

POLICY

The Poverello Inc. as a food pantry receives a constant influx of deliveries daily. As a result, we have a Receiving Inventory Coordinator whose primary responsibility is to ensure that that quality and proper receiving techniques are followed to ensure accuracy and efficient flow with our inventory system.

PROCEDURE

- I. All deliveries are received via the back entrance of the building at the loading dock. Deliveries are to be scanned with a scan gun into the Smart Choice software immediately, so as to update inventory levels. The delivery is always verified against the invoice to ensure proper quantity level and spot checks are done to ensure the quality of products. In the event that the quantity and/or quality are not up to standards, a credit memo has to be requested from the delivery driver immediately before their departure. Both the invoice and credit memo, if applicable, are placed in the invoice binder on the receiving table.
- II. Random spot checks are done by the Receiver to ensure that the receiving temperature of perishable items such as proteins are received with the proper temperature range, then recorded onto the Receiving Log; see replica of attached form below. Any discrepancies are immediately settled with the delivery driver.
- III. Any receivables are dated to reflect the day the product was received and are placed in the designated pantry areas.
- IV. Donations are received daily. Any donated canned food is sorted, and expiration dates verified to ensure items are still within the Use By Date. Canned foods that are also served on our client's menu and are comparable in size and nutritional value are then added onto our Pantry Clients menu shelves; note that these amounts need to be recorded into the Smart Choice software to reflect automatic inventory updates.

- V. Throughout the week Poverello Center receives donations of breads and pastries. Barcodes are to be crossed off, using a permanent black marker, so as to prevent return of these products to the original source. Marked breads should be placed into designated bins and dated with the received date. All FIFO procedures should be observed pertaining to the distribution of these items, so as to reduce spoilage.
- VI. Donations of perishables are placed into the lobby area in designated pantry vessels and clients are allowed to take items as needed. Please note that any hazardous foods should be kept on ice during client distribution. This is done on a daily basis, Monday thru Friday during business hours.
- VII. Goods are received Monday thru Saturday in the Food Pantry with a delivery window starting at 7:30am to 5:00pm.

Approvals:

Signature: _____ Date: _____

Shanel Pamphile, Eat Well Center Manager

Signature: _____ Date: 6/25/19

Thomas S. Pietrogallo, CEO

BOD Approved Date: N/A

Date Established: 06.25.19

Date Revised and/or Reviewed: 06.27.19

Exhibit A. Receiving Log

Receiving Temperature Log

[illegible]