

# TOOLBOX

## SEPARATE, DON'T CONTAMINATE: RECEIVING SAFE FOOD

### Event Supply Checklist

- Receiving record sheets
- Shopping/ordering list
- Pen
- Thermometer
- Planning Guide



### Introduction:

When receiving food at your event, you want to make sure that you are receiving a safe food product, at the proper temperature and meeting your ordering specifications.

### Objective:

Participants will be able to:

1. Keep receiving records, including incoming temperatures of potentially hazardous foods.

### Teaching aids:

- Sample receiving record sheets

### Activity: Receiving

Review the receiving record sheets and discuss how food/paper goods should be received.

### Discussion Points

- Why you should check temperatures of potentially hazardous foods when receiving PHF from a supplier. If you are having food and supplies delivered to your facility, be sure to check the temperature of any heated, refrigerated or frozen foods. Check all foods for signs of insects, spoilage, temperature abuse, or tampering. If the product does not meet your standards for safety and quality, reject it and return it to the vendor.
- Discuss how and why to reject products that do not meet your standards for quality and/or safety. For example, when buying paper goods, be sure to use a reputable supplier. Paper products can be a source of insects and rodents if not stored properly.
- Once the food and supplies have been purchased or ordered, it is a good idea to keep a receiving record. You might want to include on the record:
  - ✓ Food item
  - ✓ Date received
  - ✓ Supplier/source
  - ✓ Brand name
  - ✓ Package size
  - ✓ Condition at receiving
  - ✓ Storage location
  - ✓ Name of person checking in

This receiving record serves as a source of information if there is a case of foodborne illness attributed to your operation.

