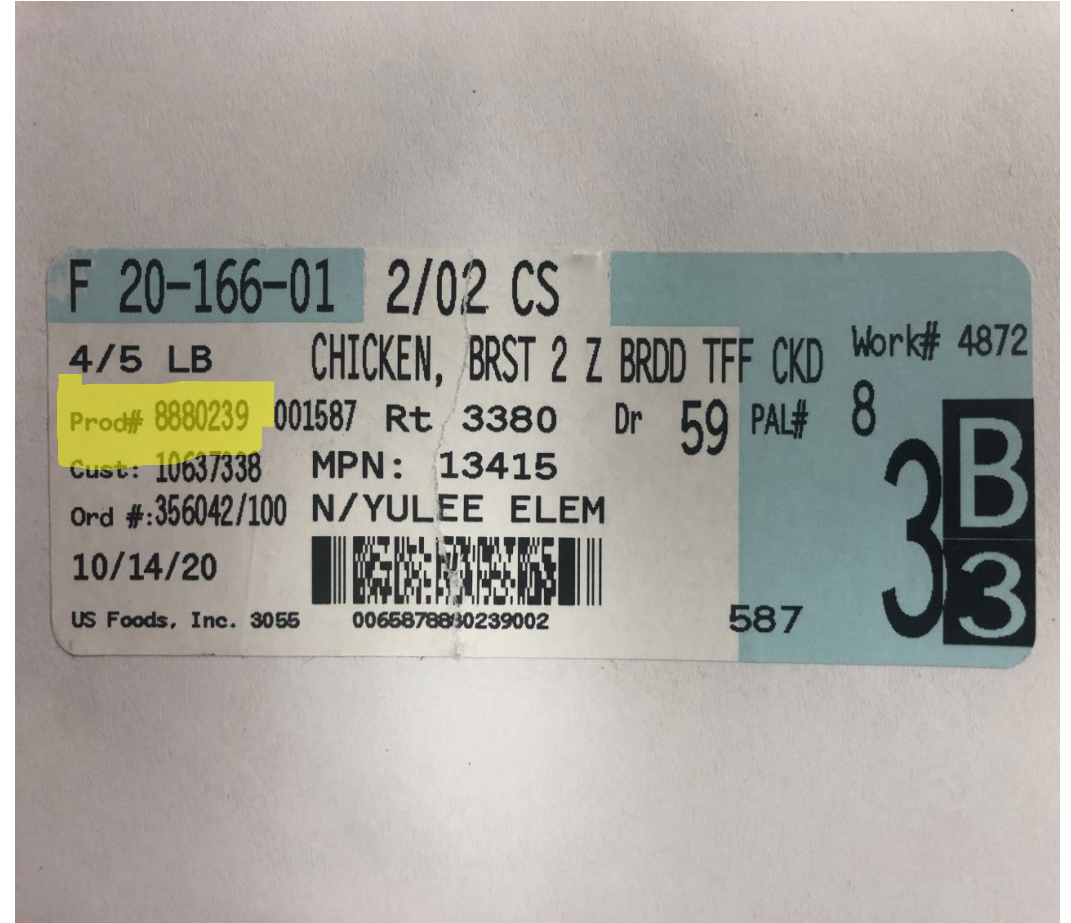


# Food Labels and Storage Tips

Updated 10/23/20

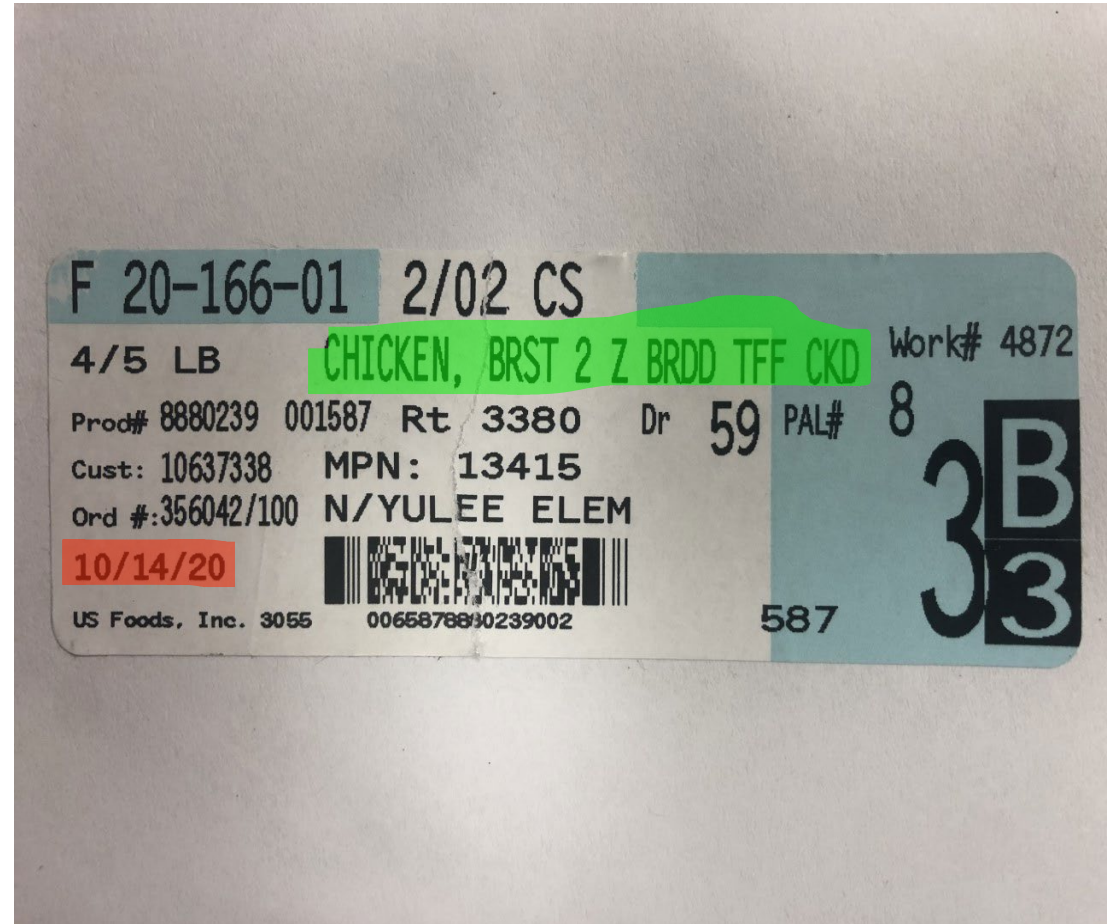
# US Foods/Product Number

- **Yellow Highlight:** This is the product number also known as the US Foods number.
- This is the most important number on this sticker. This number can be typed into Titan in any search bar (inventory, ordering, items, etc.) and this item will pull up.
- This is the number that Trevor/Jenny will email when describing what item they want you to use or order.
- This is also the number that you will use to identify items when they are received and when you do inventory.



# Date and Item Name

- **Green Highlight:** Item name. Will not always match the item name on the box but should be close. If it is way off (ex. Dough instead of chicken) then it was more than likely a mis pick and will need to be returned to US Foods.
- **Red Highlight:** Delivery date. If for some reason you cannot find a handwritten date on the box this date will tell you when the product was delivered.



# Receiving/Storage Do's and Don'ts

## Do's

- Check dates immediately, open cases if you cannot find dates on the outside of the box
- Use FIFO method when putting groceries away
- Only have one box open at a time
- Keep all like items in the same area
- Stack boxes neatly with a strong base
- Date all boxes with Month/Day/Year
- Cut off box tops or tuck them in
- Check product for quality issues
- Make sure to use EXPIRATION dates when using FIFO instead of the delivery date (unless the delivery date is all you have to go by)

## Don'ts

- Put items in random places
- Stack closed boxes on top of open boxes
- Leave box tops on or not tuck them in
- Store food on the floor
- Don't wait for days before putting food away on the shelves