

General Food Safety Guidelines

- Food is to be stored in areas that are regularly monitored and inspected by NH Food Bank staff (i.e. not in an infrequently used out-building).
- Food is to be stored 6 inches off the ground on non-porous shelving (metal, plastic, painted wood, contact paper, etc.).
- All food is to be stored and distributed at your site as listed on your NHFB application. Food cannot be stored at a private residence or an off-site location that we are not aware of.
- All food storage and prep areas are to be kept clean and tidy.
- Food may not be repackaged, and all food must be distributed in its original packaging with ingredients clearly labelled.
- After unpackaging food and shelving it, remove cardboard from the storage area immediately.
- Food is regularly rotated (first in, first out) and no more is stocked than is needed.
- Refrigerators are clean and have visible thermometers. Temperature logs are updated weekly and show that they maintain the appropriate temperatures.
- Refrigerators should be kept at or below 40 degrees Fahrenheit. Freezers should be kept at or below 0 degrees Fahrenheit.
- All refrigerator and freezer temperature's are to be checked a minimum of once a week and logged in a method of your choosing.
- Food is stored in a secure area (i.e. locked if the rest of the building is open to the public and the space is unsupervised).
- No current pest control issues and appropriate steps are taken if any pest control issues arise.
- All chemicals must be stored away from food in a designated area that does not store any food at any time.
- At least one staff member or active volunteer has taken our safe food handling class and instructs other staff and volunteers to follow the instructions given during that class. Additional staff or volunteers can take the class if they would like to.
- ServeSafe training is recommended, but not required, for agencies that prepare food (soup kitchens, etc.).

**Please contact the Agency Relations team for upcoming Safe Food Handling class dates and times.*

