

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-018

SUBJECT: Food Storage

EFFECTIVE DATE: July 1987

Policy:

Cottonwood, Inc. promotes a safe and healthy environment for all consumers. Food will be stored in a safe and healthy manner.

Procedures:

All residential staff will be responsible for checking stored food on a weekly basis to ensure that no food, including condiments, has been stored beyond the expiration date indicated on the label. In addition, the residential staff will be responsible for the following:

1. No meat is ever to be thawed outside the refrigerator.
2. Refrigerators will maintain an adequate temperature for freezing and refrigeration of food.
3. Refrigerators will remain clean.
4. All food will be stored in the manner indicated on the label.
5. Leftovers must be covered and dated and will be disposed after 3 days.

If food is found to be in any way unacceptable for consumption, it will be disposed of immediately.