

J. Russell JR HSC Day 4

**J. Russell**

**Junior HSC Off-Site Instruction Packet  
Day 4**

**Serve Safe 4 AND Advocacy 4**

- 1. Read over the following Outline Notes for Serve Safe 4 on Purchasing, Receiving and Storage.**
- 2. Make notecards of the vocabulary list and study them for a quiz on return to class.**
- 3. Complete the Assignment of 12 questions using the outline.**
- 4. Complete the Assignment pages for Advocacy Day 4.**

**J. Russell Juniors**

**Serve Safe #4**

**NOTES**

Name \_\_\_\_\_

**Purchasing, Receiving and Storage**

1. It's important that the food is really good in a restaurant, but also safe.

2. Responsibility begins when the food is purchased, received, and stored.

3. Flow of food:

Purchasing ---→ Receiving ---→ Storing -→

Preparing → Cooking → Holding → Reheating→

Serving .

4. Cross-contamination and Time-temperature abuse must be avoided throughout the entire flow of food.

5. Cross-contamination - transfer of microorganisms from one food surface to another.

6. Raw foods- use different cooking utensils.

7. Clean and sanitize work areas after every task.

8. Time and Temperature abuse:

Temperature: 41' --- 135' F DANGER ZONE!!!

Time: minimize time food is in the danger zone!!

\*\*if food is in the danger zone too long, it must be thrown out!!

9. Purchasing- buy food from suppliers who get their food from approved sources.

10. Approved Food Sources- the food has been inspected.  
- they follow federal, state and local laws.

11. Receiving- employees need time to inspect each item that is delivered.

- schedule deliveries during off-peak hours. (when not busy)

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- only receive one delivery at a time.

12. Staff receiving deliveries should have the authority to :

- a. accept
- b. reject
- c. sign for

13. Make sure you get what you pay for!!

14. Items received should be inspected immediately!

15. Items should be put away as quickly as possible. Especially refrigerated and frozen items!!

16. What if items need to be rejected at delivery?

- a. set it aside
- b. tell delivery person what is wrong
- c. get signed adjustment or credit slip before the item is thrown out or given back to the delivery person.
- d. write down the incident on the receiving document or invoice.

17. General Receiving and Inspection Guidelines:

- a. Cold TCS foods should be at 41' F or lower
- b. Hot TCS foods should be at 135' F or higher
- c. Make sure products are frozen on delivery

18. Reject items with:

- a. tears, holes or broken packaging
- b. dirty wrappers
- c. broken cartons or seals
- d. damp or leaking
- e. water stains

19. Always check the code or use by date.

20. If item is expired-- reject it!!

21. Cans: reject if they have-- swollen ends, rust or dents.

22. Some products need an inspection stamp.

**Meat and poultry:** must have a USDA Inspection stamp

**Eggs**: USDA inspected

23.

**Storage:**

1. Set up guidelines
2. Clear a space in storage for **new** products.
3. Everything already in storage is properly **labeled**.
4. All foods going to be held longer than **24 hours** must be labeled.

24. **Labels-** name of food; date food should be sold, used or thrown out.

25. **Storing-** oldest product is used first. **FIFO-** first in, first out

26. Throw out any items that have passed their **use by** date or **expiration** date.

27. All food items prepared on-site can only be stored for a total of **7** days.

28. Food should only be stored in containers made for food!!

\* **Durable**, leak proof, **covered**, clean and **sanitized**.

\*store items **6** inches off floor.

29. **Major Red Flag:**

NEVER store food in empty **chemical containers** or store chemicals in empty **Food** containers.

30. Newly received refrigerated food:

Store **immediately** after inspected and keep **out** of the temperature danger zone.

31. Store food in specific food areas--- not near **chemicals**.

32. Do not **overload** refrigerator and freezers.

\* makes them work harder to stay cold!

\*keep doors closed

33. Order for storing meats inside a refrigerator:

- a. Fish
- b. Whole meats
- c. Ground meats
- d. Poultry

34. Dry storage areas, such as a pantry, should be cool and dry . 50'-70' F.
35. Pantry items should never be near chemicals and always out of direct sunlight.
36. Everything that happens in the back of the house, has an impact on the front .

## Make Notecards and Study for Quiz

Serve Safe #4 Vocabulary List

Name \_\_\_\_\_

1. Flow of food-- the process food goes through from purchase to serving.
2. Cross- contamination- transfer of microorganisms from one food surface to another.
3. Rejected items- food items received that have broken packaging, holes, leaking or water stains.
4. Expired items- the date on the food item has passed. Throw it out!
5. Inspection stamp- required on certain food items like meat, poultry and eggs.
6. FIFO- First in, First Out; items received first must be sold first.
7. Pantry- a storage area for dry foods.
8. Chemicals- can be poisonous. Should be stored away from food items.
9. Raw foods- uncooked food; use separate utensils and cutting boards.
10. Time-Temperature abuse- when food is held too long at wrong temperatures. 41'-135' F.
11. TCS---"**Time/Temperature Control for Safety Food**" abbreviated as "TCS".

1. What is cross-contamination?
  
2. To keep food safe, it must be kept out of what temperature range?  
  
3. What are signs that frozen food has thawed and been refrozen?
  
4. What should you look for when inspecting food packaging?
  
5. When should canned food be rejected?
  
6. What should the internal temperature of refrigerated food be?
  
7. Why should you avoid overloading refrigerators and freezers?
  
8. Why should refrigerator and freezer doors be kept closed as much as possible?
  
9. What should the temperature of a dry-storage area be?

10. How high off the floor should dry food be stored?
  
11. What does a USDA inspection stamp on meat and poultry indicate?
  
12. When labeling food that has been prepared on-site that will be held for longer than twenty-four hours, what should you include on the label?



## **JUNIOR ADVOCACY LESSON, DAY 4**

### **Bank Accounts, Receiving Your Paycheck**

In this lesson, you will learn about types of bank accounts and ways in which you may receive your paycheck.

Turn to page 37 in your booklet. Pages 37 and 38 review what a bank can do for you. Read about savings and checking accounts, ATM, ATM/debit card, loans, money orders, and check cashing.

After reading, answer in your booklet the five questions listed on page 38.

Turn to page 39. Read about two ways to receive your pay, paper paycheck and direct deposit. Which way seems the most convenient? What is the purpose of a paystub?