



## Food Source Policy

**Why is this important?** An establishment has direct control over the quality and safety of its food once it has been received. If food is received and accepted that has been mishandled prior to receipt, it can impact the ability of a business to serve safe food. A business must be familiar with their food provider network and verify that only food that it is in good condition is accepted.

<b>Who does this apply to</b>	Owner is responsible for purchasing contracts and ordering. All food employees are responsible for receiving food orders and verifying the completeness and integrity of the food.
<b>When will this be performed</b>	Food supply orders are completed every week. Management will purchase based on business needs.
<b>Where does this take place</b>	Food supply orders are completed at Central Pop! LLC's office using the designated process. All food orders are received in the back door in the kitchen.
<b>How is this completed</b>	Whenever a food supplier is identified, the manager or owner must verify the supplier is properly licensed and in good standing. Any employee who processes a food delivery shall inspect the order to ensure the packaging is intact, sell by date is in the future, and the food is in wholesome condition. Temperature checks shall be performed on all TCS foods. Any food found out of acceptable temperature control or in an unwholesome state, shall be refused.
<b>Corrective Action</b>	If food suppliers are found to be operating without integrity, managers are required to use a new food supplier. If food has been accepted by staff that is unwholesome or has been mishandled prior to receipt, the food will immediately be taken out of production for credit. The manager will report findings to the supplier and place a new order. Staff will be retraining on receiving policy twice a year and when new employees start.
<b>Monitoring Steps</b>	All food deliveries are logged along with applicable temperatures and conditions notes. These will be entered into a binder located in the kitchen workspace.
<b>Training of Staff</b>	Food employees are required to read these food safety system procedures when they are hired. The manager then demonstrates the procedures for all employees. Refresher training is provided through daily/weekly staff meetings.
<b>Verification Policy</b>	Managers will review log sheets daily to monitor all food deliveries. The manager shall review the inspection records of all food suppliers at least every 6 months. If infractions of this FSS are repeated, modifications to the training protocol or monitoring steps will be made based on observations and this FSS will be updated accordingly.

I agree to follow the regulations in the Food Source Policy as outlined above and according to the Maricopa County Health department.

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Employee Name

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Date

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Employee Signature