

Break Room and Refrigerator Policy for _____ (name or location) _____

Purpose: To keep food stored in the refrigerator and break room safe by implementing a weekly cleaning schedule.

Refrigerator Policy

- ❖ Only items meant for human consumption (including medications) should be stored in this refrigerator.
- ❖ The office refrigerator is meant to be used as a place to store employee meals, refreshments, as well as refreshments for classes or meetings.
- ❖ At the end of each day the refrigerator should be empty of all staff meals.
- ❖ Everyone should label **ALL ITEMS** they put in the refrigerator. A marker, post it notes and tape are on the top shelf of the refrigerator to mark items.
- ❖ Any perishable item meant to be shared with staff should be labeled "For Staff." Date it and add your name. Place a note on the outside of the fridge stating, "Help yourself to" Date the note too.
- ❖ "For Staff" foods such as ice cream, ice cream toppings, condiments, etc. should be labeled with a date. They will be thrown away periodically, based on their "use by" date or per Refrigerator Storage Chart (posted on side of refrigerator). Garbage is picked up on Monday, Wednesday and Friday.
- ❖ If you spill something in the refrigerator, clean it up.
- ❖ Toss food items **ONLY** into trash cans that are emptied **DAILY**. Letting food and food containers sit in trash cans for several days may cause problems with pests, bacteria and odors.
- ❖ A Refrigerator/Break Room Cleaning Schedule with duties and responsible person will be posted on the side of the refrigerator. If you are not in the office when it's your turn to clean, find a replacement. There is a place on the cleaning schedule to initial when you have completed the cleaning tasks. If it's the last Friday of the month, clean/wash the inside and outside of the refrigerator.
- ❖ Any perishable food not eaten by Friday will be thrown away by the person cleaning the refrigerator--no questions asked. **REMEMBER:** Perishable foods include: meat, poultry, fish, eggs, tofu; dairy products; cooked pasta, rice and vegetables; fresh, peeled and/or cut fruits and vegetables.

Break Room

- ❖ If you put things in the break room to be shared, make sure you use safe food handling procedures. For example, perishable food should not be left at room temperature for more than 2 hours. This includes the original time it was set out for serving. Refrigerate perishable food in **SHALLOW** containers for quicker chilling. **NOTE:** Rather than leave perishable foods on the break room table or counter, the food can be refrigerated and a note left in plain sight instead. The note might say: "Help yourself to the ... in the refrigerator."
- ❖ Clean up spills as they occur.

Note: Suggestions/comments/concerns about this policy should be directed to _____.

Reviewed and discussed at staff meeting on _____ . Implemented on _____ .