

HACCP-Based SOPs

Receiving Log

Instructions: Use this log for deliveries or receiving foods from a centralized kitchen. Record any temperatures and corrective action taken on the Receiving Log. The school nutrition manager will verify that school nutrition employees are receiving products using the proper procedure by visually monitoring school nutrition employees and receiving practices during the shift and reviewing the log daily. Maintain this log for a minimum of 1 year.

Date	Time	Vendor or School	Product Name	Temperature	Corrective Action Taken	Initials/Date	Manager Initials/Date