

Standard Operating Procedures: Receiving Deliveries

A. INTRODUCTION

Shortages and unauthorized substitutions can be costly to the school if not detected by the Manager receiving supplies. It is important that Manager carefully inspects all food and non-food items to assure accurate delivery.

The manager or designee is responsible checking all food and non-food items received, sign invoices or receipts, and turn into the CNS office daily.

B. PROCEDURE

1. Manager or designee shall compare all items received to the original order.
2. No food or non-food items should be accepted from ANY delivery if the items are not of the highest quality. If in doubt, contact the Director, Assistant Director, or Field Supervisor.
3. Any shortages/substitutions discovered must be recorded on the invoice and reported to the appropriate CNS office staff.
4. Receipts and invoices from “vendor” deliveries shall be signed, dated, collected and turned in to the CNS Office.
5. The CNS Office shall monitor invoice procedures in each kitchen to assure correct cost accountability.
6. Any deviation from the above procedure can result in disciplinary action.