



Foods for Storage

It is important to use FIFO (First In, First Out) to make sure food is as fresh as possible. To use FIFO, label all food items with the date they are received. This date clearly shows which items are older so they can be used first. When new items arrive, they should be placed on the shelf behind the items that are older.

Example:

Date received:
9/24/13

The most important information on the label is the date the food was received. This date is especially important for refrigerated and frozen items to ensure freshness.

Leftover Items

For leftovers, two marks are needed on the label:

- Date opened or prepared
- What the product is

Items that are cooked and stored as leftovers should be used within 1-4 days of preparation. Any item that is taken out of its original package should also be treated like leftovers.

Examples:

Date prepared: 9/28/13
Contents: tuna salad

For leftovers, it is important to know when the item was prepared so it can be used in the appropriate amount of time. Leftovers must be used within 1-4 days of preparation.

Date opened: 10/3/13
Contents: tomato sauce

For items that are opened but not used completely, it is important to know the date opened so the food can be used in an appropriate amount of time. The shelf life of a product is less after it is opened.

How to Label

Try these ideas to make labeling quick and easy

- Sticker Labels
- Tape and Markers
- Colored stickers
- Date Stamp
- Index Cards on Storage Shelves