

PERSONAL STORAGE RESOURCE GUIDE



Background

Street clothing and personal belongings can contaminate food and food contact surfaces. Proper storage facilities are required for personal items such as purses, coats, shoes and medications.

Responsibilities

Person in Charge in the Store: The person in charge in the store is responsible for training their employees on the importance of properly storing their personal belongings. Additionally, the person in charge is responsible for designating appropriate storage areas for their employees' personal belongings and monitoring their proper use.

Store Personnel: Employees are responsible for adhering to personal belonging storage policies while working in the store.

How to Prep

Proper and sufficient personal belonging storage area(s) should be designated in the store. This space should be separate from retail items.

Procedure

1. After arriving to work, place personal items in designated areas:
 - a. Place coats, purses, drinking containers, cellphones, etc., in designated storage areas away from food preparation and service areas.
 - b. Place any personal food or drinks in designated, covered NSF containers on bottom shelves of coolers away from retail items (if allowed by company policy and local jurisdiction).
 - c. Store personnel cannot eat in the production area.
 - d. Place any properly labeled personal medications or other care items in designated areas away from retail items.
2. After touching any personal item during a work shift, such as a cellphone, properly wash hands before returning to food-handling tasks.
3. Remove personal items from the store when leaving after a work shift.

Additional Information

Storage facilities for personal belongings should be at least 6 inches off the floor for proper pest control.

References

- 2017 U.S. FDA Food Code

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