FOOD RECEIVING CHECKLIST

Month______________________ Year____________________________

Receiving rules:
1. Record EACH and EVERY delivery of food, even dry goods
2. Check and place perishable food into fridges/ freezers ASAP!
3. If the food does not have an expiry date, write the receiving date onto the food
4. Remove food from cardboard boxes, and place into plastic/ stainless steel crates (except frozen food)
5. If foods are damaged or have signs of pests or are above temperature, REJECT the food.

| Date | Name of Supplier | Is the delivery vehicle clean and in good condition? YES / NO? | Is the packaging clean and in good condition? No pests? YES/NO? | Does all of the food have an expiry date? Write the date | Is there enough time before the foods expire to use them? YES/NO? | Temperature of delivered food (please measure and record temperature here) | Are chilled foods less than 8°C? Are frozen foods less than 12°C? YES/NO? | Is the delivered food ACCEPTED or REJECTED? Corrective Action: you answered NO to any of the questions, what did you do to fix the problem? | Signature: Please sign your name to confirm that you checked the foods correctly. |
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