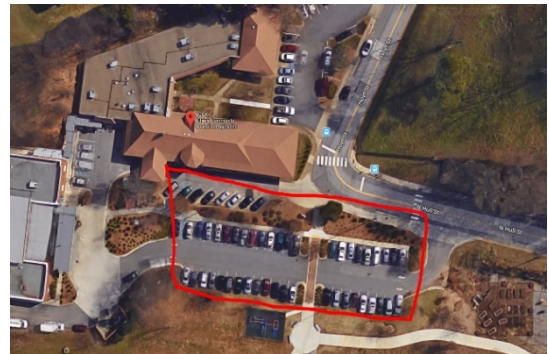


Food Procurement Guide

SUNDAY

START

- Pick up the Subaru key from the [Office of Service-Learning \(OSL\)](#). Drive to the [ACCA](#) to pick up the Subaru in the parking lot. Locate the binder in the van and *log the current mileage of the van*.
- Pick up volunteers at the OSL. Drive to Trader Joe's.



TRADER JOE'S

- Arrive at [Trader Joe's](#).
- Buzz the back door and let them know you are here with Campus Kitchen.



- Load vehicle with donor food. Be careful not to damage fragile items (eggs, glass containers, etc.). It is best to pack the banana boxes on top of each other. If you start to run out of space, get creative!
- Ask a Trader Joe's employee to sign the top of our HACCP form. There should be extra forms in the van.
- Be sure to put all the carts away neatly and break down any extra boxes.
- Drive to [Talmage Terrace](#) and begin inventory as described below (see **INVENTORY AT TALMAGE**).

FRESH MARKET

- After donations from Trader Joe's are sorted, put extra boxes and trash bags (for bread) in the Subaru for [Fresh Market](#) food collection. Be sure to have a second HACCP form ready to get signed.
 - **Remember:** *Fresh Market does not provide boxes for their donations.*
- Drive to the back of Fresh Market near the loading dock (see right).



- Buzz the back door and let them know you are here with Campus Kitchen.
- Sign Fresh Market's donation sheets for each cart of food they give, and ask an employee to sign the top of our HACCP form as well.
- Carefully load donor foods into the vehicle. Once all items are loaded (multiple trips may be necessary depending on the size of your vehicles), be sure that all the carts are placed neatly near their receiving doors.
- Return to Talmage. Then, record temperatures, label and inventory.
- Make sure second temps for Trader Joe's items. Check temps of items in freezer and move them into the cooler if 41° or below. If any items still need to be cooled down, leave them in the freezer and tell meal planners that they need to record temps and move items into the cooler.

TUESDAY/THURSDAY

START

- Arrive at Talmage and pick up the 'Food Collection' binder, a pen, and any empty boxes available.

FRESH MARKET

- Drive to the back of Fresh Market near the loading dock.
- Ring the buzzer to let the Fresh Market staff know you are here with Campus Kitchen.
- You will need to sign Fresh Market's donation sheets for each cart of food they give, and you will need to ask an employee to sign the top of our HACCP form as well.
- Quickly and carefully load vehicles with donor food. Be careful not to damage fragile items (eggs, glass containers, etc.). If you start to run out of space, get creative!
- Once all items are loaded into the car (multiple trips may be necessary depending on vehicle size), be sure that all the carts are placed neatly near their receiving doors.
- Return to Talmage and begin inventory (see **INVENTORY AT TALMAGE**).

INVENTORY AT TALMAGE

SETTING UP AT TALMAGE

- Get the yellow flatbed cart (usually down the hall on the far end) or shopping carts from the hallway near the stairs.
- Unlock the cooler (with the key from the desk drawer) and take the internal temperatures of the cooler and freezer, using the shelf thermometers inside the cooler/freezer. Note these temps on the clipboard outside the cooler above the desk.
- Make sure the shelves are clean. Get the scale below the desk and iPad from the lockbox to record food weights. Then, set up everything needed to collect temps (gloves, thermometer, sanitizer wipes, pens, and sticker labels for frozen and prepared foods).

SORTING FOOD AT TALMAGE

- **Within 24 hours of food collection pickup, all items received must be either donated to an agency, or when available, set aside for dry storage at the OSL (see DECIDING WHERE TO DONATE).**
- Upon arriving at Talmage, use the cart(s) to quickly unload the boxes from the vehicle(s). Proceed to sort and weigh like-items together and place them in the cooler. Once they are sorted in the cooler, take sample temperatures. Then, set aside appropriate items for agency donation or place items in the freezer.
- If meat/egg gets on the shelves or ground, CLEAN UP IMMEDIATELY with sanitizer wipes.

- **Weighing Food**

- Use the scale to weigh like-items, following the categories listed on the 'Food Collection' HACCP form.

- **Start with Time and Temperature Control (TCS) foods!**

- Record the weights (in lbs.) in the 'Food Collection' Google Form on iPad (see right). Put more than one box on the scale to speed up the process.



- After weighing, get the boxes into the cooler ASAP. When putting boxes into the cooler, try to store like-items together and where the contents will eventually go.

- Make sure volunteers are looking closely at the dates on the foods. Also make sure that they wear latex gloves before touching meat juice or raw eggs and throw away used gloves, so that they do not contaminate other food.

- **Discarding Food**

- As you sort and weigh, discard foods if:
 - Obviously moldy, rotten, open/torn/leaking, or otherwise unusable.
 - Meats, dairy and prepared foods are past the use-by date.
 - Products have been leaked on.
 - Meats are off-colored, starting to brown, or odd in texture or smell.
 - Canned goods have major dents.

- **Agency Donations**

- Includes: items with a use-by date of today that cannot be frozen, items that generally do not freeze well, or anything we will not use.
- Box and label by agency destination and set aside in cooler for Agency Donation Shift Captains to pick up (see **DECIDING WHERE TO DONATE**).

- **Dairy Products**

- Includes: milk, cheese and yogurt.

- Set aside milk and cheeses (only cheddar, parmesan and mozzarella) to later freeze (see **FREEZING FOOD > DAIRY PRODUCTS**).
- Store labeled boxes of yogurt in the cooler.
- **Baked Goods**
 - Includes: desserts (e.g. pies, cookies, sweet cakes) and breads (e.g. family-style loaves, bagels, baguettes).
 - Some baked goods will be reserved for client grocery bags and some will be donated or frozen (see **DECIDING WHERE TO DONATE**).
 - Store labeled boxes of baked goods in the cooler.
 - **Remember:** *if Takeout Tuesday is coming up, reserve breads/desserts for these grocery bags!*
- **Produce**
 - Sort and store vegetables and fruits by like-items (e.g. apples with apples). Generally, consistently used items, like onions and potatoes, are stored on the back-right shelf in the cooler. Bananas should always be kept outside the cooler on the storage shelf.
 - **Remember:** *donate pre-cut melons/tomatoes and less commonly used vegetables (see **DECIDING WHERE TO DONATE**)!*
- **Protein**
 - Includes: eggs, poultry, ground meats, steaks, chops, seafood (no shellfish).
 - Use latex gloves to sort through egg cartons and discard all cracked eggs and lingering shells. If a portion of the carton is soggy, rip it out.
 - Set aside eggs and meats in the cooler. Meats will later be moved into the freezer (see **FREEZING FOOD > FROZEN MEATS**).
- **Frozen Foods**
 - Includes: prepared entrées, packaged frozen foods, fully cooked meats, pizzas.
 - These items must be labeled with a frozen-on date. You can label packages with a sticky note for large boxes received on the same day.
- **Dry Goods & Snacks**
 - Box, label and set aside outside the cooler all dry snacks and canned/bottled items. An intern or staff will bring these back to the OSL pantry (see **DECIDING WHERE TO DONATE**).
- **Taking Temperatures**
 - Once foods are sorted and weighed by like-items and placed in the cooler, take first temperatures using the scan function of the thermometer of TCS foods.
 - No need to check all food items. Similar items may be grouped together (e.g. milks, breads, prepared foods, deli meats, etc.).
 - Record first temps on a HACCP form ('Food Collection' for Sundays and 'Raw Food Donations' for weekdays).

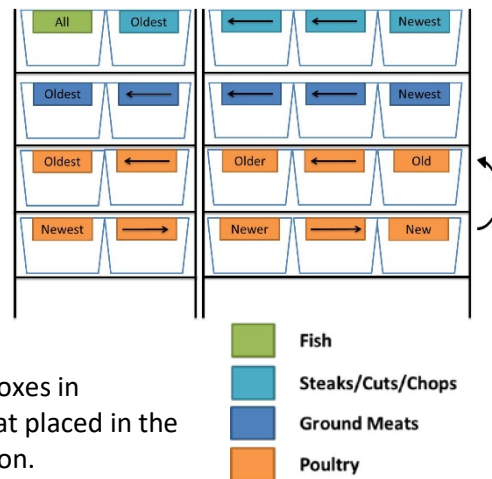
- If temperature readings are 41°+, throw the food in the freezer for a while to cool down. Do this especially for pre-made items (salads, sandwiches, cut fruit, etc.).
- After a bit, move food back to the cooler and retake first temperatures. If temps are 41° or below, continue inventorying and recording. ***If the temperature does not go below 41° within two hours of picking up the food, throw it out.***
 - Make sure to record on the HACCP form the time and temps once it is cooled below 41° to document that we are handling food properly.

- **Freezing Food**

- After you sort, weigh and take temperatures of foods in the cooler, proceed to label items destined for the freezer with a *frozen-on date*.
- ***Anything going into the freezer must have a use-by or sell-by date of today, up to two days prior (for meats only) or later.***

- **Frozen Meats**

- Store on the immediate left side of the freezer.
- After labeling meats, organize by date received and type (see **Meat First-In-First-Out (FIFO) System** diagram right).
 - All levels flow from back-to-front. Shift boxes in accordance with the diagram so that meat placed in the freezer that day is in the “Newest” position.



- **Frozen Packaged Foods**

- Includes: TV dinners, packaged frozen entrées, fully cooked meats, pizzas.
- Store on immediate right side of the freezer.

- **Frozen Dairy Products**

- Includes: milk, cheese and other misc. dairy products.
- Store on the back-right side of the freezer.

- **Frozen Baked Goods**

- Includes: surplus individual and family size bread and desserts.
- Store on the back-left side of freezer.

- **Frozen Soups**

- Includes: pre-made donations and those made during the Preservation shift.
- Store on the immediate right side of freezer.

DECIDING WHERE TO DONATE

Depending on the collection day and the amount/type of donations received, refer to this list for where certain items could go. Sort and divide donation items based on which agency can best utilize its contents. Place these items in an empty cardboard box and label which agency the box is destined for.

- **Campus Kitchen Office Pantry**
 - Any non-perishable items.
 - Examples: canned goods, grains, spices, dry goods, oils and sauces.
- **Our Daily Bread - Sunday**
 - Any thin-sliced meats, pre-cut fruit and ready-to-eat foods, especially prepared foods with best-by dates of the day received.
 - Examples: cut melons, cut tomatoes, pre-made salads, pre-made sandwiches, wraps, dips, yogurt, cereal, lunch meats, and any cheeses other than cheddar, mozzarella or parmesan.
- **Salvation Army - Sunday**
 - Any hard breads.
 - Examples: baguettes, ciabatta rolls.
- **Sparrow's Nest - Tuesday/Thursday**
 - Approx. 1-2 boxes of bread/dessert and 1 box of ready-to-eat foods, especially prepared foods with best-by dates of the day received.
 - **Keep in mind**: *this is a shelter that serves homeless individuals, so food set aside for them needs to be easy to eat with limited preparation.*
 - Examples: cherry tomatoes, salad mixes with toppings and dressings included, pre-cut vegetables (e.g. broccoli/carrots/cauliflower or snap peas), a small amount of bagged salad mixes, common fruits, individual sized yogurts, and some prepared meals.
- **Live Forward - Monday**
 - Up to 3 boxes of breads/desserts and up to 3 boxes of refrigerated foods.
 - Examples: loose and packaged vegetables that require more preparation/cooking (e.g. eggplants or peppers) and not-as-common produce (e.g. artichokes).
 - We typically do not donate prepared meals to Live Forward, though you may do so if there is an abundance. You may also donate some pantry items that Campus Kitchen or the UGA Student Pantry may not use.
- **Northeast Georgia Food Bank - Monday/Tuesday/Thursday**
 - If all other agencies are accounted for and there is still food left to donate, any food and non-food items left can be taken to the Food Bank.
 - They will want different items (baked goods vs. produce) weighed separately. Fill out a donation sheet with "Campus Kitchen T-125" as the organization, your contact information, and the weight/type of food donated.

- **UGA Student Food Pantry - Monday/Tuesday/Thursday**
 - Approx. 1 box of unrefrigerated breads/desserts and 1 box of refrigerated foods, even with best-by dates of the day received.
 - Examples: tortillas, pita breads, flatbreads, and harder breads like ciabatta and baguettes; anything spicy or of-use in foreign-style cuisines that may be unfamiliar to older adults; non-refrigerated beverages like sparkling waters or sports drinks; surplus produce, prepared foods and dairy items.

DON'T FORGET

- Make sure no food/boxes are on the ground.
- ***Double-check all boxes to make sure they have been sorted!*** Oftentimes a box goes unsorted because everyone assumes someone else is checking it.
- If the freezer is in disarray, please take a moment to tidy it up. Keep things organized as outlined above and keep like-items together.
- Warm clothes are available in a plastic bin above the cupboard.

FINISHING UP

- Sign off each volunteer's name in GivePulse.
- Make sure HACCP and 'Food Collection' Google forms are filled out completely, including the collection date, donor signature, total pounds of donations, and temperatures. Keep the HACCP form in the 'Food Collection' binder.
- Lock the cooler and return the keys to the drawer. Return the iPad to the lockbox.
- Return all carts.
- Clean up any trash/boxes. Trash can go in the dumpster in back of the room.
- Shift Captains and volunteers may take one item home as a 'thank you' for their service. No one should be taking more than that.
- Return volunteers to campus.

FAQs

- What should I do if volunteers do not arrive on time?
 - *If available, locate their contact information via GivePulse and call them if you do not see them. If they are more than 5 minutes late, leave. You could have them meet you at Talmage to start their volunteer shift there instead.*
- What if there is more than one Shift Captain helping collection on Sunday?
 - *The other Shift Captain(s) can meet you and the volunteers at Trader Joe's to assist with collection or at Talmage Terrace to begin setup.*
- What should I do if there is no more space to store bread in the cooler?
 - *You can leave the bread in a labeled box outside the cooler either on a cart or somewhere off the floor.*
- What if the temperatures of items are above 41°?

- *Stick items in the freezer to cool down. Check back again to see if they fall to 41° or below. If they do not reach 41°, throw them away.*
- It is hot outside and the temperatures of the food are rising. What should I do?
 - *If it is especially hot outside, load foods into the cooler upon returning from collection and weigh them inside the cooler, putting items temporarily into the freezer if necessary. Keep the cooler door shut as much as possible during this process after you have moved all food into the cooler. If the temperature goes up more than 2° in the cooler, open the freezer door for a little while to cool things down.*
- How should I store multiple items of the same kind?
 - *If, for example, there is a lot of one produce item, such as apples, store them together in one cardboard box to save space. Don't be afraid to mix fruit varieties when storing.*