

FOOD AND NUTRITION PROCEDURES

Number	H-16
Reviewed	July 2009
Effective	July 2008
Page	1 of 3

Miami-Dade County Public Schools

Subject:	RECEIVING AND STORAGE OF FOOD
For Action By:	PRINCIPALS, FOOD SERVICE ADMINISTRATORS, FOOD SERVICE MANAGERS, ALL FOOD SERVICE EMPLOYEES
Refer Questions To:	FOOD SERVICE ADMINISTRATORS DEPARTMENT OF FOOD AND NUTRITION

PURPOSE: To ensure that all food is received fresh and safe when it enters the foodservice operation and to transfer food to proper storage as quickly as possible.

SCOPE: This procedure applies to foodservice employees who handle, prepare, or serve food.

KEY WORDS: Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this Standard Operating Procedure.
2. Schedule deliveries to arrive at designated times during operational hours.
3. Post the delivery schedule, including the names of vendors, days and times of deliveries, and drivers' names.
4. Reject and return all food products that do not meet quality and safe temperature standards.
5. Organize freezer and refrigeration space, loading docks, and storerooms before deliveries using First In, First Out (FIFO) principles.
6. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries. Refer to the Using and Calibrating Thermometers SOP.
7. Keep receiving area clean and well lighted.
8. Do not touch ready-to-eat foods with bare hands.
9. Inspect products for quality, correct temperature, damage, spoilage, infestation, disfigured and/or discolored cases or cans, expiration dates where specified.
10. Mark the delivery date (month, date, and year) or the "pack date" (month and year of manufacture) on the food containers. Record "pack date" of commodities on delivery invoice.

FOOD AND NUTRITION PROCEDURES

Number	H-16
Reviewed	July 2009
Effective	July 2008
Page	2 of 3

Miami-Dade County Public Schools

RECEIVING AND STORAGE OF FOOD (Continued)

11. Compare delivery invoice against products ordered and products delivered to ensure quantities and pack size/units reconcile. Check prices and extensions for accuracy. Make corrections/adjustments of dollar amounts and quantities on invoices and secure delivery driver's signature for verification.
12. Transfer foods to their appropriate storage locations as quickly as possible.
13. Deliveries that are short, damaged or mutilated in any manner must be reported to the Department of Food and Nutrition and an evaluation of product and/or service report completed.
14. Sign each invoice and stamp with the official "Receipt of Goods" stamp indicating goods or services have been received and that the invoice is approved for payment.
15. If changes have been made on an invoice, send the second copy of the invoice to Accounts Payable, Attention: Food Service using appropriate Accounts Payable envelopes.
16. Retain copy in school file noting invoice changes if any.
17. Accurate temperature readings are to be recorded twice daily for each refrigerator, freezer, and milk box. This is to ensure that foods are held at the proper, safe temperature. All units must have an additional thermometer placed inside.
18. Refrigerator units, including milk boxes, should be maintained between 33°F and 41°F.
19. Store frozen foods in the freezer in the original shipping containers. This will reduce the possibility of freezer burn and drying out of the food. Check to see that the freezer maintains a temperature of 0°F to -10°F or below.
20. The ideal temperature in dry storage areas is 50°F although temperatures up to 70°F are acceptable. Thermometers must be placed in dry storage areas and temperatures recorded once daily.

FOOD AND NUTRITION PROCEDURES

Number	H-16
Reviewed	July 2009
Effective	July 2008
Page	3 of 3

Miami-Dade County Public Schools

RECEIVING AND STORAGE OF FOOD (Continued)

MONITORING:

1. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons or water marks on carton boxes.
3. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
4. Check the integrity of food packaging.
5. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.
6. Set aside hidden damaged product discovered later for pick-up by the vendor. Notify the Department of Food and Nutrition. Furnish the invoice number, delivery date, number of cases, item numbers, product code numbers and a brief description of the damage so that credit may be requested. Also, complete an [Evaluation of Product and/or Service Form \(FM-1739\)](#) and send to: Loc. 9025 – Department of Food and Nutrition; **ATTN: Food Service Planning & Production.**
7. Check that proper temperatures are maintained and documented two times daily for all refrigerator/freezer equipment, and once daily for dry storage areas.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reject the following:
 - Frozen foods with signs of previous thawing
 - Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust
 - Punctured packages
 - Foods with out-dated expiration dates
 - Foods that are out of safe temperature zone or deemed unacceptable

VERIFICATION AND RECORD KEEPING:

The Manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices and recording on the weekly Food Safety Checklist. A designated foodservice employee will record temperatures of all refrigerated units and dry storage areas on the Daily Cold/Dry Storage Temperature Record. The Coordinator will review the Food Safety Checklist to verify that monitoring is being conducted. Receiving documents are kept on file for a minimum of one (1) year.