

## **TEMPERATURE RECORD INSTRUCTIONS**

Temperature Records must be kept by all agencies. The form enclosed is divided into three sections.

**Section 1** is for recording the temperatures of your freezer

**Section 2** is for recording the temperatures in your refrigerator

**Section 3** is for recording the temperature in your dry storage area (where canned and/or boxed foods are kept).

If your agency does not store any food, then you will not need to keep this record.

However, if you store ANY food, you will need to keep temperatures of the appropriate area.

Each day, date and record the temperature and initial it.

Freezers should be 0 degrees or less, refrigerators should be 35 – 42 degrees and dry storage areas should be between 45 and 70 degrees. **NO EXCEPTIONS.**

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# TEMPERATURE RECORDS – Why We Need Them And How We Use Them

Temperature is a factor that affects most foods. Storing food at improper temperatures or exposing food to less than ideal temperature can result in an array of problems.

Three areas where food may be stored are of great concern to us; freezers, refrigerators and dry storage areas (pantries or food closets).



- Frozen foods should be kept at a temperature of 0 degrees or under.
- Refrigerated food should be kept at a temperature of 35 degrees to 42 degrees.
- Dry storage areas should be kept between 45 and 70 degrees.

Temperatures should be measured by thermometers in all three of these areas and must be properly maintained. A simple log will help you keep track of temperature changes and should be logged at least twice per week, or more often if possible.

I have enclosed a blank copy of the temperature record chart you must keep. Please make copies of this sheet for your records.

One of the most important reasons to keep cold food cold and frozen food frozen is that bacteria will begin to grow and multiply rapidly at temperatures below 42 degrees. Even at subfreezing temperatures most bacteria survive, but multiplication of most bacteria is prevented.

Dry food storage demands temperature control too. Keep the dry food storage area at 70 degrees or below. Higher temperatures encourage growth of disease causing bacteria and permit insect contamination of dry cereals, meal, flour, etc.

If an agency cannot control dry storage temperatures, especially in the warm/hot months of the year, then care should be taken NOT to store perishable foods during these months. Once procured, the food product should be distributed immediately to the clients. Canned food will fare better and not be affected by moderately warm temperatures, but grains will be greatly and negatively affected by periods of exposure to temperatures greater than 70 degrees. Food Banks and their agencies alike must be accountable for storing food within these guidelines to insure that food product is distributed in good condition. "The Selma Area Food Bank is an "Equal Opportunity Provider"

