GOOD RECEIVING PRACTICES

INSPECT DELIVERIES FOR SIGNS OF DAMAGE

CHECK AND RECORD TEMPERATURES

REJECT UNACCEPTABLE ITEMS AND NOTE ON INVOICE

GOOD RECEIVING PRACTICES

RECORD DELIVERY DATES

COMPARE DELIVERED PRODUCTS TO INVOICE

PUT PRODUCTS AWAY IN THIS ORDER:

- REFRIGERATOR
- FREEZER
- DRY GOODS

SCHEDULE DELIVERIES DURING OPERATIONAL HOURS AND POST SCHEDULE

KEEP RECEIVING AREA WELL LIT

KEEP RECEIVING AREA CLEAN

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