

# Food Pantry Donation Responsibilities

(call Tomoé Harrison w/questions 917-499-9198)

## **Food Services**

- Put out blue cooler with 2 blue ice blocks and thermometer inside (lid closed)
- At end of lunch, log temperature of collection cooler (log located on front of refrigerator)
- Remove food that is not sealed or that was brought from home and discard
- Transfer remaining food into a tray marked “Food Donation” located on the top left shelf of the double door refrigerator
- Clean collection cooler and ice blocks
- Store ice blocks in freezer, clean blue cooler, and place cooler back next to refrigerator

## **Parent Volunteers**

- Remove tray marked “Food Donation” from top left shelf of the double door refrigerator (if refrigerator is locked, have Mr. Grady paged)
- Take inventory of food collected (inventory log located on lid or inside of cooler)
- Transfer food to blue transportation cooler located next to refrigerator
- Wipe out “Food Donation” tray with sanitizing spray located near sink (could be below) and return to top left shelf of refrigerator
- Transport food in blue transportation cooler to Food Pantry located at 207 Washington Street on Mondays between the hours of 2:00 and 3:00pm at curb-side drop off location
- Return cooler to Sprague cafeteria and wipe out using sanitizing spray located near sink
- Place empty cooler next to double refrigerator