

STANDARD OPERATING PROCEDURE

Food Donations and Sharing Tables in School Meals Programs

Policy: Foodservice employees and teachers/school staff may work together to ensure that unused food from child nutrition program is not wasted. This can include donations by the school meals program for unserved foods or food items collected at a sharing table. All school staff must follow procedures below to ensure food is safe to eat and does not violate student rights.

Procedure:

1. All employees in school foodservice must:
 - a. Prepare food amounts as directed on production records.
 - b. Follow all personal hygiene standard operating procedures in preparation and service of foods.
 - c. Prepare and store donated foods according to standard operating procedures and local health guidelines.
 - d. Encourage students to select a variety of foods in compliance with program regulations.
2. Teachers/school staff should:
 - a. Encourage students to take only foods they plan to eat, with the understanding of what food items are needed for a reimbursable meal.
 - b. Encourage students to eat foods they have selected.
 - c. Inform students about the sharing table in way that does not pressure students to donate foods from their meal
 - d. Ensure students do not bully one another to donate food
3. Administrators should:
 - a. Follow best practice in scheduling meal periods (15 minute minimum for breakfast and 20 minutes for lunch – time after students have received meal)
 - b. Consider allowing students to save non-perishable foods for later consumption (i.e. apple, carrot sticks, etc.)
 - c. Review local health policies regarding food donations to non-profit organizations.
 - d. Review menu items which are frequently wasted.
4. Monitors at sharing tables should
 - a. Accept only foods that
 - i. do not require temperature controls such as whole fruit
 - ii. are prepackaged and in their unopened, original containers
 - b. Ensure tables are located away from sites for potential cross contamination, such as by cafeteria exit door rather than tray return window.
 - c. Supervise student involvement.
 - d. Be present at all times.
5. The unit supervisor will:
 - a. Monitor meal preparation and service procedures
 - b. Collaborate with teacher/staff member.
 - c. Resolve questions related to food safety
 - d. Follow up as necessary.