



Facility Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Receiving

Policy: All food should be checked to ensure the purchased quality and quantity are delivered and received in the facility, and that packaging to protect integrity of food is intact. Temperature Controlled for Safety (TCS) Foods should be received at specified temperatures to ensure safety.

Procedure: Employees receiving food should:

General Principles:

1. Receive only one delivery at a time from approved suppliers. Verify credentials of delivery person.
2. Check to make sure frozen food is solid and does not show evidence of thawing and re-freezing.
3. Check to ensure that refrigerated foods are received at or below 41°F.
4. Record the date received on the outside of each package, and a use-by date if applicable.
5. Place TCS foods in storage as quickly as possible.
6. Accept only pasteurized dairy products.
7. Reject TCS Foods that are not at acceptable temperatures.
8. Reject foods with damaged packaging such as torn bags or cans with swelled tops or bottoms, leakage, incomplete labels, flawed seals, rust, or dents.
9. Evaluate quality of products by odor, sight, and touch. Reject unacceptable products. Products must meet order specifications and quality requirements. If any foods are deemed unacceptable, they should be rejected and put in a designated area for credit.
10. Assess quantity of delivered foods meets purchase order information.
11. If foods must be delivered during non-operating hours, the vendor should be an approved sources and product inspected as soon as possible. Check that required temperatures have been maintained and product is unadulterated, is quality and quantity ordered, and is protected from contamination.

Receiving Frozen and Refrigerated Foods:

1. Check temperature with a calibrated thermometer to assure that cold foods (especially TCS foods – foods in which microorganisms are able to grow rapidly – often moist, high in protein, and have a neutral or slightly acidic pH) are below 41°F.
2. Reject all foods that should be stored below 41°F that are delivered above 41°F. Exceptions can be made for fresh shell eggs or milk which should be received at 45°F. Note milk should be cooled to below 41°F within 4 hours.
3. Check at random the temperature of three different refrigerated food items 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. Cooler temperatures must be maintained at 41°F or lower. Deep chill storage temperatures should be between 26°F to 32°F or below and freezer temperatures should keep the food frozen solid, typically about 0°F.

Receiving, cont.

5. Use **F**irst **I**n **F**irst **O**ut (FIFO) inventory rotation of products in all storage areas to assure that the oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates. Mixing older food with newly received food in storage containers is not acceptable.
6. Keep products in original package until used.

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, or 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.
7. Note on the invoice any items rejected.
8. Proper dry storage temperatures are between 50°F and 70°F with humidity levels between 50 to 60 percent.

The restaurant manager will:

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