



## Food Delivery Checklist

- Trained staff are available to receive delivery
- Staff have the proper tools to receive delivery
  - Thermometers
  - Receiving logs
  - Transport carts
- Food service operation storage areas have been organized, cleaned and ready to receive new product
- Delivery truck and items for signs of pests
- Food and non-food items have been transported separately
- Refrigerated foods should be delivered at 40°F or less
- Frozen foods should be delivered frozen (check for signs of thawing and refreezing)
- Smell for strange odors
- Look for broken, leaking or damaged packaging
- Swollen or dented packaging (especially cans) and ensure that all seals are in good condition
- Labels have appropriate and acceptable codes and expiration dates
- Government approval stamps on regulated foods
- Invoices are correct with proper paperwork for compliancy and tags