

FOOD AND NUTRITION PROCEDURES

Number	C-4
Reviewed	July 2009
Effective	June 2006
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Miami-Dade County Public Schools

Subject: EVALUATION OF PRODUCTS AND SERVICES

For Action By: FOOD SERVICE MANAGERS

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

PURPOSE

All food, non-food supplies and essential services (i.e., armored car services, deliveries, exterminating, and equipment rentals) require constant evaluation to insure that specifications and terms of Board-approved contracts are in compliance by vendors.

It is the responsibility of the food service manager to evaluate the products and/or services received in the schools.

PROCEDURES

When food and non-food items are delivered to schools, or when service is rendered, examine the product or determine the quality of the service.

1. If applicable, check the quantity received against the quantity ordered and verify that the quantity received agrees with the quantity specified on the invoice.
2. Check the invoice price against the bid or quote price.
3. Check merchandise for damage and make certain that the product received is in compliance with approved bid specifications.
4. Insure that the product or carton contains any inspection and acceptance stamps and/or contract compliance stamps required by the terms of the Board contract.
5. Determine if services are rendered as specified in the Board contract and/or Department of Food and Nutrition memorandums.
6. Complete a Product and Service Quality Report ([FM-1739](#)) if there is any deviation from the specifications or terms of the Board contract. Indicate the type of deviation and in the "Remarks" space give a detailed explanation of the complaint or evaluation. Send form to work location 9025, Department of Food and Nutrition.