

BISTRO

PUTTING AWAY A DELIVERY

Before you accept a delivery there are some checks that you need to make:

1. Is the delivery for your club?
2. Are these the goods that were ordered?
3. If it is a different product, is there an allergen sheet for this item?
4. Is there any sign of damaged packages?
5. Is there any sign of packaging having been tampered with or dirty?
6. Are the items past any “use by,” “best before” or any other time bound dates?
7. If items delivered are dated with less than 7 days, you have the right to refuse them.

Do not accept any delivery that you are not happy with; contact your Team Leader or a member of Management.

There are specific things that you need to check for different types of produce as well as those above:

Vegetables/ Fruit

- Make sure that the vegetables/fruit do not look limp or mouldy.
- Check to see if they have a shelf life and that they are not out of date.
- Label any vegetables/ fruit with a 7-day use by date.

Chilled Goods (Milk, Butter, Cheese, Margarine, Mayonnaise, Bacon, Cooked Meats)

- Temperature must not be above 5°C. Preferred temperature is between 1-4°C.
- A delivery temperature record must be completed for chilled goods deliveries.
- You must obtain a temperature receipt from the delivery driver as evidence and attach it to the club’s temperature sheet for that day.
- Make sure you label any chilled goods with the delivery date

Frozen Goods (Vegetables, Fish, Meat, Burgers, Bakery)

- Frozen products should arrive at a temperature between **-16°C and -25°C**.
- A delivery record must be completed on the daily temperature sheet for frozen deliveries **as well as recording this on the Cross Contamination sheet**.
- You **must obtain a Temperature receipt** from the delivery driver as evidence and attach it to the club's temperature sheet for that day.

If you accept the delivery you need to **check that you have received all of the items** detailed on the delivery note.

- When you are completely satisfied, you can sign the delivery note and make sure that you get a copy for our records.
- You will then need to make sure that all deliveries are put into the correct storage areas within the recommended time limits.
 - o You will find this information in the food safety file.