



Facility Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Food Donations in Retail Foodservice Operations

Policy: Foodservice employees and staff may work together to ensure that unused food from meal service is recovered and not wasted. Donations may include prepared and unserved foods or perishable foods which are wholesome but do not meet quality standards for the operation, such as some fresh produce or baked goods. All foodservice staff must follow procedures below to ensure prepared food is safe to eat and that precautions in transporting to donation location are followed.

Food donations assist the community by helping feed hungry people. In addition, guidelines listed below may also improve the operations bottom line by refining procurement and preparation practices. Both non-perishable and wholesome perishable foods can be donated. The Bill Emerson Food Samaritan Food Donation Act of 1996 helps promote food recovery by limiting donor liability to situations of gross negligence or intentional misconduct.

Procedure:

1. All employees in the foodservice operation must:
 - a. Prepare food amounts as directed on production records and/or menu forecasting sheets.
 - b. Follow all personal hygiene standard operating procedures in preparation and service of foods.
 - c. All foods designated for donation should be cooled (if hot entrée and/or side dish) according to standard operating procedures using the two-stage cooling process.
 - d. All donated products should be labeled with date and time of preparation, name of organization making the donation, and name of product, indicate the presence of any of the 8 major food allergens.
 - e. Cooled foods donated on day of preparation should be kept at 41°F or below.
 - f. Cold foods designated for immediate donation should be kept at 41°F or below and also properly labeled.
 - g. Food can also be frozen if donations are periodic or if donated foods will not be consumed within 4 days.
 - h. Food designated for donation should be kept in food safe plastic bags or clean and sanitized food safe containers.
2. Foodservice management should:
 - a. Review local health policies regarding food donations to non-profit organizations.
 - b. Review production and forecasting records to determine which menu items are frequently over-produced and adjust purchasing and production accordingly.
3. The foodservice supervisor/manager will:
 - a. Monitor preparation of menu items and service procedures
 - b. Ensure foodservice staff are properly trained

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- c. Collaborate with all foodservice staff.
- d. Provide temperature logs upon request.
- e. Resolve questions related to food safety
- f. Follow up as necessary.

Policy last revised on: _____