

GOOD WAREHOUSING PRACTICES

- Pick up wrap, boards, paper, and debris. *“Clean as you go.”*
- Keep dock doors closed and latched when not in use.
- Straighten up pool area upon completion of pool.
- Keep off perimeter, including trashcans.
- Never set food cases on the floor.
- Record inbound product temperatures and reefer setting.
- Remember the “Danger Zone” for “high-risk” foods.
- No food, drink, gum, or tobacco products in the Warehouse.
- Report all spills or damaged traps or cases immediately.
- No personal food in our coolers/freezer.
- No food in trash cans. Debris only.
- Inspect empty pallets for rodent or insect activity or odors.
- Sweep out and inspect trailers before loading. Fill out “Trailer Inspection Program” form completely.
- Segregate foods from non-foods.
- Take meals in break room, lunchroom, or outside the building.
- Never sit or walk on freight.
- Wash hands after using rest rooms.
- Keep dumpster lids closed when not loading.
- No food or drink in lockers.
- Use a Slip Sheet on damages and returns. Fill out “Incoming damages and Overages” report.
- Keep cooler/freezer doors closed at all times.
- Traps should be flush against the wall.
- Report any rodent, bird, or insect activity to a Supervisor or member of the Food Safety Team.
- Fill out Trailer Inspection Sheet on Outgoing Loads.
- Keep 14” between every two rows for inspection and cleaning.
- Report damaged racks, guardrails, and cooler doors.
- Adequate free air circulation all around the load is essential during refrigerated/frozen transportation.
- Personal items and effects are to be kept in designated areas.
- Inspect all incoming freight for spillage, especially bagged product.
- Where seals are present on incoming loads, the seal number should be checked against the seal number on the bill of lading to ensure that the two match.
- No glass containers inside the warehouse.

