

# Delivery Check List



## COUNT

Count EVERYTHING individualized (milk, whole fruit, bags of chips) as well as unitized meals. 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, immediately notify your driver.



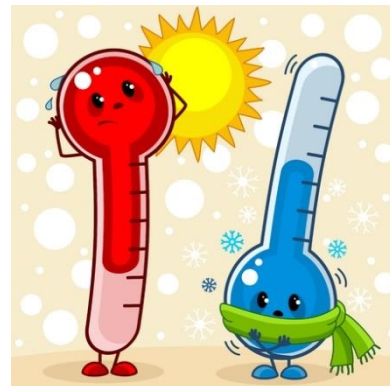
## COMPLETENESS

Check all the food you receive against the 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.



## QUALITY

Make sure all food items look fresh, safe, and appetizing. Ensure that milk is being served prior to its expiration date, bananas are yellow, etc. If any food item has quality issues, ask your driver for a substitution.



## TEMPERATURE

Cold food should be received at or below 41 degrees. Hot items should be received at or above 135 degrees. If the items are temping out of these safe zones, immediately notify your driver and request a substitution.

Be sure to record temps in your temp log.