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| <b>Name of Policy:</b> <u>Food, supplies and equipment procurement and record keeping</u><br><b>Policy Number:</b> 3364-104-340<br><b>Department:</b> Food & Nutrition<br><b>Approving Officer:</b> Director, Food & Nutrition<br><b>Responsible Agent:</b> Food & Nutrition Management Stores Clerk<br><b>Scope:</b> Food & Nutrition Services | <br><br><b>Effective Date:</b> 6/1/2022<br>Initial Effective Date: 8/2002 |
| <input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy<br><input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy  |   |

**(A) Policy Statement**

It is the policy of the Food and Nutrition Services (FANS) to design and implement a mechanism to ensure the safe and accurate purchase, receipt and check-in of food and nutrition items.

**(B) Purpose of Policy**

This policy serves to:

1. Ensure the safe and proper handling of food and merchandise received to prevent the transmission of disease carrying organisms
2. Establish standardized receiving methods
3. Control monitor inventories

**(C) Procedure**

1. The Director, or their designee, is responsible for the procurement of food, supplies and equipment.
2. The HACCP Food Safety Program will be the basis of the procedures in procuring food and supplies.
3. A member of management or designee must properly receive and check in all food supplies.
  - Inspect all items upon delivery to prevent acceptance of contaminated or substandard products. Return any items that do not meet quality standards to the vendor for credit.
  - Ensure the following when purchasing food supplies:
    - ❖ All fresh or processed foods containing meat, fish, poultry, eggs, milk and other dairy products have been government-inspected and certified as safe and wholesome.
    - ❖ Only pasteurized eggs are purchased.
    - ❖ Shellfish is purchased from reliable sources which comply with the regulations of the State Shellfish Authority.
    - ❖ Donated foods such as home-canned foods, salads, mixtures, custards, and other potentially hazardous foods are not accepted.
    - ❖ All food items for the facility meet all state, local and national standards.
4. Inspect foods regularly for damage due to spoilage. Discard dented, bulging or leaking cans, or return them to vendors for appropriate credit. Check expiration dates and discard appropriately.
5. All cost records are to be held in UTMC online account with GFS (Main food supply provider). This data can be then validated or researched at will via UTMC online account with correct credentials.

- 6. History of menu and menu planning is to be stored and archived under UTMC main common Z drive under Food and Nutrition.
- 7. Personnel records are to be held and stored in the office of the food director or administrative assistant under lock and in the human resources office of UTMC.

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| <b>Approved by:</b><br><br>/s/ <u>Joshua Krupinski</u> Date <u>5/4/22</u><br>Director, Food & Nutrition<br><br><br><i>Review/Revision Completed By:<br/>Food &amp; Nutrition</i> | <b>Review/Revision Date:</b><br>6/2005<br>6/2/20<br>7/1/2011<br>11/1/2012<br>1/6/2016<br>4/23/2019<br>5/4/2022 |
| <b>Next Review Date:</b> 5/1/2025  |  |