



School District: \_\_\_\_\_

Department: \_\_\_\_\_

Policy No: \_\_\_\_\_

## Standard Operating Procedure

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### Receiving

**Policy:** All food should be checked for proper conditions as it is received in the facility.

**Procedure:** Employees receiving food should:

#### General Principles:

1. Receive only one delivery at a time from approved suppliers.
2. Check to make sure frozen food is solid, and does not show evidence of thawing and re-freezing.
3. Record the date received on the outside of each package, and a use-by date if applicable.
4. Remove potentially hazardous foods from the temperature danger zone (41°F to 135°F), and place in storage as quickly as possible.
5. Check to ensure that refrigerated foods are received below 41°F.
6. Accept only pasteurized dairy products.
7. Reject potentially hazardous foods that are not at acceptable temperature, and cans with swelled tops or bottoms, leakage, flawed seals, rust or dents.
8. Evaluate quality of products by odor, sight and touch. Reject unacceptable products. Products must meet specifications and quality requirements. If any foods are deemed unacceptable, they should be rejected and put in a designated area for credit.

#### Receiving Frozen and Refrigerated Foods:

1. Check temperature with a calibrated thermometer to assure that cold foods (especially potentially hazardous foods – foods in which microorganisms are able to grow rapidly, often moist, high in protein, and/or have a neutral or slightly acidic pH) are below 41°F.
2. Reject, with the exception of fresh shell eggs (45°F), all foods that are supposed to be stored below 41°F and are delivered above 41°F.
3. Check at random and record the temperature of three different types of food items immediately for each delivery. Record date, employee initials, vendor, product name, and temperature of these products in the receiving temperature log.
4. Place foods in the proper storage area (cooler or freezer) quickly to avoid potential bacterial growth. Proper cooler temperatures are 41°F or lower. Proper deep chill storage temperatures are from 26°F to 32°F or below. Proper freezer temperatures are 0°F. Proper dry storage temperatures are between 50°F and 70°F at 50 to 60 percent humidity.

Policy last revised on: \_\_\_\_\_



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### Receiving, continued

5. Use First In First Out (FIFO) rotation of products in all storage areas to assure that oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates.
6. Keep products in original packages until use.

#### Receiving Dry Goods:

1. Check dry goods for leaks, flaws, or broken packages. Dry goods should be dry, free of mold, and free of insects. If the packages are flawed, they should be rejected and put in a designated area for credit.
2. Inspect cans for leaks, dents, bulges, and other visible signs of damage. Notify a manager if a damaged can is found.
3. Date boxes and cans with receiving date.
4. Separate chemicals from foods.
5. Check delivery invoice against the items delivered, and the purchase order.
6. When damaged items are found, the manager or designee should call the distributor so the product can be picked up and returned and a credit issued, or make similar arrangements with delivery personnel. Do not accept delivery.
7. Note on the invoice any items rejected.

#### The unit supervisor will:

1. Assure that all foods come from approved vendors and sources.
2. Schedule deliveries for off-peak hours and make sure trained staff is available to receive, inspect, and store food promptly.
3. Assure that no home-prepared foods are accepted or used.
4. Check receiving logs to ensure proper procedures are being followed.
5. Follow-up with staff as necessary.
6. File HACCP records.

Policy last revised on: \_\_\_\_\_