[COMPANY LOGO]

Checking Item Expiration Dates

Last Updated: 22/01/2024

Employee Responsible: Kitchen Cooks & Managers

Purpose:

To outline the daily steps in reviewing all designated perishable kitchen inventory for usable date periods, and to discard any food items that have passed their “Use By“ date.

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

Procedure

1. Locate the "Food Item Waste Sheet"
2. Review the expiration label or prep date label of each perishable stock/prep items in the kitchen storage areas
3. If the item is past its expiration date, fill in all fields on the waste sheet
4. Notify the kitchen supervisor prior to disposing of any expired product
5. Repeat steps 2-4 for all inventory items located in all storage areas in the kitchen

Storage Areas to Review:

- Walk-in Coolers/Freezers
- Reach-in Coolers/Freezers
- Dry Storage Shelves
- Cooler Drawers
- Cooking Line

Monitoring/Corrective Action

The employee reviewing all food item shelf life periods will notify the supervisor of any expired items. Expired items will be noted on the waste sheet and properly disposed of once approved by the supervisor. The supervisor will record waste in the inventory management software system according to set procedures.

SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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