

Purchasing, Receiving, Storage and Inventory Overview Report

The Role of Management:

1. How does the manager interact with the dietary staff?
 - a. The inventory manager interacts regularly and respectfully with the dietary staff. The dietary staff reports inventory needs to the manager when items are low in stock. The manager then keeps track of these items and refers to the list during inventory counts and orders.
2. How are tasks assigned and adherence to P&P confirmed?
 - a. Dietary positions have job descriptions and expectations that are clearly communicated by the manager, as well as documented in the job description binder and employee handbook. Training is provided and management ensures that each employee is aware of what is expected of them during their daily duties. Employee supervision is performed by the kitchen supervisors and management staff to confirm adherence to P&P.
3. What is the procedure for the selection of a vendor?
 - a. Vendors are approved by CHS and Morrison Healthcare Food Services and a list is provided to the FSD and inventory manager for use during ordering.
4. When are the bids obtained?
 - a. Corporate deals with vendors and bidding.
5. What are the specific contracts with the vendors?
 - a. Contracts vary for each vendor, and are subject to change after contracts end. Contract times range from 1-5 years.
6. What are the terms of payment?
 - a. 30 day billing statements and paid monthly.
7. How often are the vendors reevaluated?
 - a. End of contract year.
8. What support services do the primary suppliers provide?
 - a. Education/Training/Maintenance

Purchasing

1. Who orders the food?
 - a. The executive chef/inventory manager
2. How many hours per week are devoted to determining and placing the order?
 - a. 10 hours/week
3. Does your facility use computer-assisted procurement?
 - a. This is done at a corporate level.
4. What items are ordered on a par system?
 - a. Weekly inventory to keep up to par level on inventory sheet

5. How are the par levels determined?
 - a. Usage, based on frequency of orders of specific items and patient count
6. Note the typical lead times on orders from different suppliers.
 - a. 1-2 days for most approved vendors
7. Determine the food and non-food order for the week.
 - a. Most food orders are placed 2x/week, bakery is daily, ice cream is 1x/week, nonfood item orders are dependent on needs.
8. Review the vendor price list (on the vendors' website) for specifications noted therein.
 - a. Amt, item description, unit price, item number/code
9. How do the purchase units affect price?
 - a. The more units purchased, the higher the cost.
10. Compare price/unit items in different purchase units.

Receiving

1. Who accepts the orders?
 - a. Storeroom clerk, receiving is invoice-based and items are checked as they are delivered.
2. Is there more than one staff member trained to complete this task?
 - a. Yes, the cook and inventory manager are trained to complete receiving tasks.
3. Is there a primary supplier?
 - a. There are multiple suppliers for each department of goods. For example, dairy, produce, soda, ingredients/paper, etc.
4. Are there specific employees designated to receive?
 - a. Yes, the storeroom clerk is in charge of receiving and stocking.
5. Is the receiving by invoice?
 - a. Yes, each delivery is confirmed and accepted with an invoice that is checked by the receiving employee.
6. Identify the delivery schedule.
 - a. Sysco- mon/wed
 - b. Produce- tues/thurs
 - c. Dairy- tues/fri
 - d. Soda- tues/fri
7. Observe food handling upon receiving.
8. What happens when items delivered are not the ones ordered?
 - a. Sometimes items are substituted if supplier doesn't have the item in stock. If the item is not a sufficient replacement,
 - b. Damaged items are stored separately and given credit for

Storage

1. Identify areas- cold, frozen, paper, chemical, etc.
 - a. There is a dry storage area for dry goods, 3 walk-in cooler storage areas, 2 walk-in freezer storage areas, a paper products storage room, and additional standing

coolers and freezers for immediate use of perishable items. Chemicals are stored near the dish room in a locked storage unit.

2. Who ensures that proper storage practices are followed?
 - a. The dietary managers and supervisors check storage temperatures daily and ensure that ServSafe P&Ps are being followed.
3. Review procedures for temperature monitoring.
 - a. There are hanging thermometers in each temperature-controlled storage area. The dry storage room has an AC unit to control the temperature. Temps of each area, including coolers and freezers, are recorded in a temperature log binder and checked for accuracy by the FSD.

Inventory

1. Review inventory records.
2. How are the inventory records set up to facilitate ordering?
 - a. Inventory records have a column for items that are needed. It's displayed as: item>total # in inventory>inventory cost>PPU cost>total # needed
3. What is the difference between physical and perpetual inventory?
 - a. Perpetual inventory continuously tracks and records items as they are added to or subtracted from the inventory. And it keeps track of the cost of goods purchased and sold. Physical inventory uses a periodic schedule to manually count and record items and keep track of the cost of what's bought and sold.
4. When are the inventories done? Discuss inventory records with the director.
 - a. Inventories are completed once a month, at the end of the month. Orders are placed on the first of each month.
5. Does your site have an ingredient room or an issuing procedure?
 - a. No, there is a dry storage room. There is no issuing procedure, but specific items are ordered for departments and used as needed.
6. Review all forms used for issuing foods to various areas.
 - a. N/A
7. What is the method of requisition, issuing, recording and charging (if applicable) for each of the following areas?
 - a. Retail and patient services are on separate accounts.
 - b. Patient-based production is controlled by the
 - c. The bistro (retail) has a monthly inventory count and order, there is no issuing procedure and the items used in the bistro are recorded and charged to that account.
 - d. Other depts and nursing unit stock (bulk nourishments)- Based on a par level, the stock room associate identifies what's needed and fills the stock based on needs. Issuing is from the kitchen storage and delivered to separate floors. Recording is completed on a floor stock data entry program that is entered weekly. Charging is based on the area of the hospital that needs it in a GL code per floor.