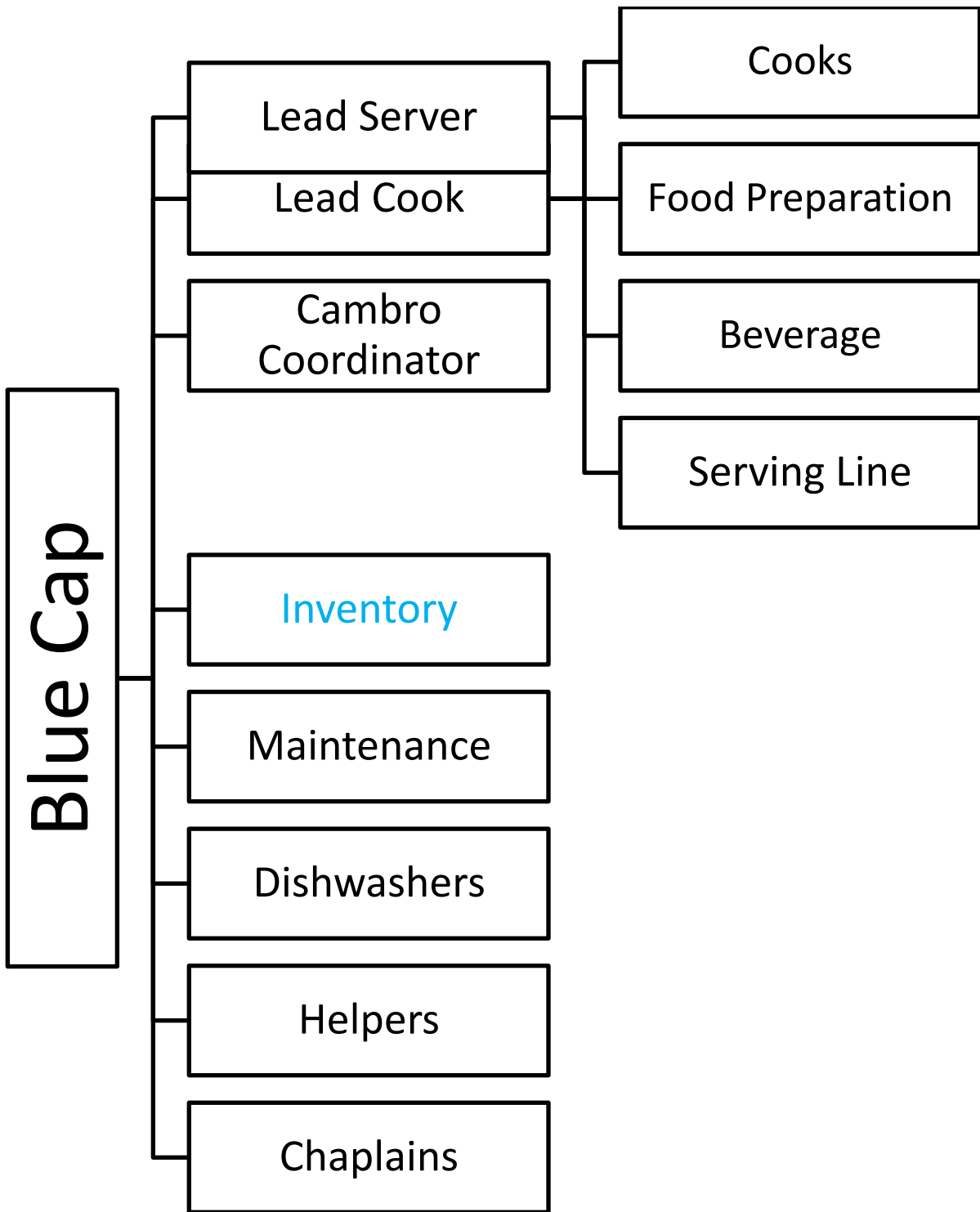


Southern Baptist Disaster Relief



Feeding Training Manual ***INVENTORY*** 2019

Ben Walker



Feeding Ministry

INVENTORY PROCEDURES

Inventory Procedure Standard 1: Scope of Authority and Span of Control

Inventory volunteers will work under the supervision of the Blue Cap and be directly responsible for accurate accounting of all food and supply items.

Key Actions:

- The Inventory Personnel will check all items and quantities of the initial food order delivery against the bill of lading and submit a beginning inventory and the bill of lading/receipt to the Blue Cap within the first 24 to 48 hours. (See Guidance Note 1)
- Supplies and/or food items brought on or with the Mobile Field Kitchen must be listed; item and quantity, signed and submitted to the Blue Cap if it is expected that the items will be resupplied during or after the deployment. (See Guidance Note 2)
- The Inventory manager may be asked to meet with the Blue Cap, Lead Cook and Cambro Coordinator to provide information pertaining to existing inventory on-hand, date items were added to inventory and available substitutions.

Key Indicators:

- ☐ The Inventory manager can immediately tell what products or supplies are available, in what quantities and the location of the items.

Guidance Notes:

1. When working with the ARC; The Red Cross Feeding Manager will place the order and coordinate specific items, quantity, and delivery of bulk food directly with the local vendor representative. When the food arrives to the kitchen site; the Inventory Personnel will receive, check, and sign the Bill of Lading/Receipt.
2. When working with the ARC; if SBDR brings and uses their own food and/or supplies, they must accurately list item and quantity upon arrival. The Blue cap is to sign and submit the list to the Red Cross representative. The Blue Cap must retain a signed copy of the submitted arrival inventory in order to be resupplied at the end of the deployment. SBDR field kitchens will be restocked from the inventory ordered during the relief operation prior to the resource's departure using an F6409. (Appendix D_I)

Inventory Procedure Standard 2: Control of Food and Supplies

Inventory Personnel will act to receive, control and disperse food and supply items to eliminate waste and ensure food cost is maintained within the limits established in the service delivery plan.

Key Actions:

- The Inventory Manager is to note, chart or draw out the location of items in the inventory so they can be quickly located. (See Guidance Note 1)
- Inventory Personnel are to maintain and update daily an inventory list of all food, supplies, and snacks in their inventory locations.
- All volunteers are to ensure that no food or supplies go in or out of the inventory or move from one location to another without the Inventory Personnel's knowledge.
- Inventory Personnel are to protect foods during receiving, storing, and distribution; to prevent unsafe warming of cool or frozen foods, contamination of food items/supplies and protecting from adverse weather conditions.
- Cases of food or supplies are not to be unnecessarily opened or boxes written on with marking pens while in the control of the Inventory Personnel. (See Guidance Note 2)
- The Inventory Manager is to setup, organize and maintain the food and supplies in a first-in-first-out system.
- Items in the refrigeration unit should be stacked so air can circulate around containers.
- Meats, vegetables and other frozen foods should each be stacked on their own pallets and maintained separately.
- All food must be stored on pallets 6 inches from floor or ground.
- Maintain a clean and dry storage area free from rodents, insects, and other animals or vermin.
- Maintain a clean, controlled, refrigeration storage unit at a minimum of 41° F. (See Guidance Note 3)
- Pull from inventory and stage all necessary food and supplies needed for the meal preparation.
- Notify the Blue Cap and Lead Cook immediately if the requested food or supply item cannot be met.
- Restock unused food and supplies before the end of each day and update the inventory.
- Keep track of and document trailers that are picked up or moved by partners. (See Guidance Note 4)

Key Indicators:

- ☐ The Inventory Manager can immediately tell what products or supplies are available, in what quantities and the location of items.
- ☐ The food is protected while in SBDR control from unsafe warming of cool or frozen foods, damage to containers or packages, contamination and adverse weather.

Guidance Notes:

1. If there is no chart or location drawing available the Inventory Manager should establish as soon as possible a warehouse or trailer grid identifying the locations of food and supply items. If more than one trailer or location is being used they should be clearly marked/labeled and identified in keeping with the chart or grid. Staging locations, restocking locations, and any other location that food/supplies may be stored should be identified even if only a temporary location.
2. When working with the ARC, it is important to remember that they purchase and own the food in accordance with the Memorandum of Understanding. They may be able to return unused food and supply items to the vendor at the end of deployment for full credit if the cases are not opened or damaged and have remained in SBDR control. While in our control; frozen foods are to be kept frozen, refrigerated foods are to be constantly kept at 41° F or cooler, dry goods are to be stored in secure locations and covered and food cases or packages are not to be damaged by weather or handling. Vendors are reluctant to take back cartons that have been opened or written on with marking pens. Occasionally the Lead Cook or Blue Cap may need to open a case of food in the inventory to access information on the food label or other packaging information however no other cases/packages are to be opened or defaced that would prevent the ARC from returning unused food or supplies.
3. Inventory Personnel should monitor the temperature in the freezer and refrigeration units to ensure the food is being maintained within safe-food temperatures. Frozen food compartments must be 0° F or cooler and the refrigeration compartment must be above 32° F. but below 41° F. Any compartment out of range must be corrected immediately and Maintenance Personnel should be contacted to adjust or repair the problem.
4. Occasionally a vendor will pick up a trailer or dry box truck which had been used for storing food or supplies. The inventory manager is responsible to document to whom and when control over the trailer has been released. Keep pertinent information of all trailers (owner and vehicle number).

Inventory Procedure Standard 3: Forklift Support in Inventory Control

The use of a forklift is to support the loading, unloading and moving inventory.

Key Actions:

- The forklift is an important part of the inventory group and operates under the authority of the Blue Cap.
- All forklift operators must be trained and certified following the Occupational Safety and Health Administration (OSHA) guidelines.
- The forklift operator will support all field kitchen operations, including but not limited to moving pallets, cambros, propane tanks, stairs or other heavy items as necessary.

Key Indicators:

- ☐ A SBDR field kitchen with an on-site 48 ft. or larger dry box trailer and/or an on-site 28 ft. or larger refer has one or more forklifts and certified operators and one or more pallet jacks.

Inventory Procedure Standard 4: Demobilization of the Kitchen

Before the Mobile Field Kitchen can be released the Inventory Personnel will provide the Blue Cap with an inventory of all food and supplies at the end of a Disaster Relief operation.

Key Actions:

- When working with the ARC; the SBDR inventory manager is required to provide an accurate departing inventory of food and supplies to the Red Cross Feeding Manager or designee before the Mobile Field Kitchen is recovered. (Appendix D_I)
- The SBDR inventory manager may release food and supplies to replenish the SBDR field kitchen when the Blue Cap has an accurate arrival list of items and quantities signed by and submitted to the Red Cross representative. (See Guidance Note 1)
- ARC food and product supplies remaining at the end of the Disaster Relief operation, after restocking, may not be released to SBDR without the written permission from the Assistant Director of Operations on the Disaster Relief operation. (See Guidance Note 2)

Key Indicators:

- ☐ The Departing Inventory has been accurately documented and verified before Mobile Field Kitchen is recovered.
- ☐ SBDR has maintained control over all food items from initial delivery to final distribution or until food has been returned to the ARC control.

Guidance Notes:

1. The Red Cross will arrange and pay for the food and feeding supplies to replenish the field kitchen. Food from inventory on the operation will be used for SBDR replenishment to the maximum extent possible. Replenishment must be captured on an F6409. Exact item replacement is not required, but “like-for-like” replacement is allowed. [Appendix D_I page 15]
2. SBDR may request the use of the excess food or product supplies for SBDR recovery efforts. A request should be submitted to the Assistant Director of Operations at the Disaster Relief operation headquarters via either the Mass Care or Logistics Chief for approval. Written authorization is required before SBDR takes possession of food and supplies. Disaster relief Operation Chiefs and Managers do not have the authority to approve request for distribution of

Reefer Trailer				
F1				F2
F3	Freezer section Below 32 degrees			F4
F5				F6
R1				R2
R3	Refrigerator section below 41 degrees			R4
R5				R6
R7				R8
R9				R10
(Turnaround space)				

Dry Box Trailer				
D1				D2
D3				D4
D5				D6
D7				D8
D9				D10
D11				D12
D13				D14
D15				D16
(Turnaround space)				

Disaster Relief**Inventory**

				Date 4/27/2019					Date 4/28/2019					Date 4/29/2019				
Description	Part No.	Location	units	Begin Inv	receipts	usage	usage	ending inv	Begin Inv	receipts	usage	usage	ending inv	Begin Inv	receipts	usage	usage	ending inv
Reefer																		
White Bread	wb 3201	R1	loaves	0	300	25	75	200	200	0	50	75	75	75	500	150	200	225
chicken breast grilled	cb 2000	F1	bags 10#	0	300	25	75	200	200	300	50	75	375	375	500	50	100	725
meat lazagna	fz 300	F3	treys	0	250	25	75	150	150	0	50	75	25	25	300	100	100	125
milk	da 253	R2	6 oz	0	500	25	75	400	400	0	50	75	275	275	500	50	50	675
				0	300	25	75	200	200	0	50	75	75	75	500	150	200	225
				0	300	25	75	200	200	0	50	75	75	75	500	150	200	225
Dry Storage																		
peaches	cg-300	D13	cans 10	0	200	10	10	180	180	0	25	25	130	130	250	150	200	30
pinto beans	by 236	D12	cans 10	0	25	0	0	25	25	100	25	25	75	75	100	75	50	50

What to Take Ideas

Devotional Materials:

- ☐ Bible and devotionals ☐ *Spiritual Preparation for Disaster Relief*
☐ Hope in Crisis tracts ☐ Witnessing tracts

Identification:

- ☐ Disaster relief ID ☐ Driver's license ☐ Vehicle registration
☐ Phone numbers
☐ Family physician: _____
☐ Employer: _____
☐ Church: _____
☐ Notify in case of emergency: _____

Insurance Information: List Company, policy number, coverage, agent, and phone

- Health: _____
Auto: _____ Life: _____

Other:

- ☐ Money (\$50-200) ☐ Notebook and pencils or pens
☐ SBC disaster relief manual and/or state disaster relief manual as needed

Clothing (Four to Seven Days Supply):

- | | |
|---|---|
| ☐ Disaster relief caps & jackets | ☐ Disaster relief ID cards & clip-on |
| ☐ Jeans or work pants | ☐ Shirts (warm and cool weather) |
| ☐ Underwear | ☐ Socks (2/day; white, wool or wool blend) |
| ☐ Bandanas and handkerchiefs | ☐ Work gloves |
| ☐ Coats and/or jackets (warm and cool) | ☐ Rain suit or poncho |
| ☐ Laundry bag | ☐ Suitcase or duffel bag |
| ☐ Sleep wear (select sleepwear for modesty), | ☐ Work shoes as well |
| ☐ Waterproof footwear | ☐ Hat or cap (waterproof and sunshade) |
| ☐ Sneakers (for non-working time) | |

Health, Safety, and Hygiene:

- | | | |
|--|--|--|
| ☐ Prescription medicine (List by name all your prescription medication) | | |
| ☐ New prescription orders (if your physician approves and will write new prescriptions) | | |
| ☐ Nonprescription drugs | ☐ Allergy kit: bees, etc | ☐ Sunblock (15+) |
| ☐ Bar soap | ☐ Liquid antibacterial soap | ☐ Laundry detergent |
| ☐ Deodorant | ☐ Feminine needs | ☐ Personal needs |
| ☐ Towels | ☐ Wash cloths | ☐ Mouth wash |
| ☐ Tooth brush | ☐ Tooth paste | ☐ Dental floss |
| ☐ Shampoo and rinse | ☐ Comb and brush | ☐ Hair spray |
| ☐ Chap stick | ☐ Shaving cream | ☐ Razor |
| ☐ Diarrhea cure | ☐ Antacids | ☐ Laxative |
| ☐ Insect spray | ☐ Skin lotion | ☐ Blister kit |
| ☐ Vitamin A&D ointment | ☐ Antifungal ointment/spray | ☐ Foot powder |

Food:

- ☐ Diet food ☐ Snacks ☐ Drinking water

Supplies and Equipment:

- ☐ Flash light or lantern ☐ Bedding (air or foam mattress, cot, and covers)
☐ Watch or clock ☐ Tent (optional, inquire first)
☐ Canteen or water bottle ☐ Air Mattress
☐ Special personal items you need for health, safety or comfort