

BUSINESS OPERATIONS

Standard 2: Manage the Purchasing Process

A CDM, CFPP is responsible for managing the purchasing process by:

- Implementing purchasing processes including purchasing specifications, group purchasing, bidding, returns, recalls, and inventory management practices
- Adhering to budget restrictions, purchasing policies, and maintain inventory records

| PERFORMANCE INDICATORS | KEY ACTIONS |
|---|---|
| 1.0 Identify purchasing policies and procedures | |
| 1.1 Accurately define clear and actionable purchasing specifications that align with budgetary and operational needs. | <ul style="list-style-type: none"> • Develop specifications that accurately describe the desired product's quality, performance, and suitability for intended use. • Engage suppliers to identify additional details, options, and cost-effective alternatives like house-brand products. • Align purchasing choices with organizational objectives, balancing quality, branding, and budgetary constraints. |
| 1.0 RESOURCES <u>Foodservice Management by Design, 4th Edition</u> <i>Quality Indicators for Receiving Safe Food</i> <i>Product Specification Format</i> <u>Foodservice Management by Design, 4th Edition, Supplemental Materials</u> <i>Receiving Checklist</i> <i>Credit Memo Example</i> Online Resources <u>ANFP</u> <u>Calculate Monthly Food Cost</u> Other Online Resources <u>Institute of Child Nutrition</u> (search "basics at a glance") <u>Grades and Standards USDA Agricultural Marketing Service</u> <u>Product Specifications & Requirements USDA Agricultural Marketing Service</u> <u>Understanding Food Quality Labels USDA Agricultural Marketing Service</u> <u>Institutional Meat Purchase Specifications USDA Agricultural Marketing Service</u> | |

2.0 Manage Inventory

2.1 Implement inventory management practices.

- Use inventory management methods based on facility's needs.
- Establish and maintain a complete and up-to-date inventory list.
- Conduct regular physical inventory counts, adjusting frequency based on organizational guidelines and control needs.
- Implement monitoring and auditing practices to detect and address discrepancies, theft, or wastage promptly.
- Optimize stock levels to balance availability with cost-effectiveness, ensuring timely replenishment to meet operational demands.

2.1 RESOURCES

[Foodservice Management by Design, 4th Edition](#)

Inventory Basics

[Foodservice Management by Design, 4th Edition, Supplemental Materials](#)

Food Leftover Usage Chart

Food Requisition Form

Physical Inventory - Valuation Form

Online Resources

[ANFP](#)

[Calculate Drain Weight](#)

[ANFP Nutrition & Foodservice Edge Magazine](#)

Understanding the Importance of Food Recalls

[Other Online Resources](#)

[USDA Foods Recalls](#)

2.2 Maintain detailed and accurate inventory records.

- Establish inventory systems based on facility needs.
- Incorporate lead units into inventory calculations to account for lead times and usage rates.
- Monitor and refine inventory forecasting methods to align with organizational goals.

2.2 RESOURCES

[Foodservice Management by Design, 4th Edition](#)

Calculating Lead Units and Purchase Quantity

[Foodservice Management by Design, 4th Edition, Supplemental Materials](#)

Perpetual Inventory Form