

## SANITATION & SAFETY

### Standard 2: Manage Purchasing, Receiving, Storage of Food and Physical Facilities

A CDM, CFPP is responsible for managing purchasing, receiving, storage, and distribution of food and supplies following established sanitation and quality standards by:

- Procuring food, water and supplies as specified from approved purveyors and identify food quality and grading.
- Protecting food in all phases of handling to prevent foodborne illnesses from occurring due to improper handling.
- Ensuring proper safe food packaging, labeling, dating, and storage practices in delivery and food rotation process.
- Purchasing, storing and ensuring safe use of chemicals and cleaning agents.

PERFORMANCE INDICATORS	KEY ACTIONS
<b>1.0 Implement food procurement and quality assurance procedures</b>	
<b>1.1</b> Demonstrate the ability to recognize grading and inspection standards and procure food, water, and supplies exclusively from approved purveyors.	<ul style="list-style-type: none"> <li>• Understand general grading and inspection standards.</li> <li>• Source food, water, and supplies exclusively from purveyors who have been vetted and approved based on their compliance with safety, quality, and sustainability standards.</li> <li>• Implement a robust system for assessing the quality and grading of food products.</li> <li>• Conduct regular audits and inspections of purveyors to ensure ongoing compliance with established standards.</li> <li>• Maintain records of procurement, quality assessments, and grading results.</li> </ul>
<b>1.0 RESOURCES</b> <a href="#"><u>Foodservice Management by Design, 4<sup>th</sup> Edition</u></a> <i>Guidelines for Purchasing, Receiving, and Storing Food</i> <i>Considerations Leading to the Selection of a Safe Food Vendor</i>	

### Online Resources

[ANFP](#)

[Top 10 Tips for Purchasing Food](#)

[Ensuring Food Safety Through Receiving and Storing Leftovers Properly](#)

[ANFP Nutrition & Foodservice Edge Magazine](#)

Responsible Procurement and Receiving of Local Food

Other Resources

[Understanding Quality Food Labels | USDA](#)

## 2.0 Implement food receiving and quality assurance procedures

**2.1** Verify quality and quantity of food supplies received.

- Verify the quantity of all items against what was purchased.
- Compare products against written specifications.
- Accept or reject products based on whether they meet order specifications and quality standards.
- Manage receiving and storage temperatures to keep food out of danger zone.

**2.2** Recognize signs of contamination upon receipt.

- Reject food in damaged packaging.
- Look for inspection stamps, date codes, and labels/tags for fish or juice.
- Check the temperature of frozen and refrigerated foods, including milk.
- Verify freshness by color, odor, touch, and package condition.
- Check for signs of pest infestation.
- Look for signs of spoilage.

### 2.0 RESOURCES

[Foodservice Management by Design, 4<sup>th</sup> Edition](#)

*Steps of a Basic Receiving Process*

*Quality Indicators for Receiving Safe Food*

[Foodservice Management by Design, Supplemental Materials, 4<sup>th</sup> Edition](#)

*Receiving Checklist Example*

### Online Resources

[ANFP:](#)

[Top 10 Tips for Purchasing Food](#)

[ANFP Nutrition & Foodservice Edge Magazine:](#)

The Wheat We Eat: Safety, Quality, and Nutrition

Serving Fruits & Vegetables Safely and Cost-Effectively

Thinking Outside the Box: Safe Receiving Practices

## 3.0 Implement food storing and quality assurance procedures

**3.1** Ensure rotation through labeling, dating, and rotating food.

- Label and date containers holding food or foods ingredients that are removed from original packaging.
- Monitor shelf life for use before expiration.
- Apply First In, First Out (FIFO) method.

### 3.0 RESOURCES

#### Online Resources

[ANFP Nutrition & Foodservice Edge Magazine:](#)  
What Clean Labels Can Do For Your Operations

#### Other Resources

[FoodKeeper App](#) | [FoodSafety.gov](#)

## 4.0 Organize workflow and use of equipment

**4.1** Ensure optimal workflow efficiency and equipment utilization.

- Regularly monitor and evaluate task completion times, equipment usage rates, and maintenance schedules.
- Implement standardized procedures for equipment handling and task execution to minimize downtime and maximize productivity.
- Continuously assess and adjust workflows to align with organizational goals and improve overall performance.

### 4.0 RESOURCES

#### [Foodservice Management by Design, Supplemental Materials, 4<sup>th</sup> Edition](#)

*Equipment Maintenance and Repair Log*  
*Equipment Repair Record*  
*Manager Self-Inspection Corrective Action Checklist*

#### Online Resources

[ANFP Nutrition & Foodservice Edge Magazine](#)  
Peak Performance: Empowering Your Team for Maximum Productivity  
Strategies for Managing Today's Foodservice Workforce

## 5.0 Prepare a safety, cleaning, and sanitation inspection checklist

**5.1** Develop and implement a comprehensive safety, cleaning, and sanitation inspection checklist to ensure adherence to health and safety standards.

- Regularly review and update the checklist to reflect current regulations and best practices.
- Monitor compliance through scheduled inspections and audits, and provide training to staff on proper procedures.

## **5.0 RESOURCES**

### **Foodservice Management by Design, 4<sup>th</sup> Edition**

*Sample Cleaning Procedure for Floors*

### **Foodservice Management by Design, Supplemental Materials, 4<sup>th</sup> Edition**

*Sample Cleaning Self-Inspection Checklist*

*Partial Preventive Maintenance Cleaning Schedule for Facilities and Equipment*

### **Online Resources**

[ANFP Nutrition & Foodservice Edge Magazine:](#)

Are You Ready for Your Inspection?

'Tis the Season... Inspection Season, That Is

The Role of Cleaning in Food Safety