

Checklist - Purchasing, Receiving, Storage and Inventory

Maintain all entries and records to be included in your e- binder. This checklist serves as a structure of what to include in your e-binder. You are required to show evidence for each of the items listed.

 - worked well with the food service employees and managers

 - completed an inventory

 - placed a food / supply order

 - submitted a report on this area of food systems management