

Thursday Meal Packaging Guide

START

- Arrive at [Talmage Terrace](#) by the back receiving doors (see right) by 8am.
 - Shift Captains with this shift will be given a keycard to access the receiving doors. In the event you do not have a key and the doors are locked, walk to the front lobby, turn right down the hall, take the first staircase on your right, and turn right again at the bottom of the stairs. Push through the double doors to the receiving room and prop open the back door for others.
- Collect the cooler key from the downstairs desk drawer by the cooler.
- Enter the cooler and record cooler and freezer temperatures on the clipboard on the wall above the desk.
- Next, locate the stainless steel hotel pans from Wednesday Cooking. Take 2 temperatures of each type of food and record them on the Thursday Packaging binder HACCP form. All foods must be below 41 degrees.
- Place refrigerated foods in the Rubbermaid black cooler bags, making sure to add ice packs to each. Then, load your vehicle(s) with the coolers.
- Locate any boxes labeled as “Thurs Packaging.” Load those boxes into your vehicle(s).
- Clamshells should have been set aside for you to use during your shift. Be sure to also take these and the Thursday Packaging binder with you to the [ACCA](#).
- Drive to the ACCA. Upon arrival, you may park in the Meals on Wheels spots by the automatic doors to the left side of the building (see right). However, once you finish unloading, move your vehicle to the larger lot.



PACKAGING FOOD

- **Basic Hygiene Practices**
 - Put on a hair net or hat.
 - Remove all hand/wrist jewelry. Wash hands thoroughly with warm water up to the wrists for about 20 seconds. Dry using a single-use paper towel and put on latex gloves.
 - Sanitize all surfaces you will be using.
- **Setup**
 - Greet volunteers and have them put on hair nets/hats, wash hands and put on gloves in the kitchen. As they set up, take the time to explain what they will do during their shift and

where the food is going to. Be sure to check volunteers into their shift on GivePulse now or at the end of the shift.

- Meanwhile, one Shift Captain should take and record sample temperatures of each food item in the hotel pans, using/sanitizing a temperature probe and following HAACP guidelines. Temperatures of these foods should be at 41° or below. Stack pans in the kitchen cooler.
 - Take your ice packs and put them in the ACCA freezer.
- Take a volunteer out to the Center for Active Living lobby to complete labeling for the clamshells. Every container receives a food safety label on top, and some containers receive an additional label on the front indicating their name and delivery route. Thursday meals are distributed to two programs: Meals on Wheels and Center for Active Living.

Meals On Wheels	Center for Active Living
~50 clamshells	~25 clamshells
Food safety label on top & name label on front	Food safety label on top
1st priority (before 9:30am)	2nd priority
Will be delivered by ACCA volunteers on MOW routes to particularly vulnerable older adults	Will be handed out at the end of the day to day care seniors

- Grab one pan of each item and line them up on the workstation. Add ice from the ACCA ice machine to a steel pan and place any hotel pans with meat in them on this ice bed to prevent food temperatures from rising significantly.

● **Handling Food**

- If desired/necessary, use a clean utensil to help transfer food to clamshells. Otherwise, use gloves. *Be sure to always wear clean gloves when handling food!*
- Stack out 13 clamshells at a time on the table.
- Assess how many pans of each item you have. Fill clamshells with the appropriate amount of each item (typically around a handful of each item) and close.

■ Individual meals will contain:

<u>1 protein</u> (e.g. meat/fish or meat/fish casserole, meat sauce, bean etc.)
<u>1 grain</u> (e.g. bread, pasta, rice, etc.)
<u>1 vegetable</u> (e.g. salad, mashed potatoes, roasted potatoes/roasted veggies, vegetable casseroles, etc.)
<u>1 fruit</u> (e.g. fruit salad, whole fruit or baked fruit), AND/OR <u>dessert</u> (packaged desserts)

- **Note:** Meal planners will leave notes on items that need to be split in half (e.g. large rolls, cakes, etc.)
- Circle on each label the type of protein provided, then place the clamshells into the

shopping cart.

- Set the table with another 13 clamshells. Repeat the process.
- Once all clamshells are packaged, place them in the ACCA cooler to continue cooling.

ON-GOING DISHWASHING

- **Using the 3-Compartment Sink & Automatic Dishwasher**
 - As you replace empty pans with full ones from the cooler, place dirty pans by the dishwasher to wash. If there are volunteers to help clean, you can send pans through the washer throughout the shift rather than all at the end of the shift. Throw away any other packaging (foil, plastic wrap, etc.).
 - First, rinse pans using the spray hose near the automatic dishwasher.
 - If food residue remains after a spray, take pans to wash in the 3-compartment sink. Be sure to wash, rinse and sanitize by submerging pans in their respective solutions for a minimum of 30 seconds. Leave them to air-dry.
 - If food residue is cleaned off after a spray, stack the dishes onto the blue rack sideways. When you have a full rack, slide the dishes into the automatic dishwasher.
 - To start the cycle, lower the side doors and listen for a click.
 - Do not open the side doors until the cycle light turns off. Keep your face away from the machine as you open the doors -- the steam is hot and can burn.
- Leave all pans to air-dry, as the ACCA staff will collect clean pans and store them in the supply closet for our later pick up.

CLEANING & FINISHING UP

- **After the Last Clamshell is Packaged**
 - Wipe down the tables with sanitizer solution. The solution bucket can be found underneath the dish drying rack.
 - Sweep the kitchen floor. A broom and dustpan can be found in the supply room.
 - Take and record the final temperature of each food item. Record on the HACCP form. All temps should be 41° or below.
 - Break down all boxes and take out the recyclables. The recycling dumpster is behind the parking lot.
 - Stack your Rubbermaid cooler bags outside the kitchen underneath the awning between the two sheds.
- Thank volunteers for their time! Extra baked goods can be given to to volunteers as a thank-you.

FAQs

- What should I do with any family-style meals that were left from client deliveries but set aside for Thursday Packaging?
 - *Place any such meals in the ACCA cooler and notify a staff member that the meal(s) can be*

distributed to other ACCA clients.