

Lesson 10:

Chapter 4 Module 1

Purchasing and Receiving Foods

Chapter 4: The Flow of Food Safely through your Establishment

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Chapter 4 - Module 1: Purchasing and Receiving Foods

PURCHASING AND RECEIVING FOODS

Key Words:

- Reliable Supplier
- Inventory Rotation
- First-In First-Out (FIFO)
- Good Receiving Practices
- Shellfish Identification Tags
- Food Recall

Main Ideas:

- Restaurants should purchase products from a reliable supplier
- Good receiving practices are important to food safety
- Items should be received in good condition or rejected and returned to the supplier
- Substitutions should only be accepted when approved by managers
- Managers and employees should be notified of any product substitutions

PURCHASING FOOD PRODUCTS

Restaurants purchase their food products from a food distributor, food broker, or discount retailer. Selecting reliable suppliers with good food safety practices is a key first step to providing safe food to customers.

Good Receiving Practices

Good receiving practices are an important part of food safety:

- ✓ Schedule food deliveries during non-peak business hours, when employees have time to inspect, date label, and properly store products
- ✓ Inspect deliveries for accuracy, quality, cleanliness, and safety (temperature)
- ✓ Rotate inventory on **First-In First-Out (FIFO)** basis
- ✓ Immediately store refrigeration and freezer items

Preparing for a Food Delivery

Good receiving practices are an important part of food safety. Many restaurants train one or two employees to be in charge of receiving food deliveries.

- ✓ **Schedule deliveries during NON-PEAK business hours:**
 - Food deliveries should be scheduled during less busy hours of operation when employees have time to inspect and quickly store the food products.
- ✓ **Identify the difference between acceptable and unacceptable products:**
 - These employees must be able to recognize products that are acceptable versus products that should be rejected.
- ✓ **Organize storage areas prior to delivery:**
 - Before a food order arrives, refrigerator, and freezer space should be organized so that the newly delivered food can be quickly stored. All storage areas (refrigerators, freezers,

or dry storerooms) should have shelving or pallets so that food products can be stored at least 6 inches off the floor. This ensures that water spills will not damage products.

✓ **Rotate inventory in FIFO:**

- Inventory should be rotated so that new items are stored behind current inventory on a **First-In First-Out** inventory management system.

Inspecting Food Orders

To promote food safety, employees who are receiving food deliveries should check product accuracy, quality, cleanliness, and food temperatures.

Product Accuracy

Each item should be compared against the purchase order form and invoice for accuracy. The employee receiving the food order must determine with the manager whether product substitutions are appropriate. Some products can be easily substituted without significant changes in food preparation or service.



- ✓ When a supplier substitutes Macintosh Apples for Granny Smith Apples, this should pose no risk to customers.
- ✗ When a supplier substitutes walnuts for almonds, this change may place customers with food allergies at risk. If the substitution is accepted, the manager, kitchen staff, and front-of-house employees must be notified.

When different brands are substituted, ingredient labels should be compared to determine if any food allergy risks exist. For example, a different brand of soy sauce may contain wheat, causing a health risk for customers with either wheat allergy or gluten intolerance.

REMEMBER:

Contact the manager if the supplier makes a product substitution. If a product cannot be safely substituted, it should be rejected and returned to the supplier.

Product Quality

- ✓ **Expiration Dates:** Employees should check expiration dates of milk, eggs, and other perishable foods to be sure they have not passed the expiration date.
- ✓ **Fresh with no signs of spoilage:** Fresh fruits and vegetables should be checked to make sure they are in good condition with no spoilage.
- ✓ **Intact Packaging:** Packaged foods should have packaging intact with no tears or punctures.
- ✓ **Cans free of dents, rust, swelling:** Canned products should not have dents, rust, flawed seals or seams, or swollen sides or ends.

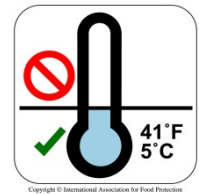
Any products that do not meet standards should be rejected and returned to the supplier for credit or replacement products.

Cleanliness

- ✖ **Reject food and cartons with signs of insects or shipped in dirty crates:** Employees should check the cleanliness of food products and the cartons and crates in which they are packed. There should be no evidence of insects or pests. Food that is contaminated with insects or pests, or is shipped in dirty crates should be rejected.

Correct Temperatures

Temperatures of refrigerated food items should be checked upon delivery. Most refrigerated products should be received at 41°F or less. Employees can check the temperature of fresh meat, poultry, and fish by putting a clean, sanitized thermometer between packaged items. **Do NOT puncture the food packaging.** Employees should reject refrigerated products that are delivered at temperatures above 41°F.



- ✖ **Reject refrigerated items received above 41°F.**
- ✔ **Accept refrigerated foods received below 41°F.**

Frozen foods should be received solidly frozen. It is not possible to insert a thermometer into frozen foods; however, these foods should be examined for signs of thawing and refreezing, such as large ice crystals, ice on the bottom of cartons, or water stains on cardboard packaging. If there are signs of thawing and refreezing, reject the food.

- ✖ **Reject frozen food items with signs of thawing and refreezing.**
- ✔ **Accept frozen food items solidly frozen.**

Type of Food	Recommended Receiving Temperature
Refrigerated high risk foods (meat, poultry, fish)	41°F or lower
Frozen foods	Frozen solid
Raw shell eggs	Air temperature of 45°F or lower
Milk	45°F (Cool to 41°F within 4 hours)
Live shellfish*	Air temperature of 45°F (Cool to 41°F within 4 hrs)
Shucked shellfish (shells removed)*	45°F or lower (Cool to 41°F within 4 hours)

Table 6: Refrigerated and frozen food receiving temperatures

*These products require Shellfish Identification Tags.

Shellfish and Fish

It is especially important that restaurants purchase shellfish and fish from a reliable supplier. Shellfish and fish are sometimes contaminated by toxins that can make people very ill. These toxins **cannot be destroyed by cooking or freezing**. Therefore, the only way to protect customers from these toxins is to purchase from a supplier who makes sure that their shellfish and fish come from safe sources. Suppliers must also ensure that keep seafood at appropriate temperatures to prevent bacterial growth.

Shellfish Identification Tags: Federal regulations require that shellfish sold to restaurants and other foodservice operations must be packed in containers that contain source identification tags. These tags identify the harvester or dealer who cleaned, shipped, or reshipped the shellfish. Tags must also provide information about the type and quantity of shellfish and the date and location of harvesting. The identification tags must be kept on the container until all the shellfish have been served and then kept on file at the restaurant for another 90 days.

Pictures retrieved from:

<http://www.fda.gov/downloads/Food/GuidanceRegulation/FederalStateFoodPrograms/UCM350004.pdf>

Food Storage

Inventory Rotation and Date Marking

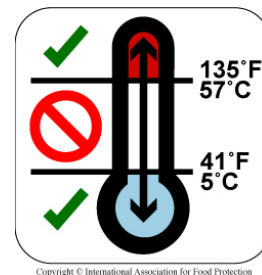
After food items are received, inspected, and accepted, restaurant employees can use a permanent marker to label each carton or item with the delivery date (Example: Month-Date-Year). New products should always be stored behind older products. This method of inventory rotation is called **First-In First-Out (FIFO)**. All storage areas (dry storeroom, refrigerator, and freezer) can be organized according to FIFO. This method ensures that the chef or cook uses the oldest product first.



- ✓ **Label with name of food and date received.** If foods are removed from the original package and placed into a different container, the container should be labeled with both the name of the food and the date.
 - Example: Wheat Flour 08-14-2014
- ✓ **Wash and sanitize food containers to avoid Cross-Contact.** When dry foods such as flour, sugar, rice, or beans are removed from the original package and placed in storage containers, these containers should be washed and sanitized. Simply wiping containers with a clean cloth and rinsing with water does not remove food allergens. Food allergens can be spread by **Cross-Contact** if storage containers are not properly washed and sanitized.
 - Example: Wheat flour might be stored in a container and later used to store rice. If the container is not cleaned, the rice will then contain food allergens from the wheat. This places customers with food allergies at risk.

Food Storage Temperatures

After foods have been delivered and inspected, it is important to store them as soon as possible. Frozen foods and refrigerated high risk foods (meat, poultry, fish, shellfish, eggs, and milk products) should be moved into storage quickly so that food temperatures do not rise into the **Temperature Danger Zone** (41°F to 135°F).



✓ **Refrigeration Temperature Storage:** 32° to 40°F

✓ **Freezer Temperature Storage:** 0° to -20°F

The following table shows recommended storage temperatures and times for some foods that are at high risk for bacterial growth causing foodborne illness. Employees should especially be aware of high risk foods that should be stored only 1 to 2 days at refrigeration temperatures. This includes fresh fish and shellfish, ground meat, stew meat, and fresh poultry (whole, pieces, or ground).

Food Product	Recommended Refrigeration (32°F to 40°F) Storage Time	Recommended Freezer (0°F or below) Storage Time
Dairy Products		
Milk	3 days	Does not freeze well
Cheese, soft, unripened (i.e. cottage, ricotta)	7 days	
Eggs in shell * store at 40°F	21 days	Does not freeze well
Fresh Fish and Shellfish	1 to 2 days	3 to 6 months
Fresh Meat		
Ground meat or stew meat (beef, pork, lamb)	1 to 2 days	3 to 4 months
Lamb roasts & chops	2 to 3 days	4 to 6 months
Roasts (beef, pork, veal)	3 to 5 days	4 to 12 months
Steaks (beef, pork, veal)	3 to 5 days	6 to 12 months
Chops (beef, pork, veal)	3 to 5 days	4 to 6 months
Fresh Poultry (whole)	1 to 2 days	12 months
Fresh Poultry (pieces, or ground)	1 to 2 days	9 months
Cooked Meat or Poultry	3 to 4 days	2 to 6 months
Soups and Stews	3 to 4 days	2 to 3 months
Processed Meats		
Lunch meats (opened package)	3 to 5 days	1 to 2 months
Lunch meats (unopened package)	14 days	1 to 2 months
Bacon	7 days	1 month
Smoked breakfast sausage (links or patties)	7 days	1 to 2 months
Hot dogs (opened package)	7 days	1 to 2 months
Hot dogs (unopened package)	14 days	1 to 2 months
Ham, cooked, spiral-cut	3 to 5 days	1 to 2 months
Ham, cured (cook before eating)	5 to 7 days	3 to 4 months
Ham, cooked, whole	7 days	1 to 2 months

Table 7: Refrigeration and Freezer storage guidelines



Thermometers should be placed in the warmest part of each refrigerator and freezer. Check freezer and refrigerator temperatures at least twice daily. It is important to keep refrigerated and frozen foods at the proper temperature because bacteria can grow rapidly at temperatures above 41°F. If a refrigerator malfunctions and foods remain in the **Temperature Danger Zone** (41°F to 135°F) for 4 hours or longer, the foods should be discarded.

✓ **Freezer Temperature
Below 0°F**

✓ **Refrigeration Temperature
at or Below 40°F**



Food Recalls

When a food manufacturer finds that an unsafe food product has been sold to retail food operations, they can issue a Food Recall. A **Food Recall** is a corrective action by a company to take food products that pose a health hazard to consumers off the market. These hazards might include the following:

- ✗ Harmful levels of bacteria
- ✗ Food allergens not listed on food labels
- ✗ Chemical contaminants
- ✗ Physical contaminants such as broken glass or metal fragments

In recent years, Food Recalls have been issued for foods such as ground beef, pork products, alfalfa sprouts, peanut products, shell eggs, and raw spinach because they were found to contain harmful levels of bacteria.

Other Food Recalls were issued for foods that contained food allergens not listed on the ingredient label, such as peanuts in cookies, egg in cheese spread, or soy or wheat in meat and poultry products. These foods could cause allergic reactions for customers with food allergies.

Restaurant managers who wish to receive notices of food recalls and alerts through email can sign up for alerts (www.foodsafety.gov/recalls/alerts). Meat, poultry, and egg products that are recalled can be identified by the establishment number assigned to the plant by U.S. Department of Agriculture (USDA) inspectors. Other recalled food products that are regulated by the FDA can be identified by the brand name, Universal Product Code (UPC), production codes and dates, type of packaging, and weight.

When a manager becomes aware of a Food Recall:

- ✓ Remove the product from the food preparation area
- ✓ Immediately clean the preparation area
- ✓ Mark "Do Not Use"
- ✓ Place in a secure area of a refrigerator or dry storeroom

The manager should also:

- ✓ Instruct all food service employees not to use the Food Recall product
- ✓ Report the quantity of food product to the supplier

- ✓ Follow additional instructions on disposal of the product

Scenario 5: Major Food Recall of Shell Eggs



In 2010, restaurant customers in three states became ill. The FDA linked the illnesses to shell eggs produced by two large companies. The eggs, marketed under more than two dozen brand names, were found to be contaminated with *Salmonella*, a bacteria causing foodborne illness. The outbreak caused over 2,000 people to become sick. FDA announced plant numbers, product codes, package sizes, and brand names in an effort to withdraw the eggs from the market and protect customers. The major food recall resulted in over 500 million shell eggs being recalled nationwide. The eggs were thought to be contaminated because of crowded, unsanitary conditions on the chicken farms where these eggs originated. However, illness from *Salmonella* can be prevented when eggs are cooked to proper temperatures. The outbreak underscores the importance of not serving undercooked or raw eggs.

STANDARD OPERATING PROCEDURES: PURCHASING AND RECEIVING FOODS

- Schedule deliveries during less busy hours of operation
- Check food deliveries
 - Product accuracy,
 - Product quality, and
 - Cleanliness
- Notify the manager of product substitutions that involve food allergens
- Check temperatures of refrigerated and frozen foods at time of receiving
- Store refrigerated and frozen foods quickly to maintain temperatures
- Reject food items that do not meet standards
- Date and label all received food items
- Keep shellfish identification tags on file for at least 90 days after last shellfish is served
- Label with date and name of food when foods are removed from original packaging and placed in another container
- Clean and sanitize food storage containers between uses
- Rotate food in inventory on a First-In First-Out (FIFO) basis
- Be alert for Food Recalls
- Remove any recalled food items from the food preparation area and immediately clean the area

[**View Video linked from Chapter 4 Module 1.**](#)

Quiz...Next Page

Purchasing and Receiving Foods

Module Quiz: Please make sure you have read Chapter 4 – Module 1 and watched the corresponding video before you take the quiz. If you have any questions about the information found in Module 1, please ask your manager before you begin.

1. The best way to avoid having customers become ill from toxins contained in shellfish or fish is to:
 - a. Freeze seafood for 12 hours before cooking
 - b. Cook seafood to 145°F or higher
 - c. Purchase seafood from a reliable supplier
 - d. All of the above
2. Restaurants should prepare for a food delivery by:
 - a. Scheduling the delivery at less busy hours of operation
 - b. Training one or more workers how to receive a food order
 - c. Organizing refrigerator and freezer space to make room for the new food delivery
 - d. All of the above
3. Which of the following products should be rejected during the receiving process?
 - a. Milk that is past the expiration date
 - b. Cantaloupe melons that have moldy spots
 - c. Canned fruit in cans that are rusted and dented
 - d. All of the above
4. Most refrigerated foods should be received at or below a temperature of _____.
 - a. 0°F
 - b. 32°F
 - c. 41°F
 - d. 45°F
5. Milk, raw shell eggs, and shellfish can be safely received at a temperature of 45°F, but should be cooled to 41°F within 4 hours.
 - a. True
 - b. False
6. Shellfish identification tags should remain on file at the restaurant until _____ days after the last shellfish from that container are cooked and served.
 - a. 30
 - b. 60
 - c. 90
 - d. 120
7. The FIFO method of inventory rotation means that:
 - a. New products are stored behind older products
 - b. New products are stored in front of older products
 - c. New products are stored near older products
 - d. Products are arranged in alphabetical order

8. Which of the following food products should be stored for only 1 to 2 days at refrigerator temperatures of 32° to 40°F?
 - a. Packaged lunch meat
 - b. Raw shell eggs
 - c. Ground beef
 - d. Beef roast

9. Which of the following foods could be subject to a food recall?
 - a. Ground beef containing harmful levels of bacteria
 - b. Cookies containing egg that is not listed on the ingredient label
 - c. Tomato sauce containing glass fragments
 - d. All of the above

10. Which of the following is the best action to take when a recall is issued for a product?
 - a. Serve the food product to customers as soon as possible
 - b. Donate the food product to an animal shelter
 - c. Label the product "Do Not Use," store in a safe area, and call the food supplier for instructions on disposal
 - d. Allow restaurant workers to take the food product home