



"Creating an excellent  
college experience"

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Revised:	
Section: <b>Bakery and Commissary</b>	
Subject:  <b>Commissary Product Handling Procedure</b>	

## **Commissary Product Handling Procedure:**

In order to provide our customers with consistent high quality commissary products procedures for handling, storing, and disposing of commissary items should be followed at all times. Since commissary products vary there are different instructions for each type of item. Commissary products should be ordered so that there is enough to last the day with minimal leftover at the end of the night even if the product can be used a second day. Leftovers are not to be given away or sold at a discount price the next day.

**Note: All products that are kept overnight MUST be closely inspected and taste tested by opening supervisor prior to being used. It is ultimately the opening supervisor's responsibility to make sure that the product has held up overnight and meets Dining Services Quality standards. If there is any question the product should be discarded.**

### **Procedure:**

**Soups & Sauces** Soups and Sauces should be stored in closed, labeled, and dated containers in the fridge. Soups & Sauces should never be frozen.

1. Soups and Sauces should be heated up in the smallest quantity possible to still allow prompt customer service while maintaining quality.
2. Sauces that are held hot in bulk should be stirred every half hour and temped every 2 hours to ensure that food is held at or over 140°.
3. Sauces that are held hot in bulk should be discarded after 4 hours.
4. Soups & Sauces that have not been heated can be used for 2 days
5. Soups and sauces that have been held for less than four hours at 140° then cooled from 140° to 70° in two hours and from 80° deg to 35° in four hours can be reheated after being brought up to 170° and held for 15 seconds. After being reheated it must be discarded after four hours.

### **Cream Cheese**

1. Cream cheese can either be stored in the fridge in bulk containers that are closed, labeled and dated or it can be scooped into pre-portioned cups with lids and put in larger containers that are labeled and dated. Cream Cheese should never be frozen.
2. Cream Cheese can be used for up to 5 days from the day of receiving.
3. Cream Cheese should be discarded if there is any sign of drying out.

### **Sliced Veggies**

1. Veggies should be stored in closed, labeled, and dated containers in the fridge. Veggies should never be frozen.
2. Veggies should be discarded if they become wilted or slimy.
3. Veggies can be used as long as they remain crisp and fresh.

### **Pasta (Plain)**

1. Pasta should be stored in closed, labeled, and dated containers in the fridge or pre-portioned bags that are held in closed containers. Pasta should never be frozen.

2. Pasta should be re-heated immediately prior to serving, never held hot.
3. Pasta should be discarded if it becomes dried out.
4. Pasta should be discarded at the end of the day..

#### **Pasta Rolls, Mac N Cheese & Artichoke Dip**

1. Pasta Rolls, Mac N Cheese & Artichoke Dip should be stored in closed, labeled, and dated containers in the fridge.
2. Pasta Rolls, Mac N Cheese & Artichoke Dip should be re-heated immediately prior to serving, never held hot.
3. Mac N Cheese can be used for up to 2 days.
4. Artichoke dip and pasta rolls can be held up to 4 days.

#### **Pasta/Potato Salads and Other mixes (bean & corn)**

1. Pasta Salads should be stored in closed, labeled, and dated containers in the fridge or pre-portioned into containers with a lid with a label on top and a date on the bottom. Pasta Salads should never be frozen.
2. Pasta Salads can be used for up to 2 days.

#### **Wet Salad Mixes (Tuna, Chicken, Shrimp)**

1. Wet Salads should be stored in closed, labeled, and dated containers in the fridge. Wet Salads should never be frozen.
2. Wet Salads should be discarded if they begin to discolor, dry out, or become malodorous.
3. Wet Salads can be used for up to 3 days.

#### **Grab & Go Cups (Fruit Cups, Parfaits, Veggie Cups, Cake in Cup)**

1. Grab & Go Cups should be stored in the fridge at all times and never frozen.
2. Grab & Go Cups should be discarded at the end of the day.

#### **Chef Salads**

1. Chef Salads should be stored in the fridge at all times and never frozen.
2. Chef Salads should be discarded at the end of the day.

#### **Spinach Couscous Salads**

1. Spinach Couscous Salads should be stored in the fridge at all times and never frozen.
2. Spinach Couscous Salads should be discarded at the end of the day.

#### **Deli Meat Sandwiches/Hoagies/Wraps/Knots**

1. Deli Meat Sandwiches should be stored in the fridge at all times and never frozen.
2. Deli Meat Sandwiches should be discarded if the cheese begins to look moist, the meat discolors, or the package is not closed properly for any significant length of time.
3. Deli Meat Sandwiches should be discarded at the end of the day

#### **Wet Sandwiches/Knots**

1. Wet Sandwiches should be stored in the fridge at all times and never frozen.
2. Wet Sandwiches should be discarded if the salad or bread appears to be drying out, if the bread becomes overly soggy, or the package is not closed properly for any significant length of time.
3. Wet Sandwiches should be discarded at the end of the day

#### **Whole Fruit**

1. Bananas should never be stored in the refrigerator and must be kept apart from apples.
2. Apples & Oranges can be stored in the refrigerator or on the counter.
3. Whole Fruit should be discarded at signs of mold, over-ripeness, bruising, or pest damage.
4. Whole Fruit has no specified shelf life and can be used until it shows one of the signs listed above.