



<p>Team Name: Nutrition and Food Services</p> <p>Team Lead: Regional Manager – Nutrition and Food Services</p> <p>Approved by: Regional Lead – Corporate Services and Chief Financial Officer</p>	<p>Reference Number: ORG.1912.PL.001</p> <p>Program Area: Support Services</p> <p>Policy Section: Nutrition and Food Services</p>
<p>Issue Date: March 23 2015</p> <p>Review Date:</p> <p>Revision Date: May 10, 2023</p>	<p>Subject: Purchasing and Receiving Food</p>

*Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.*

**POLICY SUBJECT:**

Purchasing and Receiving Food

**PURPOSE:**

To have a consistent regional process for purchasing and receiving food and supplies.

**BOARD POLICY REFERENCE:**

Executive Limitation (EL-2) Treatment of Clients  
 Executive Limitation (EL-3) Treatment of Staff

**POLICY:**

Southern Health-Santé Sud ensures that only high-quality food will be purchased for consumption in all facilities. All food and supplies will be thoroughly checked by qualified facility personnel before being accepted for use.

**IMPORTANT POINTS TO CONSIDER:**

- Regional purchasing contracts must be considered and utilized where possible.
- Refer to distributor’s guidelines for return policy and to obtain credit for unacceptable goods.

**PROCEDURE:**

1. Any potentially hazardous foods purchased for use, such as meat, poultry, fish, eggs and milk, must be government inspected and/or graded foods bearing the appropriate stamp indicating inspection and grading has been carried out.

2. Local seasonal produce donations / purchases are acceptable providing the produce arrives fresh and in good condition, is free of infestation and/or excess dirt; and is inspected at the receiving area by Food Services. For Donations, direct all inquiries to the Lead – Nutrition and Food Services / Designate for advance approval, to determine a manageable / useable quantity, menu suitability, delivery details, and to know the source of the donation.
3. All food received should be examined carefully for any signs of poor quality or contamination.
4. All food supply sources shall be under the regular surveillance of public health authorities or other appropriate government agencies.

➤ **Milk and Milk Product Purchases**

- Only pasteurized fluid milk, fluid milk products and soft cheeses may be served or used in food preparation.
- Dry powdered milk and milk products may be purchased but only reconstituted under suitable conditions, where regulations permit.

➤ **Egg and Egg Product Purchases**

- Only inspected graded eggs or egg products from approved suppliers are to be purchased.
- Liquid eggs must be pasteurized and marked accordingly on the container.
- Cracked eggs, grade C eggs and unpasteurized eggs must not be purchased for use in a food service operation under any circumstances.

➤ **Meat, Meat Products, Poultry, Poultry Products and Fish Purchases**

- All purchases must be from government-inspected sources.

➤ **Hermetically Sealed Food Purchases**

- Must be purchased from an approved commercial cannery.
- No “home canned” or “home bottled foods” are permitted for purchase or use.

➤ **Bakery and Bakery Product Purchases**

- All purchases must be made from an inspected food-processing establishment or reputable bakery.

➤ **Fruits and Vegetable Purchases**

- All purchases must be free from dirt, insects, and mold. Do not purchase any over-ripe products or products in poor condition.

➤ **Local Produce in Season/Local Produce Donations**

- Food Services will visually inspect the items for freshness and quality, and ensure the product is free of infestation and/or excess dirt.
- Food Services staff are expected to thoroughly wash, clean and trim all donated produce as needed, in preparation for cooking and serving.

**RECEIVING ALL FOOD PURCHASES:**

1. Check food temperature. All perishable foods are to be clearly labelled with manufacturer’s instructions for required temperature control. Any food which fails to meet temperature guidelines, should be returned to the supplier.

2. Check for cleanliness and condition of products being received. Wrapping and packaging materials must be clean. Cartons and containers should be undamaged and seals unbroken.
3. Any food that shows signs of damage, spoilage, decay, filth, evidence of insect/vermin infestation should be returned to the supplier.
4. Carefully inspect deliveries for proper labelling, expiry dates, and best before dates. Do not accept any products that have lost their original labels or are past their expiry or best before date. Without labels, there is no verification of contents, no identification of lot codes and no verification of allergens.
5. Accept only cans and seals in good condition, free of leaks, stains or dents. Blown/expanded cans must never be accepted or used.
6. Upon receipt of goods, the invoice should be checked for accuracy. Any discrepancies should be reported to the driver immediately.

**REFERENCES:**

Food Safety Code of Practice for Canada's Food Service Industry - Canadian Restaurant and Food Service Association, 2009 Edition.

Foodsafe Level 1 Student Workbook – British Columbia FOODSAFE Secretariat, 6th Edition, 2016.