

5 STEPS FOR SETTING UP & MAINTAINING A FOOD DONATION PROGRAM

1 IDENTIFY FOOD FIT FOR DONATION.

- ✓ **Surplus food in holding** = Food that was in holding for service but was ultimately not served.
- ✓ **Excess inventory** = Extra inventory due to an ordering error, event cancellation, etc.
- ✓ **Dated food** = Most 'expiration dates' refer to quality, not safety. Food items past the date label can be donated if they still look, smell, and feel safe to eat. The only exception to this rule is infant formula.
- ✗ Food **not** fit for consumption, e.g. **moldy, discolored, smelly, or rotting food.**
- ✗ Food that was in the '**danger zone**' (41° F-135° F) for over two hours.
- ✗ Any food that was **not** handled in accordance with **standard kitchen health and safety protocol.**

2 ESTABLISH INTERNAL LOGISTICS.

- ✓ **Identify** where food donations will be stored.
- ✓ **Designate** specific staff to be responsible for food donations.



SPECIAL CONSIDERATIONS FOR PREPARED FOOD:

- Prepared foods must be rapidly cooled from 135°F to 70°F within two hours, and from 70°F to 41°F within four hours.
- Prepared food may require repackaging. This can be done with existing supplies (catering pans, to-go containers, etc.).
- Repackaged food must be labelled with a date. If possible, include allergen and ingredient information as well.

3 CONNECT WITH A FOOD RECOVERY ORGANIZATION AND ESTABLISH A WRITTEN AGREEMENT.

- ✓ **Review** the list of Edible Food Recovery Organizations and Services we maintain on our website and **contact** a local organization to set up an edible food recovery program.
- ✓ **Establish** a contract or written agreement with the food recovery organization. **(You must retain a copy on-site.)**



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4 TRAIN STAFF.

- ✓ **Develop** procedures to document the food donation process and train staff accordingly.

SAMPLE PROCESS

Food Eligible for Recovery

- **Outline** foods that are unfit for donation (use the information provided in this document).

Logistics & Procedures

- **Include** photos of where food donations will be stored.
- If donating prepared food, **include** photos or description of re-packaging procedures.

Food Recovery Organization Information

- **Include** contact information for your food donation recipient partner.
- **Include** pick-up schedule (day of the week & times).

On-Site Contacts

- **List** contacts at your organization who will oversee/monitor food recovery efforts (e.g. chefs, managers, supervisors).



All staff should be aware of the food donation program so that they can contribute to its success. **Ensure** that current staff undergo training, and that new staff are trained when they join.

Staff Training Strategies:

- **Assign** a couple managers to provide food donation training to all staff. Create a list of all staff and have them sign next to their name once the training is complete.
- **Include** food donation training in new staff onboarding procedures and orientations.
- **Work** with the local food bank or your food donation recipient to organize a volunteer day or tour so staff can see where their food donations end up.

5 KEEP RECORDS.

- ✓ For **each food recovery organization** that you have a written contact or written agreement with, keep record of:
 - The **name, address, and contact info** of the service or organization.
 - The **types of food** that will be collected or self-hauled.
 - The **established frequency** that food will be collected or self-hauled.
 - The **quantity of food** collected or self-hauled, measured in pounds recovered per month,

For more information, or any questions you may have, please visit our website at www.CoronaCA.gov or contact us via email at CoronaRecycles@CoronaCA.gov or via phone at (951) 736-2234

