

# RECEIVING OF GOODS - FOOD AND BEVERAGE STORES

CODE: P016

Section: Food & Beverage Stores

Policy Owner: BOG

Procedure Owner: Stores Head of Department

## Purpose

The procedure for receiving food & beverage products, quality and quantity checking according to the purchase order, expiry date recording, HACCP compliant and all the related data inputting.

## Scope

To guide the **Receiving Officer** to follow a sequence of procedures in receiving goods in the appropriate way, in compliance with HAACP regulations

Staff responsible for procedure  
Head of Department / Receiving Officer

## Responsibilities and Monitoring

The Food & Beverage Stores Head of Department is responsible for overseeing this procedure.

## Procedure

- Upon delivery of products, the Receiving Officer verifies the appearance, quantities, weight, price and product description according to the purchase order.
- Vehicle temperature is checked when delivering chilled and frozen products, verified with the provided Thermometer and recorded, according to HAACP regulations:

All frozen items should be **<-18°C**

Chilled dairy products should be **<5°C**

Chilled fresh meats and poultry should be delivered at **< 5°**, offal at **<3°**

Fresh fish should be delivered on ice and accepted at **<4°**

- The invoice is stamped (**Attachment 1**) and all information recorded.
- Goods will not be accepted if the transportation vehicle does not meet the above temperature requirements.
- The invoice must include:
  - Name, address and contact information of the company
  - Purchase order number
  - VAT number
  - Date of the goods received.
  - A clear description of the provided items, quantities and the corresponding prices
  - The totals per product, the total excluding VAT, total VAT and the grand total.
- The **expiry date** is recorded and written directly on the invoice by the goods receiving officer.
- Any discrepancies in weight must be amended in the purchase order to reflect

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- the real weight on the Invoice by doing an **'Amendment'** of the purchase order.
- The **Goods Receiving Officer** signs the invoice on acceptance of goods and stamp the invoice as **'Certified Correct'**. A further check is done by the F&B Stores Head of Department and/or his assistant who, again, stamps and signs the invoice.
  - Fresh vegetables and fruit are placed in the ITS's clean plastic containers in the **Goods Receiving Area**. No other crates are accepted inside the Food stores.
  - All products in carton boxes must be transferred in the provided plastic containers in the Goods receiving Area and the carton boxes discarded immediately.
  - Only clean ITS containers can be stored in the refrigeration and freezing units.
  - The products are immediately and appropriately stored in designated refrigerators, freezers or shelves.
  - The goods received are inputted in **Material Control (MC) software**.
  - The invoice is forwarded to Accounts Department to process for payment.
  - A copy of the invoice is kept in the Food & Beverage Store as HCAAP documentation for temperature, expiry date and product serial numbers.
  - Additional chest freezers are available as a contingency in the food stores to compliment the walk-in fridge and freezing units
  - In case of a product that is not found through the normal procurement process, the Lecturer concerned is contacted to discuss an alternative product.
  - The Food & Beverage Stores receives suppliers from 06.30 till 15.30.

### Attachment 1: Stamp for recording Food temperature.

ITS FOOD STORE

DATE \_\_\_\_\_

TEMP \_\_\_\_\_

APPEARANCE \_\_\_\_\_

PACKAGING \_\_\_\_\_

BEST BY DATE \_\_\_\_\_

REMARKS \_\_\_\_\_

CHECKED BY \_\_\_\_\_

### **Records management**

- Staff must maintain all relevant records in a soft copy and/or hard copy to administering this policy and procedure.
- These records must be kept for 5 years.
- All relative documentation must be stored in clearly specified file in the PC or Laptop, backed by copies in Share point