**Delivery Checklist**

**Count**
Count EVERYTHING individualized (milk, whole fruit, chicken patties). Verify item labels for anything you can’t count. Check that the delivery sheet matches your count. If your count differs from the delivery sheet, tell your driver.

**Quality**
Make sure all food items look good. Ensure that milk is being served before its expiration date, bananas are yellow and not green, etc. If any food items have quality issues, ask your driver for a substitution.

**Completeness**
Check all the food you received against your menu. Did you receive everything on the menu for today? If not, ensure that you received a substitution (like apples for bananas or cherry tomatoes for carrots.)

If you’re missing anything, immediately notify your driver.

**Temperature**
Cold food should be received at or below 41 degrees. If food is above 41 degrees, recalibrate your thermometer and take temperatures again. If still reading above 41, tell your driver that you need a substitution for that item. Hot items should be received at or above 135 degrees.

Take temperature of entree and the milk for cold meal sites, take temperatures of each component plus the milk for hot/heated meal sites. Be sure to record temperatures in your log.

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