

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

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





Food Donation at Your Store

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



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**

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?



Standardizing Food Donation at Your Store

What Can and Can't Be Donated





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.



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.



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.



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



Donation Process at Your Store

Steps & Activities



Helpful Equipment and Tools





ACTIVITY: Helpful Equipment & Challenges



Food Donation Signage

FOOD BANK

READY FOR PICK-UP!
¡LISTO PARA DONAR!





ACTIVITY: Signage Critique





Contact Sheet

[store name] Contact List

FOOD BANK	PICK UP SCHEDULE	CONTACT NAME	CONTACT EMAIL	CONTACT PHONE



ACTIVITY: Contact Sheet Review



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
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			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





Questions or Suggestions?

Thank you!

