



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Dietary Services (DT)		
<b>Document:</b>	Internal Policy and Procedure		
<b>Title:</b>	Dry Food Storage		
<b>Applies To:</b>	All Dietary Services Staff		
<b>Preparation Date:</b>	January 06, 2025	<b>Index No:</b>	DT-IPP-016
<b>Approval Date:</b>	January 20, 2025	<b>Version :</b>	2
<b>Effective Date:</b>	February 20, 2025	<b>Replacement No.:</b>	DT-IPP-016(1)
<b>Review Date:</b>	February 20, 2028	<b>No. of Pages:</b>	02

## 1. PURPOSE:

- 1.1 To provide storage of foods in a clean, dry location where it is not exposed to splash, dust or other contamination.

## 2. DEFINITONS:

- 2.1 **Dry Food Storage** – storing of food in a dry place.

## 3. POLICY:

- 3.1 All dry food and food supplies shall be stored in a clean, dry location where it is not exposed to splash, dust or other contamination. Dry food may not be stored in locker rooms, rest rooms, dressing rooms, garbage rooms, mechanical rooms or under sewer lines that are not shielded to intercept potential drips, under leaking water lines, including leaking fire sprinkler heads, under water lines on which water has condensed, under open stairwells or under other sources of contamination.
- 3.2 Dry food requires protection from: low temperatures, damp, excessive heat, direct sunlight, pests. This requires:
  - 3.2.1 Steady Temperatures.
  - 3.2.2 Ventilation (Relative Humidity 50-60%).
  - 3.2.3 Pest Proof Structure.
  - 3.2.4 Products Stored Off the Ground.
  - 3.2.5 Routine Cleaning
  - 3.2.6 Stock Rotation

## 4. PROCEDURE:

- 4.1 The dry storage room shall preferably be kept at a temperature of 50°F to 70°F to ensure quality of the foods stored.
- 4.2 All foods and supplies shall be stored at least 6 inches off the floor and packed in a manner to allow air to flow freely around food and supplies. Keeping food above the floor eliminates hiding places for pests, makes cleaning easier, protects food dampness and helps keep food containers clean.
- 4.3 Food packages shall be in good condition and protect the integrity of the contents so that the food is not exposed to adulteration or potential contaminants.
- 4.4 Bulk food, such as cooking oil, salt, sugar, flour, pasta, etc., shall be stored in the product container package in which it was obtained or stored in an appropriate container identifying the food by common name.
- 4.5 All dry foods shall be stored separately and in a separate place from all chemicals, toxic materials and maintenance or cleaning tools.
- 4.6 If there are windows in the store room, they shall have frosted glass or shades, since direct sunlight can increase the temperature of the room and affect food quality.
- 4.7 Any cracks or crevices in the floor or walls in the dry storage area shall be filled
- 4.8 Shelving shall be of non-corrosive materials and be in good condition.

## 5. MATERIALS AND EQUIPMENT:

- 5.1 Dry food cabinets.

## 6. RESPONSIBILITIES:

- 6.1 Storekeeper
- 6.2 Dietician

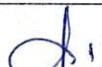
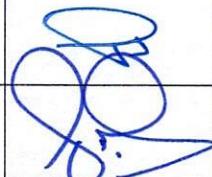
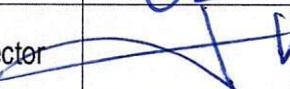
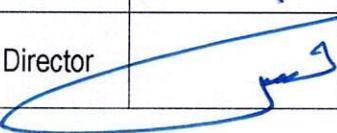
## 7. APPENDICES:

N/A

## 8. REFERENCES:

- 8.1 Medical Nutrition Therapy Book
- 8.2 Dietary Manual 4<sup>th</sup> edition Oct 1994
- 8.3 General Directorate of Health Affairs (Al – JOUF), Maternity & Children's Hospital [JF - MCH], Kingdom of Saudi Arabia, 1434.

## 9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Abrar Abdullah Al Bahr	Dietician		January 06, 2025
Reviewed by:	Ms. Dalal Khalifah AlShammari	Head of Dietary Services		January 13, 2025
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 13, 2025
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		January 13, 2025
Approved by:	Mr. Fahad Hazam Al Shammari	Hospital Director		January 20, 2025