

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-018

SUBJECT: Food Storage

EFFECTIVE DATE: July 1987

Policy:

Cottonwood, Inc. promotes a safe and healthy environment for all consumers. Food will be stored in a safe and healthy manner.

Procedures:

Staff will be responsible for checking food on a weekly basis to ensure that no food, including condiments, has been stored beyond the expiration date indicated on the label. If food is found to be unacceptable for consumption, it will be disposed of immediately. Best practices for safe food storage and handling include the following:

1. Refrigerators will maintain an adequate temperature for freezing and refrigeration of food.
2. Refrigerators will remain clean.
3. All food will be stored in the manner indicated on the label.
4. Meat should always be thawed in the refrigerator.
5. Leftovers must be covered and dated and will be disposed of after 3 days.