



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 1
PAGE 1 of 2
EFFECTIVE: 10/29/2010
Updated

SUBJECT:

Receiving Food Deliveries Policy and Procedure

APPROVED: 03-01-11

BY: Ron Griffin, Director

PURPOSE:

To ensure that all food is received fresh and safe when it enters PSD sites.

POLICY:

The first step PSD sites can take to ensure that we are serving food that is safe and fresh for our children is to identify and monitor the conditions of all foods delivered to sites.

REFERENCE

Head Start Performance Standards 1304.23 (e)(1); California Retail Food Code (CFRC)

PROCEDURE

Instructions for receiving deliveries:

1. Organize freezer and refrigeration space before deliveries.
2. Inspect the delivery truck when it arrives to ensure that it is clean and organized to prevent cross contamination.
3. Be sure refrigerated foods are delivered on a working refrigerated truck.
4. Compare delivery invoice against products ordered and products delivered.
5. Transfer foods to their appropriate locations no later than 15 minutes after delivery.

Frozen Foods:

1. Randomly temp frozen product upon delivery following the California Retail Food Code regulations stating that "A FOOD that is labeled FROZEN and shipped FROZEN by a FOOD processing plant shall be received FROZEN and accepted only if there are not visible signs of thawing or refreezing".
2. To temp the frozen product, use the digital probe thermometer. Take two entrée containers and place the bottoms together. Place thermometer between the two containers and wait until the digital dial reading on the thermometer holds steady (this can take 1-2 minutes). All frozen food must be 32°F or lower.
3. Document receiving temperatures on the delivery ticket next to the item that was temped.

Refrigerated Deliveries:

1. Check the dates of all perishable goods to ensure safety and quality.
2. Check the integrity of food packaging.
3. Check the cleanliness of crates and other shopping containers before accepting products.

Reject the following:

1. Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy (i.e...frozen foods that are temping above 32°F using the bottom to bottom temping method of two containers).
2. Frozen foods with signs of previous thawing.
3. Any food product that appears discolored.
4. Cans that have signs of deterioration such as swollen sides or ends, flawed seals or seams, dents or rust.
5. Punctured packages.
6. Foods with out-dated expiration dates or will expire before scheduled date of service.
7. If product is rejected for any reason, complete the Food Incident Form and fax to (909) 383-2086.