
Subject: Food Service – Accepting Food Deliveries

Source: Head Start Performance Standard 45 CFR Section 1304.23.

Policy

Food deliveries are checked by Center Coordinator or kitchen staff before they are accepted in the kitchen.

Procedure

1. When a delivery arrives items from the order list are checked against the "Vendor Receipt" by the Center Director or kitchen staff.
2. Temperatures are taken and recorded per food handler's guidelines and documented on the temperature log.
3. If all items on the Vendor Receipt are accounted for, food service staff signs and dates it. If items are unaccounted for, that is noted on the Vendor Receipt before it is signed and dated.
4. The Vendor Receipt is checked by the Center Director along with other weekly papers.
5. The Center Director provides accounting clerk with the Vendor Receipt to be processed.