

J3PH 04 - Maintain the safe storage of food during warehousing

Overview

This standard is about maintaining the safe storage of food during warehousing.

It covers the knowledge and skills required of operatives in the logistics sector who handle food. It is a legal requirement for all businesses that handle food (including food, drink and animal feeds) to have food safety management procedures embedded into their operating and management systems.

This standard is relevant to all warehousing operatives in logistics operations who handle food. Warehousing operatives could be working in warehousing and storage, freight forwarding, or any part of the supply chain.

J3PH 04 - Maintain the safe storage of food during warehousing

Performance criteria*You must be able to:*

1. confirm that **food** and its wrapping/packaging is undamaged, is at the required temperature, and is within its **product date** on arrival at the warehouse and when it is dispatched
2. record information on the labelling according to organisational and relevant legal requirements for the storage of **food** during warehousing
3. prepare **food** for storage and place it in the required storage area to maintain its quality in accordance with supplier, organisation and relevant legal requirements
4. confirm storage areas are clean, meet the requirements for the type of **food** being stored, and are maintained at the correct temperature
5. store **food** in accordance with organisational procedures to prevent **cross-contamination**
6. follow stock rotation procedures in accordance with organisational requirements
7. safely dispose of **food**, food waste or packaging not meeting safety requirements, in accordance with **food safety management procedures** and environmental requirements
8. maintain storage records in accordance with organisational requirements
9. use methods of handling **food** that maintain food safety
10. follow the relevant health and safety procedures relating to **Personal Protective Equipment (PPE)** and **personal hygiene**
11. respond to situations where **indications of potential food safety hazards** are found, within the limits of your own authority
12. report **indications of potential food safety hazards** to the relevant colleague(s) when this falls outside the limits of your own authority
13. comply with organisational procedures and relevant **legal, safety and operating requirements** relating to maintaining the safe storage of **food** during warehousing

J3PH 04 - Maintain the safe storage of food during warehousing

Knowledge and understanding

You need to know and understand:

1. why it is important to confirm **food** deliveries are undamaged, at the required temperature and within their **product date**, and how to do this
2. the relevant legal and organisational procedures for recording information relating to safe storage of food during warehousing
3. how to prepare **food** and **food** products for safe storage during warehousing and the requirements for labelling
4. why **food** must be stored at specified temperatures and the methods of maintaining this
5. why **food** storage areas must be clean and tidy and what to do if they are not
6. how to comply with **food safety management procedures** for the safe storage of food during warehousing
7. the organisational requirements for the use of **Personal Protective Equipment (PPE)** and how to maintain **personal hygiene**
8. the relevant organisational environmental management procedures
9. the organisational procedures to avoid **cross-contamination**
10. how to report and record **indications of potential food safety hazards**
11. how to find important sources of information in relation to the safe storage of **food** during warehousing

Glossary

Cross-contamination: in a logistics environment there are two kinds of cross-contamination you need to guard against: the transfer of harmful bacteria between foods by direct contact (e.g. the juices of raw meat dripping on to cooked meat) or indirect contact (via the hands, clothing, cloths, equipment or other surfaces); and the cross-contamination of foods containing specific allergens (e.g. nuts, milk, eggs) with other food (the mixing of foods due to damaged packaging, spillage or via hands, clothing, cloths or other surfaces)

Food: food, drink, animal feed

Food safety hazards: something which may cause harm to the consumer and can be microbiological (e.g. bacteria, moulds, viruses), chemical (e.g. pesticides used on fruit and vegetables, chemicals used in cleaning or for pest control), physical (e.g. insects, parasites, glass), allergenic (e.g. nuts, milk, eggs)

Food safety management procedures: policies, practices, controls and documentation that ensure food is safe for consumers. This may include Hazard Analysis and Critical Control Points (HACCP)

Indications of potential food safety hazards: things which could make food unsafe for consumers including damaged packaging, spillage into another food, out-of-date stock, food not stored where it should be, storage facilities and vehicles which are not operating at the right temperature, food waste to be disposed of, dirt, pests such as rodents or insects

Legal, safety and operating requirements: safety regulations, codes of practice, load restrictions, working time regulations, transport regulations

Personal hygiene: health and safety guidelines and organisational requirements for personal standards of cleanliness and appearance at work, essential for preventing cross-contamination during handling and storage

PPE: personal protective clothing and equipment, branded workwear

Product date: best before, use by, shelf life, arrival date

J3PH 04 - Maintain the safe storage of food during warehousing

Developed by	Skills for Logistics
Version Number	2
Date Approved	February 2018
Indicative Review Date	February 2023
Validity	Current
Status	Original
Originating Organisation	Skills for Logistics
Original URN	SFL153
Relevant Occupations	Retailing and wholesaling; Warehouse and distribution; Managers in Distribution, Storage and Retailing; Elementary Goods Storage Occupations; Goods handling and storage occupations
Suite	Warehousing and Storage
Keywords	warehouse; storage; food; safety