

Facility Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Purchasing

Policy: Food is purchased only from approved vendors to assure the safety of food served to customers.

Procedure:

Employees purchasing food must:

1. Understand regulations for specific foods:
 - Purchase packaged or processed food only from suppliers who receive their products from licensed reputable purveyors and manufacturers, who adhere to good manufacturing practices.
 - Processed produce includes any fruit or vegetable which has had value added such as washing so it is ready to eat, peeling, trimming, cutting, dicing, or slicing. Most states require processing to occur in state or federal licensed facilities. Washed, chopped leafy greens, sliced melons, and cut tomatoes are considered temperature controlled for safety foods.
 - Fresh unprocessed produce may be purchased directly from local growers as there is no inspection process required for these non-temperature controlled for safety foods (with exception of fresh alfalfa sprouts). When making direct purchases, buyers should ensure packages are clean and will maintain the integrity of the food item, as communicated through product specifications.
 - Meat and poultry may be purchased from local licensed producers, but because these foods are considered temperature controlled for safety foods, the product itself must be inspected for safety by a state or federal agency. An inspected shield should be on the package. Additionally, meats and poultry must be processed in a state inspected locker. State inspection is generally sufficient if the food is purchased by a restaurant within that state; however restaurant buyers should check with the local health agency. These facilities are required to have HACCP plans in place. In many states, inspection standards are more stringent than USDA regulations.
 - Purchase pasteurized dairy products.
2. Visit vendors and suppliers to ensure that they maintain clean operations and adhere to safe storage and handling practices with a secure facility to minimize intentional contamination.
3. Observe the delivery vehicles to ensure that they are clean, and temperatures are controlled.
4. Request photo ID badge of delivery person when receiving foods.
5. Use written product specifications to ensure that the vendor knows what is to be delivered and what are approved substitutions.

The restaurant manager will:

1. Develop and implement written product specifications to ensure products purchased consistently meet restaurant expectations.
2. Coordinate delivery times with vendors/suppliers to ensure that deliveries are made when they can be stored immediately. Schedule receiving times when product quantity and quality can be checked, including product temperatures.



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3. Review orders and delivery information to ensure orders and product specifications are being met.
4. Request a written letter from all vendors indicating that they follow either a HACCP program or good manufacturing practices.
5. Follow up as necessary