
Overview

This standard covers the skills and knowledge needed to organise the receipt and storage of goods in food and drink operations.

Organising the receipt and storage of goods and materials is important in ensuring that incoming goods are checked and handled in compliance with company procedure. It includes understanding and organising the storage facilities and keeping reliable stock records. It also involves understanding how to and monitoring the quality of goods, the way in which goods are moved and stored and being able to evaluate different ways of doing things so that profitable changes can be made.

This standard is for you if you work in food and drink operations and the associated supply operations and are involved in organising the receipt and storage of goods.

Performance criteria

You must be able to:

Monitor and assess incoming deliveries against requirements

1. assemble enough able staff and brief them before deliveries are received
2. prepare the receiving area for the delivery
3. check that deliveries are unloaded in a manner that complies with health and safety procedures
4. check goods in accordance with organisational requirements
5. complete documentation in accordance with organisational requirements
6. check delivery records to see whether your organisation's service requirements have been met by individual suppliers
7. identify discrepancies and delivery problems, and resolve them within the agreed timescales

Organise and maintain

8. organise storage facilities to take account of operational needs, safety requirements and the preservation of the condition of goods
9. provide staff with up to date information and appropriate training in the operation of the storage system
10. allocate and explain roles and responsibilities in storing and moving goods
11. develop and update contingency plans to cope with abnormal situations
12. check regularly that people are storing and moving goods in compliance with health and safety regulations
13. keep complete and up-to-date stock records that can be accessed by everyone who needs them

Monitor and maintain stock movement and storage practice

14. maintain a routing for checking stock and storage,
15. carry out spot checks at appropriate intervals
16. check that out of date stock at risk of deteriorating is identified promptly
17. take prompt remedial action to deal with out of date stock which meets both organisational and legal requirements
18. monitor the storage and movement of stock in accordance with organisational requirements

Knowledge and understanding

You need to know and understand:

1. how to prepare for the receipt and handling of different types of goods
2. procedures for receiving goods, including dealing with discrepancies and late deliveries
3. staff involved in or affected by a delivery schedule and the information they need to be able to receive goods efficiently
4. your business' criteria for accepting goods
5. why it is important to check incoming goods against requirements promptly after uploading
6. recording and control systems including procedures for checking goods received
7. safety and security procedures for receiving goods and materials
8. how to assess the storage needs for goods on order
9. how to protect goods from deterioration and damage in a variety of circumstances
10. how to determine appropriate storage layout and solve storage problems efficiently, safely and securely
11. how to run the stock recording and controlling systems in compliance with company procedures
12. legal requirements for storing goods and materials in food supply chain
13. when and who to check stock and storage, including both routine and spot checks
14. legal and organisational requirements for removing out of date stock
15. your organisation's requirements for storing and moving stock, and how to monitor that these requirements are being met
16. how to evaluate the profitability of ideas for improving the procedures for moving and storing stock
17. the causes of stock deterioration and damage and how these affect products
18. your company's requirements and quality standards for storage
19. what information colleagues require to be able to operate the storage system
20. company policy and procedures relating to goods susceptible to damage or deterioration
21. your company's systems and procedures for moving and storing goods and materials

Organise the receipt and storage of goods in food and drink operations

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