

A photograph of three people (two men and one woman) leaning over a desk, focused on a task. The man on the left is wearing a white shirt, the woman in the middle is wearing a white top, and the man on the right is wearing a blue and white plaid shirt. They are all looking down at papers or a laptop on the desk. The background is bright and out of focus. The text is overlaid on the image, with a large orange triangle behind the main title and smaller teal and orange triangles in the corners.

Receiving, Storing, and Issuing

FSM299 FoodService Capstone

By xxxxx. xxx

RECEIVING – STAFF

Only staff *qualified* and *trained* in Receiving must perform receiving tasks because trained staff are able to recognize product quality standards and can make decisions on the spot to reject or accept products. (Page 102-103 2nd paragraph)

RECEIVING – AREA AND EQUIPMENT

AREA

The receiving area must have adequate space to receive and assemble products.

EQUIPMENT

Receiving staff must be provided with receiving tools such as, thermometers, clipboards, containers, and must use appropriate receiving equipment such as platform scales, filing cabinets, dollies, carts, and other equipment used to transport products to the storeroom.

Receiving – Policy and Procedures

Follow the following receiving procedures:

STEP 1: Compare Delivery Invoice and Purchase Order

Check that the product quantity and purchase unit price match with invoice and purchase order.

Why: To ensure that the quantity and price of products agreed upon when purchased are correct when they are delivered. (page 104, last paragraph)

Receiving – Policy and Procedures

Follow the following receiving procedures:

STEP 2: Confirm Product Quality

1. Reject products that do not meet quality and quantity
2. Notify the vendor and request a credit memo for rejected items
3. Document actions taken and inform all concerned parties.

Receiving – Policy and Procedures

Follow the following receiving procedures:

STEP 3: Sign Delivery Invoice

1. Issue a credit memo
2. Move the products immediately to their respective storage room.
Why? Maintain product quality, ensure food safety, prevents product theft
1. Mark products, use FIFO, and update perpetual inventory

Receiving – Policy and Procedures

Follow the following receiving procedures:

STEP 4: Complete Receiving Report

1. Review invoice extensions
2. Forward all invoice and credit memos (if there are any) to accounting department to ensure that my cost meets the budget.

STORING – QUALITY CONCERNS

Steps in handling products in refrigerated storage areas:

1. Must monitor refrigerators at least once during each shift. Temperature must be 41°F or lower.
2. Personnel must schedule regular preventive maintenance to keep refrigerators at peak operating condition.
3. Keep refrigerator doors closed as much as possible and do not overload refrigerators.
4. Keep all foods wrapped properly and in their respective areas.

STORING – QUALITY CONCERNS

Guidelines for frozen products in freezers:

1. Check freezer temperatures and defrost freezer units on a regular basis.
2. Place frozen product that have been delivered into freezers as soon as possible.
3. Ensure that there is good airflow.
4. Label food products properly.
5. Keep freezers closed as much as possible.
6. Schedule regular maintenance.

STORING – QUALITY CONCERNS

Procedures for dry food storage:

1. Keep storerooms cool and dry between 50°F and 70°F.
2. Always ensure storerooms are properly ventilated.
3. Store dry food away from walls and 6 inches off the floor.
4. Keep dry food items out of direct sunlight at all times.

PRODUCT ISSUING

Steps in issuing products:

1. Operations using a perpetual inventory system require an issue requisition in order to remove items from the system.
2. An issue requisition is needed as an authorization to remove items from the storage area.
3. At the end of the shift or day, the signed issue requisition form is now authorized for removal.
4. The perpetual inventory form would then be adjusted to reduce the quantity of products in storage.

PRODUCT ISSUING

Sample of an issue requisition form:

Exhibit 4.9

ISSUE REQUISITION FORM

Date: 5/5/2012

Item	Issue Unit	No. of Issue Units	Cost per Issue Unit	Total Cost
Rib-eye steak	6-oz portion	25	\$6.67	\$166.75
				\$166.75

Issue authorized by: _____ J. D. Sill

Comments: _____

The background is a solid teal color. In the top-left corner, there is a small orange triangle pointing towards the center, with a larger, semi-transparent teal triangle behind it. In the bottom-right corner, there is a small orange triangle pointing towards the center, with a larger, semi-transparent teal triangle behind it.

THANK YOU