

**FOOD AND NUTRITION
PROCEDURES**
Miami-Dade County Public Schools

H16

Subject: **RECEIVING AND STORAGE OF FOOD**

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

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

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

INSTRUCTIONS

1. Train food service employees on using the procedures in this standard operating procedure. Refer to [Food and Nutrition Procedure C-16](#).
2. Keep receiving area clean and well lit.
3. Do not block receiving area (Vehicles, carts, etc.)
4. Post the delivery schedule ([Attachment](#)), including the names of vendors, days and times of deliveries, drivers' names, and phone numbers.
5. Reject and return all food products that do not meet quality and safe temperature standards.
6. Organize freezer and refrigeration space, loading docks and storerooms before deliveries using First In, First Out (FIFO) principles.
7. Do not touch ready-to-eat foods with bare hands.
8. Inspect products for quality, correct temperature, damage, spoilage, infestation, disfigured and/or discolored cases or cans, expiration dates where specified.
9. Mark the delivery date (month, date and year) or the "pack date" (month and year of manufacture) on the food containers. Circle the expiration date of food items, as applicable.

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10. Compare delivery invoice against products ordered and products delivered to ensure quantities and pack size/units are correct. Check prices and extensions for accuracy. Make corrections/adjustments of dollar amounts and quantities on invoices and secure delivery driver's signature for verification.
11. Transfer foods to their appropriate storage locations as quickly as possible.
12. Deliveries that are short, damaged or inaccurate in any manner must be reported to the Department of Food and Nutrition by completing a [Product and Service Quality Report](#).
13. If adjustments have been made on an invoice, exceptions must be documented during the receiving process. The hard copy invoice is to be maintained in school file.
14. Retain copy in school file noting invoice changes if any.
15. Accurate temperature readings are to be recorded twice daily for each refrigerator, freezer, and milk box/beverage cooler using the [Daily Cold/Dry Storage/Hot Water Temperature Record](#). This is to ensure that foods are held at the proper, safe temperature. All units must have an additional thermometer placed inside.
16. Refrigerator units, including milk boxes, should be maintained between 33°F and 41°F.
17. 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.
18. Make sure items are at least twelve (12) inches from the ceiling, six (6) inches off the floor and away from the walls. This method will allow for proper circulation of air.
19. 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.
20. When receiving refrigerator or freezer items do not leave the cooler door open for long periods of time This makes the unit to work harder, leading to loss of efficiency and may result in expensive repairs.

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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. Provide the invoice number, delivery date, number of cases, item numbers, product code numbers and a brief description of the damage (take photos, if possible) so that credit may be requested. Also, complete an evaluation using the [Product and Service Quality Report](#) and send to: Loc. 9025 – Department of Food and Nutrition; **ATTN: Food and Menu Management.**
7. Check that proper temperatures are maintained and documented two times daily for all refrigerator/freezer equipment, and once daily for dry storage areas using the [Daily Cold/Dry Storage/Hot Water Temperature Record](#).
8. Train personnel to enter the walk-in cooler only when necessary and always keep the door closed.

CORRECTIVE ACTION

1. Retrain any foodservice employee found not following these procedures.
2. Reject the following items:
 - Frozen foods with signs of previous thawing
 - Cans that have signs of deterioration, such as swollen sides or ends, flawed seals, seams, dents, or rust

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- Punctured packages
- Food with outdated expiration dates
- Food that is out of safe temperature zone or deemed unacceptable

VERIFICATION AND RECORD KEEPING

The food service manager/satellite assistant 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/Hot Water Temperature Record](#). The supervisor will review the Food Safety Checklist to verify that monitoring is being conducted. Receiving documents are kept on file for a minimum of five (5) years.

For Action By: Principals, Food Service Managers, Satellite Assistants and All Food Service Employees

Refer Questions to: Department of Food and Nutrition

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