


Name of Policy: <u>Inventory procedure</u> Policy Number: 3364-104-341 Department: Food & Nutrition Approving Officer: Director, Food & Nutrition Responsible Agent: Food & Nutrition Management Stores Clerk Scope: Food & Nutrition Services	 Effective Date: 6/1/2022 Initial Effective Date: 8/2002
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

It is the policy of the Food & Nutrition Service (FANS) to consistently maintain inventory levels of all food supplies at sufficient levels to meet all demands of the department.

(B) Purpose of Policy

To establish a mechanism designed to ensure the safe and accurate inventory of food and nutrition products.

(C) Procedure

1. The Director, or their designee, is responsible for maintenance of appropriate inventory levels in storerooms, freezers, walk-ins and all refrigerators.
2. Service line pars are developed and maintained by the cafeteria, kitchen, and catering leaders. The stores clerk is responsible for maintaining these pars, ordering in product, storing and rotating inventory, as well as making suggestions based on current industry trends and vendor inventory available. Any changes to the patient menu must be approved by the Clinical Nutrition manager.
3. Inventory will be taken on a monthly basis.
4. Maintain inventory, appropriate to meet the requirements of the menu, on the premises for ten days usage of staple goods and 4 days perishables. An emergency food supply of 96 hours must be maintained at all times.

Approved by: _____ /s/ Joshua Krupinski 5/4/22 Director, Food & Nutrition Date _____ Review/Revision Completed By: Food & Nutrition	Review/Revision Date: 6/2005 6/2/2008 7/1/2011 7/1/2014 3/3/2017 4/23/2019 5/4/2022 Next Review Date: 5/1/2025
--	--