

## ACTIVE MANAGERIAL CONTROL POLICY: FOOD SOURCE SAMPLE LANGUAGE

**Why this is important:** An establishment has direct control over the quality and safety of its food once it has been received. If food is received and accepted that has been mishandled prior to receipt, it can impact the ability of a business to serve safe food. A business must be familiar with their food provider network and verify that only food that is in good condition is accepted.

<b>Who does this apply to:</b>	<i>Example(s):</i> Kitchen managers are responsible for purchasing contracts and ordering. All food employees are responsible for receiving food orders and verifying the completeness and integrity of the food....etc.
<b>When will this be performed:</b>	<i>Example(s):</i> Food supply orders are completed every Tuesday and Friday morning. Deliveries are received on Wednesday and Saturday mornings between 7am-10am., etc.....
<b>Where does this take place:</b>	<i>Example(s):</i> Food supply orders are completed in the kitchen office using the designated food ordering system(s). All food orders are received at the main serviced in the back of the kitchen....etc.
<b>How is this completed:</b>	<i>Example(s):</i> Whenever a new food supplier is identified, the kitchen manager must verify the supplier is properly licensed and in good standing.....Any employee who processes a food delivery shall inspect the order to ensure the packaging is intact and the food is in wholesome condition. Temperature checks shall be performed on all TCS foods. Any food found out of acceptable temperature control or in an unwholesome state shall be refused.....etc.
<b>Corrective Action:</b>	<i>Example(s):</i> If food suppliers are found to be operating without integrity, managers are required to use a new food supplier.....If food has been accepted by staff that is unwholesome or has been mishandled prior to receipt, the food will immediately be taken out of production for credit. The kitchen manager will report findings to the supplier and place a new order. Staff will be retrained on receiving policy....etc.
<b>Monitoring Steps:</b>	<i>Example(s):</i> All food deliveries are logged along with applicable temperatures and condition notes....etc.
<b>Training of Staff:</b>	<i>Example(s):</i> Food employees are required to read these food safety system procedures when they are hired. The kitchen manager then demonstrates the procedures for all employees; Refresher training is provided through daily/weekly tailgate discussions.
<b>Verification of Policy:</b>	<i>Example(s):</i> Shift managers will review log sheets daily to monitor all food deliveries. The kitchen manager shall review inspection records of all food suppliers at least every 6 months..... If challenges are repeated, modifications to the training protocol or monitoring steps will be made based on observations.