

FOOD AND NUTRITION PROCEDURES

Number	<u>C-2</u>
Reviewed	<u>July 2009</u>
Effective	<u>July 2008</u>
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Miami-Dade County Public Schools

Subject: ORDERING PROCEDURES

For Action By: FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ADMINISTRATORS,
DEPARTMENT OF FOOD AND NUTRITION

GENERAL INFORMATION

- A. Use the Automated Food Ordering System to order purchased and commodity food, paper items and S & D supplies.
- B. All purchased, commodity food items and paper goods must be ordered by the dates specified on the ITS/Food Service Production Schedule.
- C. List of all available commodity foods will be issued by memorandum and/or within the Automated Food Ordering System.
- D. Follow Food Ordering Procedures as described in Automated Food Ordering Requisition Distribution System (AFORDS)
- E. Telephone orders must be made according to memorandum instructions for bread, milk, ice cream and certain a la carte items.

DELIVERY INFORMATION

- A. Check delivery date on ITS/Food Service Production Schedule.
- B. Deliveries of food and non-food items may be scheduled for Teacher Workdays. Schools must have authorized personnel to receive orders.
- C. Hours of deliveries are indicated on vendor contracts.

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ORDERING PROCEDURES (continued)

EMERGENCY ORDERS

Emergency orders must be kept to a minimum, but when deliveries are not made, or if certain items are missing, telephone Food and Menu Management with the following information:

- School location number
- Item number
- Item description
- Quantity needed
- Delivery cycle

Food and Menu Management will contact the vendor.

Complete Product and Service Quality Report form ([FM-1739](#)) and forward to work location 9025, Department of Food and Nutrition, attention: Food and Menu Management.

S & D SUPPLIES

S & D items that are not available on line through the Automated Ordering System must be requested through the region food service coordinator.

Emergency Orders

After the Food Service Manager has tried to obtain the items from nearby schools and is unable to secure them, then they may call the Administrator-on-Duty or designee at the Department of Food and Nutrition for an emergency order. The manager must then fax or e-mail a completed Stores and Requisition Form ([FM-5315](#)) to the Administrator-On-duty or designated administrator at the Department of Food and Nutrition. Arrangements must be made with the Region Food Service Coordinator if the items need to be delivered earlier than Stores and Distribution can deliver the items.

RETURNS

All returns for paper supplies obtained from Stores and Distribution must be returned through the school locations front office personnel that handle Stores and Distribution Orders for the school site.

“The Department of Food and Nutrition **DOES NOT** handle any returns”