

FOOD DELIVERY CHECKLIST

Supplier: _____

Date and Time of Delivery: _____

Staff Member who Received Delivery: _____

Rejected Items: _____

- Reason for rejection: _____

- Actions taken: _____

Food Temperatures:

- Beef: _____
- Chicken: _____
- Lunch Meat: _____
- Milk: _____
- Ice Cream: _____
- Cheeses: _____
- Yogurt: _____
- Sour Cream: _____
- Eggs: _____

Things to check for:

- Obvious signs of deterioration (e.g. a strange colour or smell)
- Broken, leaking or damaged packaging
- Signs of pests including gnawed packages, droppings or pests themselves
- Thawing (or thawing and refreezing) of frozen goods
- Swollen or dented cans. Never accept home-canned foods due to botulism risk
- Moisture stains on dried goods
- Expiration and Best Before dates

