Title: How to Label and Date

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

Example of proper labeling and dating

<table>
<thead>
<tr>
<th>Item</th>
<th>Cheddar Cheese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>10/3/12</td>
</tr>
<tr>
<td>Use By</td>
<td>10/10/12</td>
</tr>
<tr>
<td>Time</td>
<td>12:30PM</td>
</tr>
<tr>
<td>Time</td>
<td>12:30PM</td>
</tr>
<tr>
<td>Shelf Life</td>
<td>7</td>
</tr>
<tr>
<td>Days</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>W</td>
<td>TH</td>
</tr>
<tr>
<td>F</td>
<td>SA</td>
</tr>
<tr>
<td>SU</td>
<td></td>
</tr>
<tr>
<td>Emp.</td>
<td>BB</td>
</tr>
<tr>
<td>Mgr.</td>
<td>AG</td>
</tr>
</tbody>
</table>

Important Shelf Life Days

<table>
<thead>
<tr>
<th>Food Item</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dairy (Cheeses, milk, yogurt)</td>
<td>7</td>
</tr>
<tr>
<td>Prepared Foods</td>
<td>3</td>
</tr>
<tr>
<td>Opened Canned Foods</td>
<td>7</td>
</tr>
</tbody>
</table>

Instead of This

Do This
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. ___________