

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

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Subject: **EVALUATION OF PRODUCTS AND SERVICES**

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## **PURPOSE**

The purpose of this procedure is to ensure that products and services received in schools are compliant with Board approved contracts.

All food, non-food supplies and essential services require constant evaluation to ensure that specifications and terms of Board-approved contracts are in compliance by vendors.

It is the responsibility of the food service manager/satellite assistant to evaluate the products and/or services received in the schools.

## **PROCEDURE**

When food and non-food items are delivered to schools, or when service is rendered, examine the product or determine the quality of the service.

- A. If applicable, check the quantity received against the quantity ordered; verify that the quantity received agrees with the quantity specified on the invoice.
- B. Check the invoice price.
- C. Check merchandise for damage and make certain that the product received is in compliance with approved bid specifications.
- D. Determine if services are rendered as specified in the Board contract and/or Department of Food and Nutrition memorandums.
- E. Complete a Product and Service Quality Report ([FM-1739](#)) if there is any deviation from the specifications or terms of the Board contract. Indicate the type of deviation and in the "Remarks" space give a detailed explanation of the complaint or evaluation. Send form to work location 9025, Department of Food and Nutrition. If any food product or service is found to be of unsatisfactory quality after the delivery has been made, contact Food and Menu Management for pick-up and/or disposition instructions or the Director of Food Service Facilities for resolution of issues with service contracts (e.g., pest control, hood cleaning).

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*For Action By: Food Service Managers and Satellite Assistants*

*Refer Questions to: Department of Food and Nutrition*

*Revised: June 2006 (2<sup>nd</sup>), July 2013, July 2015, July 2023*

*Reviewed: June 2024*