



## SCHOOL SITE

### DONATION PROCEDURES AND FOOD SAFETY FACT SHEET

Congratulations on your participation in the Waste Hunger, Not Food (WHNF) program. We are excited for your organization to start this journey and help us achieve our goal of feeding those in need. To get you started, we have developed this donation procedures and food safety fact sheet to help you safely donate food to those in need in our community. Should you have any questions regarding food donation please contact an Environmental Health Specialist at 661-862-8740.

#### WASTE HUNGER NOT FOOD DONATION PROCEDURES:

- Each school will be provided with blue WHNF milk crates.
- ONLY WHNF milk crates will be used for food storage and transport.
- Before breakfast, four (4) crates will be placed in cafeteria along with WHNF poster explaining to the students the food items that go in each crate.
  - Crate #1: Beverages - Unopened milk, juice, water
  - Crate #2: Produce – whole fruits or vegetables (no refrigeration required)
  - Crate #3: Refrigerated/Frozen – Unopened packaged foods (burgers, pizza, frozen cups etc.) **must be frozen**
    - Please separate packaged produce and dairy (yogurt/cheese), **must be refrigerated**
  - Crate #4: Shelf Stable - Unopened chips, cookies, apple sauce, etc. (no refrigeration required)
    - Please separate fruit cups/applesauce from other packaged items
- After breakfast, crates will be moved by school staff to dedicated WHNF shelf in refrigerator/freezer.
- Before lunch, four (4) empty crates will be placed in cafeteria along with WHNF poster explaining to the students the food items that go in each crate.
- Full crates should be stored in a designated area in walk-in refrigerator/freezer.
- When crated food is picked up, the WHNF driver will leave an equivalent number of crates as to always ensure school is left with empty crates.
- Unless otherwise specified, WHNF Drivers may arrive any time between 7:00 AM and 3:00 PM. They will make their best effort to work quickly as to not disrupt the normal flow of service.
- Drivers will pick-up all crates in the designated WHNF section of the refrigerator/freezer that is within the correct temperature range.
- If food is not in the correct temperature range, they will leave it and pick it up the next day.

#### FOOD SAFETY TIPS:

- Donation sites shall only donate unopened/untampered food to the WHNF program.
- Bulk-prepared foods will not be accepted.
- Food may not sit out any longer than **1 ½ hours**.
- WHNF program will accept donated food with a printed food product date of the current day. Any food with a food product date that has passed will not be accepted.
- Donation sites shall have a method of checking food temperatures prior to food donation. Methods can include a thermometer in the fridge/freezer, a temperature probe, or an infrared thermometer/laser temperature gun.
- All food will be stored in a refrigerator/freezer that is set to 41 degrees or below. Any food that is not within the correct temperature range will not be accepted.
- If your facility is donating hot food, it shall be stored in the facilities freezer overnight and will be picked up by the WHNF driver at the following pick-up.

Questions regarding food donation or food safety, please contact environmental health specialist at (661) 862-8740  
Questions regarding the Waste Hunger, Not Food program, please contact Sara Syvertson (661) 868-1214