

STANDARD OPERATING PROCEDURE – Delivery of Finished Products

INTRODUCTION

The Creamery delivers its products to every dining hall as well as several other locations on campus. An invoice is prepared and products are sorted prior to delivery.

MATERIALS

1. Supplies
 - a. Delivery truck
 - b. Invoice
 - c. Cart
 - d. Products
2. Cautions
 - a. Delivery truck driver should be trained to operate the vehicle.
 - b. Do not leave the truck unattended.
 - c. Products must be maintained in a sanitary condition and at their appropriate temperature throughout the delivery

TRUCK MAINTENANCE

1. Inspect the overall condition of the delivery truck daily, making sure the exterior and cargo areas are clean.
2. Periodically check the fluid levels including motor oil and fuel. Also check tire pressures.
3. Ensure that the truck receives its required service and inspections.

PROCEDURE

1. Make sure the trucks cargo area is between 25 and 32°F.
2. Obtain invoice(s) from the Creamery office listing the products to be delivered.
3. Gather needed products.
4. Deliver products to the appropriate location.
5. Have invoice signed by loading dock personnel or management at the receiving location. Retain the white copy of the invoice and leave the yellow and pink copies at each delivery location
6. Collect empty crates and containers from previous deliveries.
7. Make sure the trucks cargo door is locked before leaving the delivery location.
8. Return to the Creamery or proceed to the next delivery location.
9. Upon returning to the Creamery, park the delivery truck and turn off the refrigeration unit.
10. Take used crates to the can washing station to be cleaned before reuse.
11. Submit all white copies of the invoices to the Creamery office and notify Creamery management if any problems were encountered during the delivery.

RECORD KEEPING

1. The information on the invoices should include the invoice number, item code, item description, quantity, price per unit and total price. Invoices are used to keep track of shipping and invoice dates as well as the recipient and their address.

The following individual is responsible for implementation of this SOP and has the overall authority on-site:

Name: _____ Title: _____ Date: _____