



FOOD SAFETY POLICY/GUIDELINES

Establishing a food safety policy/guidelines is the best way for your food pantry to ensure that you are protecting the health of the people that you serve. Having a food safety policy/guidelines in place will encourage donations and help your pantry operate smoothly.

will accept the following foods:

- Foods in their original, sealed package with an ingredient label and code date/batch number
- Manufactured foods that are clearly within the food date label (e.g. 'best if used by', 'sell by', 'best before')
- Perishable foods donated directly by a food business in sealed packaging with donor information and product dating
- Perishable foods that have been stored where temperature control has been strictly maintained (41°F or below)
- Fresh produce grown using good agricultural practices that is reasonably clean and is free of blemishes and decay

will not accept the following foods:

- Home canned or home prepared foods
- Foods with evidence of spoilage
- Rotten fruits and vegetables
- Opened packages of food
- Foods in crushed, dented, rusted or broken/open containers/cans
- Leftover foods from catered events or restaurants, unless the food is donated directly by the food business
- Foods where there is evidence of product leakage
- Foods where there is evidence of insect damage or infestation
- Foods that are past their food date label
- Packages of food that are excessively dirty or soiled
- Prepared foods or meals not donated directly by a food business (e.g. leftovers)

will:

- Maintain a clean and well-kept facility
- Transport, handle and store food in a food-safe manner
- Handle, store and distribute produce safely
- Keep up-to-date records of food inventory
- Keep appropriate temperature records
- _____
- _____
- Update policy documents as needed and keep signed health policy documents on hand
- Store non-food items and chemicals away from food
- Repackage food only where allowed and following a food safe policy
- Discard food that is potentially unsafe for distribution (do not place it on the 'free' shelf for pantry guests)

Signed:

_____ Food Pantry representative

Date:
