

POLICY

With the generous help of our volunteers we are able to provide individually portioned items to our clients. The majority of our purchased items come in bulk and are we sort and pack it according to the desired nutritional portion size.

PROCEDURE

- I. Volunteers are initially trained and coached as to the proper HACCP procedures with packing and food preparation and sanitation when they begin volunteering at the Eat Well Center.
- II. Everyone follows proper hand washing, labelling techniques, and personal protective equipment is used, for example gloves, hairnet and aprons. (See Personal Protective Equipment Policy)
- III. Each item packed is sealed with a coordinating tape and corresponding color based on the type of protein, bread or vegetable. Individual items are sealed as tightly as possible to prevent any entrapment of air.
- IV. Items that will be frozen are only packed in plastic that is for the purpose of freezing food.
- V. These items are placed into the designated storage bins, dated for the day packed and stored at the appropriate predesignated refrigerator or freezer temperatures to maximize shelf life.
- VI. All items are to be FIFO (first in first out) by both the Inventory Receiving Coordinator, other food pantry staff and volunteers alike.

Approvals:

Signature: _____ Date: _____

Shanel Pamphile, Eat Well Center Manager

Signature: _____ Date: 6/27/19

Thomas S. Pietrogallo, CEO

BOD Approved Date: N/A

Date Established: 06.25.19

Date Revised and/or Reviewed: 06.27.19