

Training Instructions

- Read through the entire training and edit the slides and slide notes to fit your store's practices
- Additional posters, templates, and materials are found on [SPU's website](#)
- If you would like assistance tailoring this training for your store or would like SPU to host a free training at your store, please email: SPU_FoodRescue@seattle.gov

A blue-tinted photograph of the Seattle waterfront. In the foreground, the white steel structure of the Great Wheel is visible. To the right, a large blue building is labeled "PIER 56". The background is filled with a dense city skyline of various skyscrapers and buildings.

Food Donation Training

Business Name

Date

Presenter Names



Agenda Overview

- Introductions & Background
- Your Food Donation Program and Partners
- Standardizing Food Donation at Your Store
- Your Questions & Suggestions

Food Donation Program and Partners

Food Donation at Your Store, Partner Highlights,
and Quality Food Donations



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Food Donation at Your Store

**Raise your hand if you know
your store donates food.**



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Food Donation at Your Store

Raise your hand if...

**You have
collected food
from the shelves
for donation**



Food Donation at Your Store

Raise your hand if...

**You have
collected food
from the shelves
for donation**

Raise your hand if...

**You know which
food banks or
meal programs
you donate to**



Food Donation at Your Store

Raise your hand if...

**You have
collected food
from the shelves
for donation**

Raise your hand if...

**You know which
food banks or
meal programs
you donate to**

Raise your hand if...

**You have
interacted with a
food bank
employee or
volunteer**



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Food Bank Profile

[Complete this section with your food bank partner's info]

- Hours
- Type of service
- Clientele and number served
- Pounds saved/served or meals served

Quality Food Donations

EDIBLE FOOD VS COMPOST

Remember These Sayings!

Think of it as your
neighbor's next meal

Would you eat it?

Would you serve it to your
grandma?

Will it be compost when it arrives at
the food bank?



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Standardizing Food Donation at Your Store

What Can and Can't Be Donated



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What Can't Be Donated?

- Things on the donation partner's do not donate list.
- If you wouldn't eat it, don't donate it.
- Think of it in two categories: **Poor Quality** and **Type of Food**
 - **Quality:** moldy, wilting, very bruised, stale, opened packages, things not held at food safe temps
 - **Type:** Alcohol, kombucha, bottles that can be refunded, etc



PRODUCE: Food Donation Guidelines

Food Safety Requirements

- Fresh fruit and vegetables: Can be stored at shelf-stable temperatures
- Cut fruit and vegetables: Must be maintained at a temperature of 41° F or below.

DO NOT DONATE



- Moldy products
- Heavily damaged products
- Products with an off color or smell

Donation Steps

1. Pull imperfect produce and over-ripe items, immediately separating items for donation and compost in two different boxes.
2. Pack multiple donation boxes at the same time to ensure heavier produce is on the bottom and fragile produce remains undamaged at the top.
3. Store items to be donated (clearly labeled for donation) in the donation pick-up area.

GROCERY PULL BY DATE	FOOD BANK PULL BY DATE
Date on package	Date on package
Can't donate 2 days past expiration	

Questions?

Ask Department Donation Lead

BAKERY: Food Donation Guidelines

Food Safety Requirements

- Regular baked goods: Can be stored at shelf-stable temperatures.
- Baked Goods with TCS Ingredients (i.e., Cream Pies): Must be maintained at a temperature of 41° F or below.

DO NOT DONATE



- Moldy items
- Stale items

Donation Steps

1. Pull expiring items and items not meeting visual quality inspection requirements, separating items for donation and compost.
2. Store department items on the labeled cart (clearly labeled for donation) in the donation pick-up area.

GROCERY PULL BY DATE	FOOD BANK PULL BY DATE
Date on package	Date on package

Questions?

Ask Department Donation Lead

DAIRY: Food Donation Guidelines

Food Safety Requirements

- Products must be maintained at a temperature of 41° F or below.
- Pull items not meeting visual quality inspection requirements, separating items for donation, compost, and recycling.

DO NOT DONATE



- Food with an "off" odor
- Broken seal
- Items above 41°F (i.e., temperatures 42°F or higher are not suitable for donation)

Donation Steps

1. Pull items not meeting visual quality inspection requirements, separating items for donation and compost.
2. Store items to be donated in cooler (clearly labeled for donation) in the donation pick-up area.

GROCERY PULL BY DATE	FOOD BANK PULL BY DATE
Pull items within 5 days of expiration date on package (best-by/use-by/sell-by).	<ul style="list-style-type: none"> • Milk, alternative milks, cream, yogurt Up to 7 days past date on package. • Cheese and eggs By date on package.

Questions?

Ask Department Donation Lead



ACTIVITY: Critique Department Donation Posters



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Donation Process at Your Store

Steps & Activities



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Helpful Equipment and Tools





ACTIVITY: Helpful Equipment & Challenges



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Food Donation Signage

FOOD BANK

**READY FOR PICK-UP!
¡LISTO PARA DONAR!**





ACTIVITY: Signage Critique



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Contact Sheet

[store name] Contact List

FOOD BANK	PICK UP SCHEDULE	CONTACT NAME	CONTACT EMAIL	CONTACT PHONE



ACTIVITY: Contact Sheet Review



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Pick Up Log

Day/Date	Food Bank Name	Food Bank Staff Name	Categories Picked Up - Circle all that apply								
Tues 2/14	Feeding Neighbors Inc.	Sally Smith	Bakery	Dairy	Dry	Frozen	Meat	Prepared	Produce	Bevs	
			Bakery	Dairy	Dry	Frozen	Meat	Prepared	Produce	Bevs	
			Bakery	Dairy	Dry	Frozen	Meat	Prepared	Produce	Bevs	
			Bakery	Dairy	Dry	Frozen	Meat	Prepared	Produce	Bevs	
			Bakery	Dairy	Dry	Frozen	Meat	Prepared	Produce	Bevs	
			Bakery	Dairy	Dry	Frozen	Meat	Prepared	Produce	Bevs	
			Bakery	Dairy	Dry	Frozen	Meat	Prepared	Produce	Bevs	
			Bakery	Dairy	Dry	Frozen	Meat	Prepared	Produce	Bevs	

Day/Date	Food Bank Name	Food Bank Staff Name You may leave this blank	Notes and Feedback Please be detailed!
Tues 2/14	Feeding Neighbors Inc.	Sally Smith	Yesterday on 2/13, there was no yellow bin of donations in Dairy cooler. Today on 2/14 Dairy manager noted I missed yesterday's donations. Please prepare all donations for pick-up by 2pm each day. If this is not possible, maybe we can adjust our pick-up time to later in the day.





ACTIVITY: Pick-up Log Debrief



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Questions or Suggestions?

Thank you!



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