Chapter 7 :
Receiving, storage, and Inventory

Receiving

- Is the point at which foodservice operations inspect the products and take legal ownership and physical possession of the items ordered

- The goals :
  - To ensure that the food and supplies delivered match pre-established specifications for quality and quantity
  - To prevent product loss by mishandling and theft

Receiving process

- Good receiving program should include clearly written policies and procedures for:
  - Coordination with other departments
  - Training for receiving personnel
  - Parameters of authority and supervision
  - Scheduled receiving hours
  - Security measures
  - Documentation procedures

Poorly planned receiving program

- Short weights
- Substandard quality
- Double billing
- Inflated prices
- Mislabeled merchandise
- Inappropriate substitutions
- Spoiled or damaged merchandise
- Pilferage or theft

Coordination with other departments

- Receiving needs a well coordination with three main areas:

1. Purchasing department
    - In cooperation with the food manager, they set standards of quality that used by the receiving personnel
2. Production department
    - Depends on the receiving unit to get needed food and supplies for the scheduled production

Coordination with other departments

3. Accounting department

- Responsible for processing the billing of food and supply purchases
- Receiving record must be completed and submitted to accounting on time so that payments are made on time
- Handle the discrepancies between what was ordered and what was delivered

Receiving personnel

- Either by a specific well trained employee
- Or by any employee scheduled when a delivery arrives

Receiving clerk (storeroom clerk)

- Needed qualifications:
  - Knowledge of food quality standards
  - Ability to evaluate product quality and recognize unacceptable product
  - Understanding of the proper documentation procedures

Facilities and Equipment

- Receiving area should be as close to the delivery docks as possible
- With easy access to the storage facilities of the operation

Facilities and Equipment

- Scales (platform model, countertop model)
- Thermometers
- Opening devices (short blade knives, crate hammers)
- Specifications
- Purchase order
- Documentation records

Scales

The receiving process

- Involves 5 key steps:
  1. Physical inspection of the delivery, check it against the purchase order
  2. Inspect the delivery against the invoice
  3. Accept the order if specifications are met
  4. Complete receiving records
  5. Transfer goods to appropriate storage

Methods of Receiving

1. The blind receiving method
2. The invoice receiving method

1. The blind receiving method

- Providing an invoice or purchase order (quantities have been erased) to the receiving clerk
- The clerk must quantify each item, and record them on the blind order
- Compare the blind with the original order

1. The blind receiving method

- Offers unbiased approach by the receiving clerk
- This approach forces the receiving clerk to make a serious check of the delivery
  - Must weigh the items, and count them
- BUT, time consuming and labor intensive

2. Invoice receiving method

- The receiving clerk checks the delivered items against the original purchase order and notes any deviations

- Efficient , but requires careful evaluation by the clerk to ensure that the delivery is accurate

Storage

- When planning, there should be a straight line from the receiving dock to the storeroom and refrigerators

- Short distance between the receiving and storage:
  - Less labor required .
  - Less pilferage
  - Less deterioration of food products

Storage time and temperature

Food	Suggested Maximum Temperature (°F)	Recommended Maximum Storage	
Canned products	70	12 months	
Cooked dishes with eggs, meat, milk, fish, poultry	36	Serve day prepared	
Cream filled pastries	36	Serve day prepared	
Dairy products			
Milk (fluid)	40	3 days	In original container, tightly covered
Milk (dried)	70	3 months	In original container
Butter	40	2 weeks	In waxed cartons
Cheese (hard)	40	6 months	Tightly wrapped
Cheese (soft)	40	7 days	In tightly covered container
Ice cream and ices	10	3 months	In original container, covered
Eggs			
Shell, fresh	40	3 weeks	Unwashed, not in cardboard
Pasteurized liquid	40	3 days (once container is open)	Loosely wrapped
Hardcooked	40	7 days	In covered container
Fish (fresh)	36	2 days	
Shellfish	36	5 days	
Frozen products			
Fruits and vegetables	0 (to –20)	1 growing season to another	Original container
Beef, poultry, eggs		6–12 months	Original container
Fresh pork (not ground)		3–6 months	Original container
Lamb and veal		6–9 months	Original container
Sausage, ground meat, fish		1–3 months	Original container
Fruits			
Peaches, plums, berries	50	7 days	Unwashed
Apples, pears, citrus	50 (to 70)	2 weeks	Original container
Leftovers	36	2 days	In covered container
Poultry	36	1–2 days	Loosely wrapped
Meat			
Ground	38	2 days	Loosely wrapped
Fresh meat cuts	38	3–5 days	Loosely wrapped
Liver and variety meats	38	2 days	Loosely wrapped
Cold cuts (sliced)	38	3–5 days	Wrapped in semimoisture-proof paper
Cured bacon	38	7 days	May wrap tightly
Ham (tender cured)	38	1–6 weeks	May wrap tightly
Ham (canned)	38	6 weeks	Original container, unopened
Dried beef	38	6 weeks	May wrap tightly
Vegetables			
Leafy	45	7 days	Unwashed
Potatoes, onions, root vegetables	70	7–30 days	Dry in ventilated container or bags
Mayonnaise (commercial)	40	2 months after opening	
Salad mixtures: egg, chicken, tuna, ham, macaroni	40	3–5 days	
Soups and stews, fresh	40	3–4 days	
Soups and stews, frozen	0 (to –20)	2–3 months	
Sausage, raw from pork, beef, turkey	40	1–2 days	
Sausage, frozen	0 (to –20)	1–2 months	

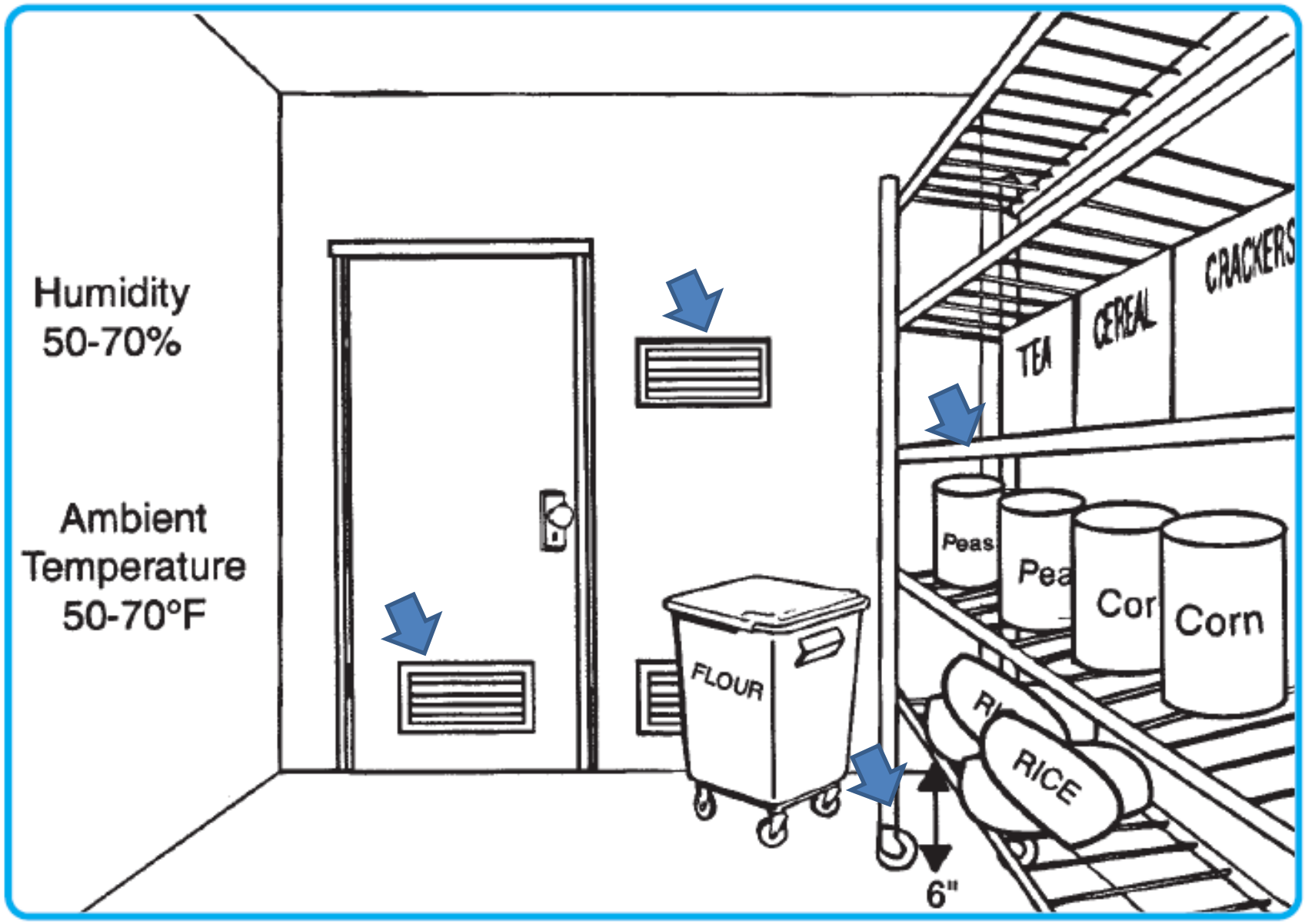
Figure 7.3 Suggested maximum storage temperatures and times.

1. Dry storage

- **Should be:**
  - Dry
  - Cool
  - Well ventilated
  - In location that convenient for receiving and preparation
- **For :**
  - Nonperishable foods (no refrigeration)
  - Paper supplies
  - Cleaning supplies (in separate room)

1. Dry Storage : Temperature and Ventilation

- Temperature not over 70 F (21 C)
- Dry
  - Dark, damp areas → molds → deterioration of flour, rice, …
- Insulated pipelines (to prevent leakage on food)



1. Dry Storage : Temperature and Ventilation

- No direct windows (if does : should painted opaque to prevent direct sunlight)

- Ventilation through:
  - Wall vents (to permit air circulation)
  - Containers of food should be cross stacked

Storeroom arrangements

- Containers should stored on racks or shelves rather than on floor or against walls
- Containers should be dated! And stored according to FIFO
- Shelves should be far enough off the floor and away from the wall → to permit a free flow of air

FIRST IN
Newest

FIFO

FIRST OUT
Oldest

Sanitation of dry storage area

- Preventive measure from insects and rodents
  - Use insecticides
  - Rodenticides
- Regular cleaning schedule

2. Refrigerated and Freezer Storage

- Fresh and frozen foods → should be stored immediately after receiving
- For:
  - Fresh fruits and vegetables : 40-50 F (4 – 10 C)
  - Meat, poultry and dairies: 32-40 F (0- 4 C)
  - Frozen foods : 0- -10 F (-17 - -23 C)

- Also according to FIFO

- Fruits and vegetables should be checked daily for ripeness and decaying pieces to prevent further spoilage

2. Refrigerated and Freezer Storage

- Walk in refrigerators :
  - For general and short term storage
- All refrigerators should be provided with **thermometers**
- Temp. should be checked twice daily
- Should be cleaned at least weekly , and remove the spills immediately

Reach in refrigerators

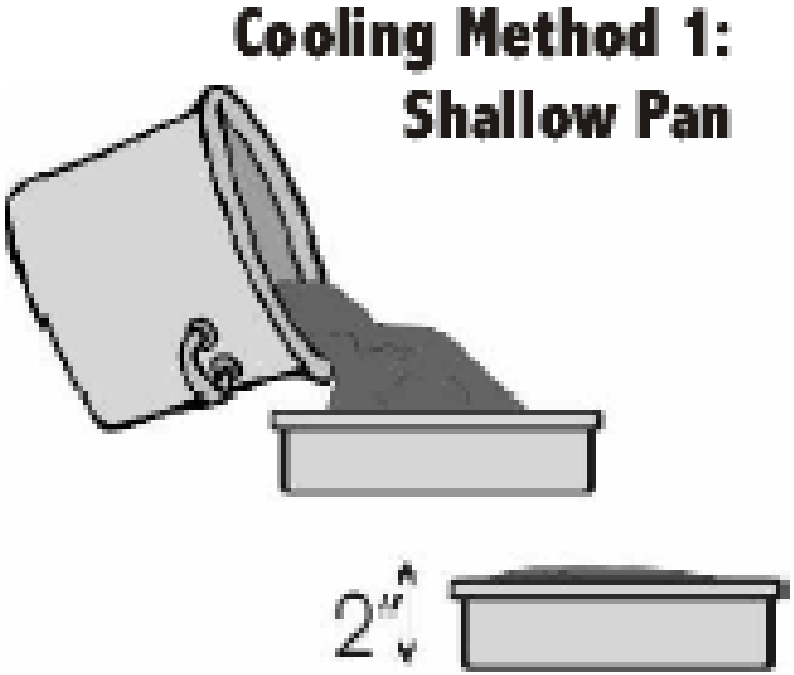
- Located near workstations for storage of daily perishables and foods in preparation

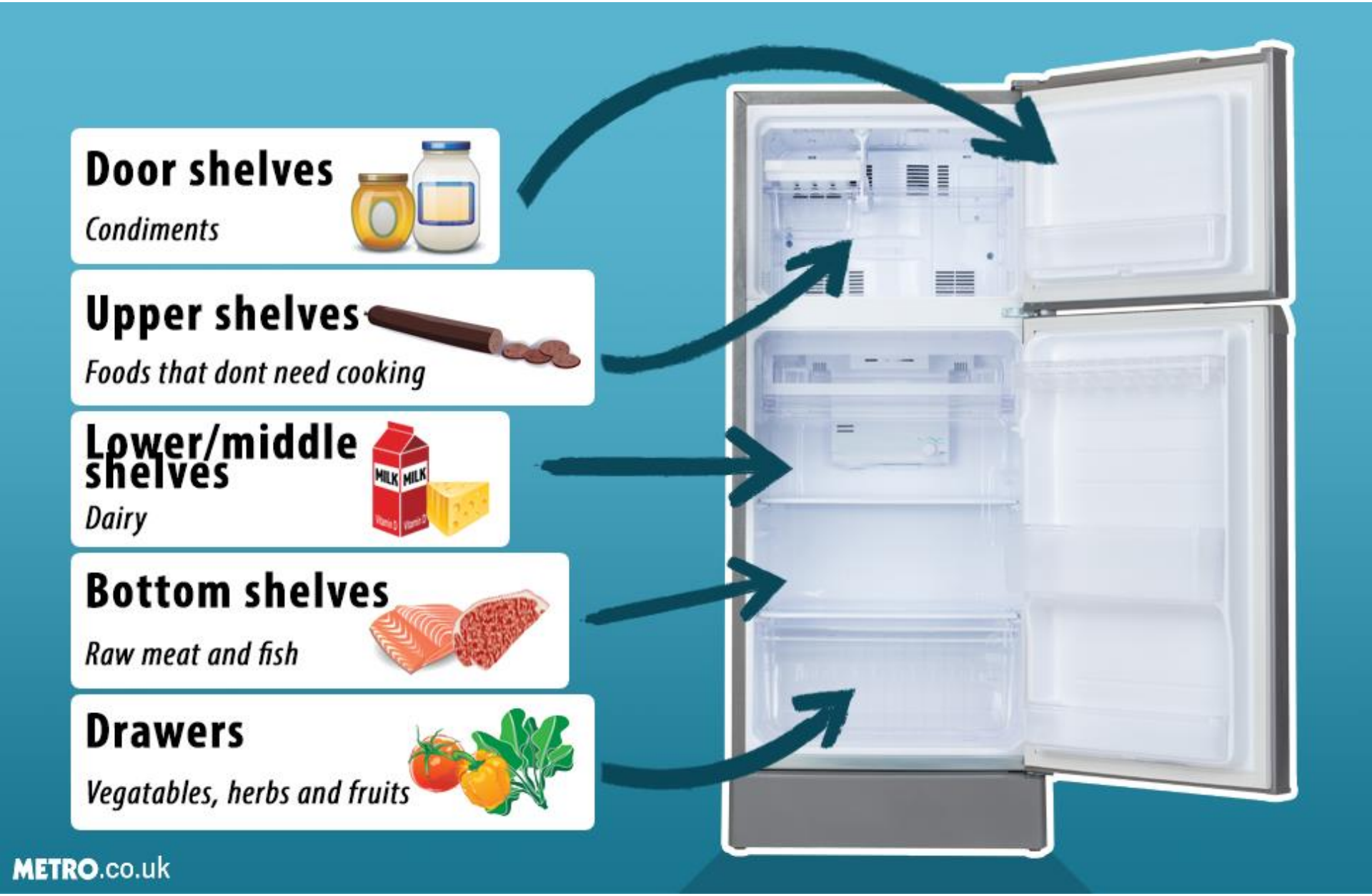
2. Refrigerated and Freezer Storage

- Hot foods should be placed in shallow pans to chill as soon as possible after preparation

- Cooked meats should be stored above raw meats in the ref. and freezers

Cooling methods





Inventory Records

- Control system to :
  - Record all food products and supplies as they are received and stored
  - And again, as they are issued for use in production or other area

Receiving Record

- After inspecting the received supplies, they should be recorded on the **receiving record form. (fig 7.7)**

- And compare it against the purchase order, the delivery slip, and the invoice

Issuing

- Authority to removing the food from the storeroom should be assigned to one person only !
  1. Storeroom purchases (should be moved from the storeroom only by requisition form)
  2. Exception -- Direct issues (perishable foods that are to be used the same day of receiving → and sent directly to production units)

Issuing

- Controlled process of transferring foods from storage to a place where they can processed

- Compiling a list of supplies needed for production and service of the day's menu
- Then, the list is submitted to the storeroom clerk
- The order is filled and delivered to the appropriate department

Inventory methods

- They serve to indicate:
  1. the rate of stock usage
  2. The amounts of replacement units needed
  3. Types and size of stock on hand
  4. Dollar value of stock in hand

Inventory

- Perpetual inventory
- Physical inventory

Perpetual inventory

- Is a *running record* of the balance on hand for each item in the storeroom

- Provides continuing records of food and supplies purchased, in storage, and used

Perpetual inventory

- Items received are recorded from the invoices

- And the amounts are added to the previous balance on hand (recorded from the requisition orders)

Physical inventory

- An actual count of items in all storage areas
- Taken periodically
- 2 persons work together (one from outside the storeroom area)
- Developing a printed form (fig 7.10)

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Physical Inventory _____ 20 ____

Classification	Item	Unit	Quantity	Unit Price	Total Cost
Beverages:					
	Coffee	14 oz pkg			
	Tea, iced	1 gal			
	Tea, individual	100/Box			
Cereals:					
	Assorted individual	50/carton			
	Corn Flakes	100/cs			
	Cream of Wheat	1# 12 oz box			
	Hominy grits	1# 8 oz box			
	Oats, rolled	3# box			
	Ralstons	1# 6 oz box			
	Rice, white	1# box			
Cereal Products and Flour:					
	Cornmeal	Bulk/lb			

TOTAL PAGE 1 _____

Figure 7.8 A sample page from a physical inventory form.

Physical inventory

- After completing the physical inventory:
  - The value of each item is calculated, and the total value of the inventory is determined
- Can be used as a check against the perpetual inventory records