**Operating Procedures For food process and receiving:**

* Schedule deliveries to arrive at designated times during operational hours.
* Post the delivery schedule, including the names of vendors, days and times of deliveries, and drivers’ names.
* Receive only one delivery at a time from approved suppliers (i.e. Sysco, US FOODS, PFG). If the product is not from an approved source, reject the product.
* Produce, refrigerated foods, and frozen foods are top priority.
* Inspect these foods and put them away first. Upon delivery of groceries, the warehouse delivery staff will document, on the Grocery Receiving Log, time and temperature of location where product were dropped off.
* Upon receipt of groceries, time allowable for putting into cooler or freezer is 1 hour.
* All items still not put away should be rechecked for temperature, documented and corrective action taken if temperature is above safety range of 41º F.
* Reason why task was not completed within 1 hour also needs to be specified.

**Standards for Receiving Food**

-- Documentation must be turned in to Manager on Duty or Assistant Director upon

completion.

* Measure the temperature of 2 random refrigerated and frozen items.
* Reject the item if it doesn’t meet the correct temperature standards.
* Evaluate quality of products by odor, sight, and touch. Reject unacceptable products.
* Products must meet specifications and quality requirements.
* Check for signs of contamination (i.e. mold).
* Limit the time items are in the Temperature Danger Zone (41-135º F) while you do your inspection and store the product.
* Keep the receiving area clean & well lit (i.e. floor swept and mopped daily) to prevent pests.
* Check the cleanliness of the delivery truck.
* Gather product transfer sheets/invoice, temperature logs, calibrated thermometers, pens, and clean loading carts before deliveries.

Refer to the Using and Calibrating Thermometers SOP.

* Do not touch ready-to-eat foods with bare hands.
* Mark product with the date of arrival and mark accordingly upon receipt.
* Compare transfer sheets/ invoice against products ordered and products delivered.
* Transfer foods to their appropriate locations as quickly as possible.

MONITORING:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and

organized to prevent cross-contamination.

2. Confirm vendor name, day and time of delivery, as well as driver’s identification before

accepting delivery. If driver’s name is different from what is indicated on the delivery

schedule, contact the vendor immediately.

3. 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.

4. Check the temperature of refrigerated foods.

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5.For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer

into the center of the product to ensure a temperature of 41 ºF or below. The

temperature of milk should be 45 ºF or below.

6. For packaged products, insert a food thermometer between two packages being

careful not to puncture the wrapper. If the temperature exceeds 41 ºF, it may be

necessary to take the internal temperature before accepting the product.

c. For eggs, the interior temperature of the truck should be 45 ºF or below.

5. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.

6. Check the integrity of food packaging.

7. Check the cleanliness of crates and other shipping containers before accepting products. Reject

foods that are shipped in dirty crates.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.

2. Reject the following:

3.Frozen foods with signs of previous thawing

4. Cans that have signs of deterioration, such as swollen sides or ends, flawed seals

or seams, dents, or rust

5.Punctured packages

6. Foods with outdated expiration dates

\*ALL FOODS WILL BE PREPARED DURING THE DAY AND STORED IN APPROPRIATE REFRIGERATION, COVERED, LABELED AND DATED, AND STORED UNDER 41 DEGREES IN APPROVED REGRIGERATION. THERE WILL ALWAYS BE A SERVESAFE MANAGER ON EVERY SHIFT TO ENSURE PROPER FOOD HANDLING PROCEDURES. ALL UNUSED FOOD PRODUCES WILL BE DISCARDED ON A DAILY BASIS.