



DEVELOP YOUR FOOD SAFETY POLICY

Establishing a **food safety policy** is the best way for your food pantry to ensure that you are protecting the health of the people that you serve. Having a food safety policy in place will encourage donations and will help your pantry operate smoothly.

[Food Pantry name] will accept the following foods:

- Foods in their original, sealed package with an ingredient label and code date
- Manufactured food that is clearly within the 'Best if Used By' date
- Perishable foods directly from a food business in sealed packaging with donor information and product dating
- Perishable foods where temperature control has been strictly maintained
- Fresh produce grown using good agricultural practices, that is free of decay, and reasonably clean

[Food Pantry name] will not accept the following foods:

- Home canned or home prepared foods
- Foods with evidence of spoilage
- Rotten fruits and vegetables
- Opened packages of food
- Foods in crushed, dented, rusted or broken/open containers
- Left-over foods from catered events or restaurants, unless the food is donated directly by the food business
- Foods where there is evidence of product leakage
- Foods where there is evidence of insect damage or infestation
- Foods past their 'Best if Used By' date
- Packages of food that are excessively dirty or soiled
- Prepared foods or meals not donated directly from a food business, e.g. left-overs

[Food Pantry name] will:

- Maintain a clean, well-kept facility
- Transport, handle and store food in a food-safe manner
- Handle, store and distribute produce safely
- Keep up-to-date records of food inventory
- Keep appropriate temperature records
- Update policy documents as needed and keep signed health policy documents on hand
- Store non-food items and chemicals away from food
- Repackage food only where allowed and following a food-safe policy
- Discard food that is potentially unsafe for distribution (not place it on the 'free' shelf for pantry guests)

Signed: _____

Food Pantry representative

Date: _____