



MEDDY'S AFRICANA BUKA

FOOD TRANSFER AND HANDLING POLICY

1. PURPOSE

The purpose of this policy is to establish a clear, safe, and standardized procedure for the transfer and handling of food items between the Egbeda and Baruwa branches of Meddy's Africana Buka.

This policy aims to ensure that:

- All food transported between branches maintains its safety, freshness, and quality.
- Proper communication, documentation, and accountability are maintained at every stage.
- Both branches comply with local food safety regulations and recognized standards.
- The branch's reputation for quality, hygiene, and customer satisfaction remains uncompromised.

2. SCOPE

This policy applies to all staff involved in the preparation, packaging, transportation, and receiving of food items intended for transfer between Egbeda and Baruwa branches. It covers:

- Perishable and semi-perishable food items.
- Morning dispatches from Egbeda to Baruwa.
- Evening returns of unsold or leftover items from Baruwa to Egbeda.

3. RESPONSIBILITIES

A. Egbeda Branch Manager

- Acts as the coordinating branch for all inter-branch transfers.
- Oversees morning food, preparation, quality control, and packaging.
- Ensures all the items are labeled correctly, logged in documentation, and dispatched on time.
- Inspects all the returned food from Baruwa daily, ensuring re-storage, sale, or disposal follows hygiene standards.
- Maintains communication with Baruwa manager regarding menu items, quantities, and timing.

B. Baruwa Branch Manager

- Responsible for initiating the daily transfer request to Egbeda every morning.
- Communicates clearly the type, quantity, and category of food needed for the next day.

- Ensures all unsold items are packed hygienically and returned to Egbeda at the end of the day.
- Reviews all documentation related to dispatch and return to ensure traceability.

C. Kitchen Supervisor

- Ensures that only approved packaging materials are used.
- Verifies labeling accuracy and temperature control during packaging.
- Conducts a final check before dispatch to confirm hygiene standards are met.

D. Driver

- Ensures that the transport vehicle is clean, sanitized, and temperature-controlled.
- Monitors and records the food items before departure and upon arrival.
- Maintains delivery logs and ensures the food is transported promptly and safely.
- Reports any incidents (e.g., spillage, spoilage, delay) immediately to both branch managers.

E. Receiving Supervisor

- At Baruwa: Checks the temperature, packaging condition, and quantity of incoming food items.
- At Egbeda: Inspects all returned food items, recording the state and quantity of returned stock.
- Ensures all discrepancies are documented and signed.

4. FOOD CLASSIFICATION

All food and items transferred between branches must be categorized according to storage and preservation needs:

- A. Perishable Items (Cooked meals)
 - Must be kept in an insulated container
 - Transport time should not exceed **2 hours**.
- B. Semi-Perishable Items (Bread, Pastries, Fried Snacks)
 - Stored in clean, ventilated, and covered containers to prevent moisture buildup.
- C. Non-Perishable Items (Dry goods: Grains, Spices, Bottled Beverages)
 - Must be kept in sealed, moisture-free packaging.

5. PACKAGING STANDARDS

All food items for transfer must be packed using food-grade, air-tight, and leak-proof containers. Hot food must be packed in insulated containers designed to retain heat.

Each package must be clearly labeled with the following information:

- Product name
- Date and time of packing
- Expiry or use-by date
- Origin branch (Egbeda or Baruwa)
- Destination branch
- Name or initials of the handler

Packaging materials should be inspected weekly by the Kitchen Supervisor to ensure they remain clean, durable, and suitable for reuse or replacement.

6. TRANSPORTATION STANDARDS

- A dedicated, sanitized vehicle shall be used exclusively for food transfer.
- The vehicle must be pest-free, odour-free, and free from any chemical residues.
- The vehicle must be equipped with temperature control units.
- The vehicle must be cleaned and disinfected daily after every trip.
- Drivers must wear clean clothes, maintain personal hygiene, and follow safe food handling practices.
- Vehicles must not be used for transporting waste, fuel, or cleaning products at any time.

7. TIMING AND SCHEDULING

- All food prepared at Egbeda for Baruwa must be dispatched early in the morning before business operations commence.
- The Baruwa Manager must contact Egbeda before **8:00 PM** daily to specify the menu item and quantity of leftover food items to be returned to the Egbeda branch.
- All unsold items at Baruwa must be packed hygienically, logged, and returned to Egbeda before closing hours.
- The transfer duration must not exceed **2 hours**, every trip must be logged in the Delivery and Return Log Sheet.
- In cases of delay due to traffic or other factors, the driver must notify both branch managers immediately.

8. RECEIVING PROCEDURE

Upon arrival at the destination branch:

- i. The Receiving Supervisor shall inspect the delivery vehicle and verify that the food was transported hygienically.
- ii. Packaging integrity, temperature, and labeling must be checked.
- iii. Items should be cross-checked against delivery documentation.
- iv. Any spoilage, leakage, or temperature deviation must be noted and reported.
- v. Both the Driver and Receiving Supervisor must sign the Delivery Log Sheet upon completion.
- vi. Returned food items should follow the same inspection process when received at Egbeda.

9. DOCUMENTATION AND TRACKING

Accurate records must be maintained to ensure transparency, traceability, and accountability in all food transfers. The following documents are mandatory:

- Food Transfer Request Form: Completed by the Baruwa Manager a day before, detailing the type, quantity, and required items,
- Dispatch Log Sheet: Contains date, time, and handler's name.
- Delivery Log Sheet: Includes arrival time, receiving supervisor's signature, and temperature reading.
- Return Log Sheet: Used for tracking unsold food returned from Baruwa to Egbeda.
- Incident Report Form: Used to record spoilage, packaging issues, or delays.

All documents should be stored safely for a minimum of **3 months** and made available for inspection by management or health authorities upon request.

10. NON-COMPLIANCE

Any staff member or branch found to be in breach of this policy, including failure to communicate transfer requests on time, or improper handling, may face the following:

- Verbal or written warning
- Mandatory retraining in food handling policies
- Temporary suspension of transfer duties
- Review by the Quality Assurance Officer or higher management.

Repeated non-compliance may result in disciplinary action according to company policy.