Central Warehouse Logistics

Process Begins when
Requests/Orders for food & supplies

HAACP Guidelines
USDA Regulations
OSHA Regulations
MCPS Policies/Regulations
ACB, BBB, EEA-RA, GAA, GCB-RA, GJA-RA,
IGT-RA, KLA, KLA-RA

Guides

Process complete when
Requests/Orders delivered

DFNS Operational Procedures
MSDE Agreement/MOMS
MCPS Bid Document
WinSNAP Order Data

Vendor orders
Vendor receipts
Completed CPF & school requests/orders
Delivered requests/orders

Vendor deliveries

Guides

School requests/orders

Warehouse Inventory

Enablers

Warehouse Supervisors
Operations Assistant
Truck Driver/Warehouse Worker
Warehouse Worker
Buyers Assistant

Office Assistants
Suppliers/Shippers
CPF Staff
Cafeteria Managers

Performance Measures
M – 1 Inventory turnover
M – 2 Order fill rate
M – 3 Average pieces picked per hour
M – 4 Number of picking errors per day

To Key Process
Key Process: Central Warehouse Logistics

Customer (CPF/Schools)

- Request/order food and supplies

Buyers Assistant

- Inputs orders for food and supplies from vendors/USDA
- Ships food and supplies

Vendors/USDA

Operations Assistant

- Receives food and supplies from vendors/USDA
- Checks picked requests/orders for accuracy

Warehouse Worker

- Picks CPF and school requests/orders for shipment

Truck Driver/Warehouse Worker

- Loads school requests/orders on trucks for shipment
- Delivers CPF and school requests/orders

Measures

- M – 1 Inventory turnover
- M – 2 Order fill rate

Sub Process

To IGOE
18. Product Ordering (Warehouse-Vendor)

18.1 Start ordering process
18.2 Run reorder action report
18.3 Review item by item: Balances on hand Outstanding P.O. Due
18.4 Review amounts until negative quantity shows in on-hand column
18.5 Follow left across page to date column and underline date
18.6 Go back 5 work days (up) the date column from underlined date and circle that day
18.7 Create and print P.O. in SNAP for delivery on circled date
18.10 Have all items been reviewed?
18.9 Fax P.O to vendor
18.8 Create fax Coversheet
18.11 End of process

No
Yes

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Return to Key Process
16. Product Picking

16.1 Start Warehouse Picking Process

16.2 Obtain a pencil, black marker, clipboard and pallet truck

16.3 Take a shipping list from unpicked order box

16.4 Is there a route & stop number on it?

16.5 Give shipping list to supervisor

16.6 Are you picking dry or frozen items?

16.7 Review number of pieces on shipping list for assigned area

16.8 Will pieces fit on 1 pallet?

16.9 Determine what items to pick for 2nd pallet

16.10 Drive pallet truck into a good pallet & center between truck forks

16.11 Review items and quantities on shipping list and pick in bin sequence

16.12 Pick first item on shipping list for designated pick area

16.13 Place unit picked on pallet using blocking & leveling technique w/ labels facing out

16.14 Is the quantity requested filled?

16.15 Pick another unit

16.16 Draw a line in pencil on shipping list between release and issue quantity

16.17 Mark units picked with route & stop number using black marker

16.18 Is this the last item for the designated area?

16.19 Are all the units marked w/ route & stop?

16.20 Mark all unmarked units picked with route & stop number using black marker

16.21 Transport picked product to “B” aisle for staging and checking

16.22 Stage pallet with adequate space for supervisor to check items picked

16.23 Initial shipping list next to the total pieces for designated pick area

16.24 Place shipping list in the “to be checked box”

16.25 End Warehouse Picking Process

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Return to Key Process
20. Product Delivery to Schools

20.1 Start delivery process

20.2 Obtain drivers manifest and shipping documents from supervisor

20.3 Any notes on manifest?

20.4 See supervisor

20.5 Get handtruck from bin #A0011 and load onto assigned truck

20.6 Check that all product is strapped and secured

20.7 Perform A.M Circle Check

20.8 Check refer temps, hours and record start miles and start time on manifest

20.10 Back into school loading dock/area

20.11 Note time in and refer temp on manifest

20.12 Bring shipping documents to café manager and receive delivery instructions

20.13 Is this an elementary school?

20.14 Does ES have cargo?

20.15 Unload cargo per shipping list

20.16 Unload meals and items on meal manifest

20.17 Is this an elementary school?

20.18 Discrepancies?

20.19 Call supervisor for instructions

20.20 Pick up empty carriers, grey bins and/or baskets and dollys and load onto truck

20.21 Have manager sign, date and put time on shipping documents for items delivered

20.22 Return hand truck to truck and secure product

20.23 Is this the last stop?

20.24 Call warehouse for further instruction

20.25 Returning to warehouse?

20.26 Follow further instructions

20.27 Turn truck refer off if truck is empty

20.28 Drive to fuel depot for fuel & record fuel and refer hours on manifest and circle check

20.29 Drive to warehouse, back into dock door, record mileage and time on manifest and circle check

20.30 Unload baskets 25X2 high and place in ware wash hall

20.31 Separate empty pallets and put in designated area

20.32 Sweep and clean out truck

20.33 Perform A.M Circle Check

20.34 End Process

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