7. Cooler will be free of standing water and products will be stored away from any dripping water.8. Cooler will be visibly clean and free of dirt or debris.9. Personal and non-inventoried items will not be stored in the cooler.
Monitoring:	<ol style="list-style-type: none">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>.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.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>.
Corrective Action:	<ol style="list-style-type: none">1. If cooler temperature deviates from parameters of 32°F – 41°F, General Manager will be immediately notified by staff and/or by alarm.2. Products will be inspected and discarded as necessary.3. Root cause of the temperature deviation will be determined.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>.5. Products affected by failure in cleanliness protocol standards will be discarded.6. General Manager will determine if retraining is required in regards to cooler cleanliness procedures.

	<ol style="list-style-type: none"> Retraining will be documented on the <i>Employee Training Log</i> and initiated by the employee.
Verification:	<ol style="list-style-type: none"> On a weekly basis, General Manager will review and initial <i>Cooler Temperature Log</i> <i>Cooler Inspection Log</i> If corrective actions occur, supervisor will review the corrective action steps within 7 days and revise as needed.
Record-keeping:	Hard copies of logs will be stored in the office filing cabinet.

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