



# Marywood University

Scranton, Pennsylvania

Department of Nutrition & Dietetics

## Checklist - Purchasing, Receiving, Storage and Inventory

Maintain all entries and records in your electronic binder. Please have your preceptor sign below that satisfactory performance has been shown in the following areas. Enclose all pertinent material.

The intern has:

- worked well with the food service employees and managers

(During COVID this may be based off virtual interactions with preceptor)

- completed an inventory (During COVID this may be done offsite or at

Another facility and reviewed with preceptor)

- placed a food / supply order (During COVID this may be done offsite or at another

Location and reviewed with the preceptor)

- submitted a report on this area of food systems management

Kaleena Lewis

Preceptor signature

10/28/2021

Date