



OFFICE FOR FOOD AND NUTRITION PROGRAMS

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TIPS FOR TRANSPORTATION AND RECEIVING

DID YOU KNOW MOST INVENTORY AND PAYMENT ERRORS START IN RECEIVING?

COMMUNICATE EFFECTIVELY WITH TRANSPORTATION CARRIER

- Provide school break downs of products ordered in required timeframe, accurate in quantity and includes only the products you requested.
- Work with your carrier to obtain a set day of the month for your delivery subject to holidays, vacations, weather, etc. Knowing when your food is expected helps your menu planning and need for commercial purchases.

VERIFY WITH DRIVER AND VEHICLE

- That both the vehicle and driver look clean and hygienic.
- For any signs of pests, both on the incoming food and within the vehicle.
- That food and non-food items, especially chemicals, have been kept separate in the vehicle.

ENSURE TEMPERATURE COMPLIANCE

- Don't guess the temperature of the food. Always use a calibrated thermometer to check that temperature rules are being adhered to.
- Take temperatures of truck and product and record temperatures. A photo of the thermometer showing out of range temperature will go a long way!

SUPPORT EFFECTIVE RECEIVING PRACTICES BY STAFF

- While training in proper food-receiving procedures is important, so is empowering employees with the ability to make critical decisions. If food shipments are not up to standard, for example, they should be able to reject it.
- Provide the same list of products and quantities expected that was provided to the carrier. Train staff on Standard Operating Procedures (SOPs) of receiving.

PRIORITIZE SIGNATURES AND PAPERWORK

- Delivery paperwork is a legal document. If there is no time to fully check the delivery, write “Subject to Count and Claim” on the delivery paperwork before signing. Signing without such notation or without notation of problems if can check at time of delivery leaves district vulnerable and no legal recourse.
- Label food with date received. Use full date: (mm/dd/yy) – yes include the year, you would be surprised how food gets lost in the back of the storage area!
- Report issues to appropriate parties involved in the delivery of your food. Commercial bid provisions for issues, USDA Foods state contracted carrier, Food Distribution, Department of Defense Fresh Produce (DoD Fresh) the vendor Hartford Provisions, DoD and State.

TRANSPORTATION AND RECEIVING SELF ASSESSMENT

Which part of your receiving process is working well?

1. _____
2. _____
3. _____

Which part of your receiving process needs improvement?

1. _____
2. _____
3. _____

Action steps to strengthen our district’s receiving process:

1. _____
2. _____
3. _____

RECEIVING CHECKLIST

Date of Delivery: _____ Supplier: _____

Received by: _____

Invoice signed by: _____

Supervisor signature: _____



Items	Correct Quantity Delivered Y/N	Vehicle inspected for cleanliness Y/N	Temperature on vehicle gauge	Containers inspected for quality	Temperature of food at delivery	Accepted	Stored	Rejected	Notes

_____ This institution is an equal opportunity provider. _____

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