

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **ORDERING PROCEDURES**

PURPOSE

The purpose of this procedure is to outline the steps in ordering from the Food Ordering system.

PROCEDURE

General Information

- A. Use the TrakNow program to order purchased and commodity food (direct-shipped [Brown Box] and Net Off Invoice), paper items and S & D supplies.
- B. All purchased, commodity food items and paper goods must be ordered by the dates specified on the Food Service Production Schedule.
- C. Follow food ordering procedures as outlined in the TrakNow Training Manual or Procedure [C-21](#) TrakNow.
- D. Telephone and/or electronic orders must be made according to memorandum instructions for bread, milk, produce, ice cream and certain a la carte items.

Delivery Information

- A. Check delivery date on the Food Service Production Schedule.
- B. Deliveries of food and non-food items may be scheduled for Teacher Planning Days. Schools must have authorized personnel to receive orders.
- C. Hours of deliveries are indicated on vendor contracts. Food Service Managers/Satellite Assistants must schedule their workdays to accommodate deliveries.

Emergency Food Orders

- A. Emergency orders must be kept to a minimum, but when deliveries are not made or if certain items are missing, contact Food and Menu Management with the following information:

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1. School location name
2. School location number
3. Item number
4. Item description
5. Quantity needed
6. Delivery cycle

B. Food and Menu Management will then contact the vendor.

C. Requests for emergency food orders that are not a result of vendor error must be approved by the food service supervisor and Director of Operations and/or Director of Food and Menu Management.

S & D Supplies

Certain S & D items that are not available online through the TrakNow program must be requested through the food service supervisor.

Emergency Orders for S & D

After the food service manager/satellite assistant has tried to obtain the items from nearby schools and is unable to secure them, then they may e-mail the food service supervisor with a request.

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Returns

All returns for paper supplies obtained from Stores and Distribution must be returned through the school locations front office personnel that handle Stores and Distribution Orders for the school site.

The Department of Food and Nutrition **DOES NOT** handle any returns

For Action By: Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition

Created:

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