

INSERVICE EDUCATION LESSON PLAN

Title: How to Label and Date

Date: 10/5/2012

Goal(s):

1. Potomac kitchen staff will increase their knowledge of proper labeling and dating procedures.

Objective(s):

1. After the in-service, employees will be able to identify two reasons to label and date foods in the kitchen.
2. After the in-service, employees will be able to correctly label and date food items in the kitchen.

Audio-visual Aids:

1. Employee handout demonstrating how to correctly label and date food items.

Outline:

- I. Introduction
 - a. Welcome, thank you for coming.
 - b. Today we will be discussing proper labeling and dating procedures
 - c. Remind them that this in-service is a review
- II. Why is proper labeling and dating important?
 - a. Ask employees why they think it is important
 - i. To prevent food spoilage
 - ii. To prevent food waste
 - iii. To prevent food-borne illness
 - iv. To prevent confusion
 - v. To prevent cross-contamination of foods
- III. How to label and date
 - a. Wrap/store food items appropriately
 - b. Obtain a label
 - c. Fill out label
 - i. Demonstrate how to fill out a label
 1. Label food item
 2. Mark specific date
 3. Identify use-by date
 - a. Hand out pocket guide
 4. Your initial and manager's initial on staff
- IV. Distribute short quiz

Labeling & Dating

Quick Reference Guide

Item	Cheddar Cheese				
Date	10/3/12	Time	12:30PM		
Use By	10/10/12	Time	12:30PM		
Shelf Life	7	Days			
M	T	W	TH	F	SA SU
Emp.	BB		Mgr.	AG	

Example of proper labeling and dating



Instead of This



Do This

Important Shelf Life Days

Food Item	Days
Dairy (Cheeses, milk, yogurt)	7
Prepared Foods	3
Opened Canned Foods	7

Labeling and Dating Quiz

1. Name two reasons why labeling and dating are important.

1.

2.

2. How would you label and date this food item?

Item _____
Date _____ Time _____
Use By _____ Time _____
Shelf Life _____ Days _____
M T W TH F SA SU
Emp. _____ Mgr. _____

Labeling and Dating Quiz

1. Name two reasons why labeling and dating are important.

1.

2.

2. How would you label and date this food item?

Item _____
Date _____ Time _____
Use By _____ Time _____
Shelf Life _____ Days _____
M T W TH F SA SU
Emp. _____ Mgr. _____