

MARICOPA COMMUNITY COLLEGES

NON-PERISHABLE FOOD PANTRY GUIDE

2019-2020



MARICOPA
COMMUNITY COLLEGES

Purpose:

These Guidelines/Regulations are meant to assist in the establishment and daily operation of a campus food pantry for non-perishable food items. They have been designed to develop an understanding of the basic needs and responsibilities associated with the operation of a food pantry. Foods that are Time/Temperature Control (TCS) for Safety will not be accepted, stored, or disseminated from the campus food pantry. The following list identifies those foods that are TCS and must not be kept in the pantry.

- Meat products
- Eggs
- Fish and shellfish
- Dairy with exception shelf stable products
- Cream or custard
- Cooked vegetables
- Potato dishes
- Protein-rich plants
- Raw sprouts
- Cut leafy greens
- Cut garlic in oil
- Sliced melons and tomatoes

Regulations:

To ensure that proper food handling procedures are adhered to for the acquisition and distribution of food, pantry staff must possess a food handler's licenses. Food Handlers Cards are required for all employees/volunteers who are involved in the preparation, "storage", or service of food in a food facility.

Basic Hygiene:

Hands must be washed upon arrival and again after eating, drinking, smoking, sneezing, coughing, using the restroom, touching one's face, using personal electronics, or handling any food items whose packaging has been breached. Outer clothing must be clean and anyone who may be sick cannot be in the pantry until they are well.

Food Safety Procedures

Volunteers must be provided with training and procedures on how to handle non-perishable food safely. Food pantry coordinators and staff shall obtain food handlers training and cards. The regional food bank may also require members to adopt specific food handling procedures in addition to annual inspections and trainings. You should create instructions and checklists that cover the procedures for every area of the pantry. For example, much like at the grocery store, nonfood items should be bagged or boxed separately.

For more information visit: <https://www.premierfoodsafety.com/arizona-food-handlers-card>

Food Storage:

- Dry stock goods should ideally be stored at 50° degrees Fahrenheit, but realistically not above 70° degrees Fahrenheit.
- Bulk items that need to be broken down into smaller portions cannot be distributed for consumption through a food pantry.
- Food packaging must be free of defects, including tears, leaks, or seepage.
- Dry stock goods must be stored a minimum of 6 inches off the floor on shelving and in such a way that they are not in direct contact with walls.
- Non-food items (such as personal care items) should be stored separately from food, typically on the lowest shelf if shared shelving is necessary.
- Long-term food items must be rotated so that those that are distributed first were the first to be stocked.
- Student access to the food pantry area shall be ADA compliant.
- The food pantry area shall meet NPFA Life Safety Codes.

First-In, First-Out

First-In, First-Out (FIFO) is a system used for storing and rotating food. The food that has been stored the longest, or is closest to the expiration date (first-in), should be the next food used (first-out).

Why use FIFO? It helps keep food storage organized, and helps ensure foods are used before they go bad.

Steps for Using FIFO:

1. Find expiration date on food container.
2. Organize food containers so the products that expire first are in front, and the foods that expire last are in the back.
3. When restocking food, ensure the new food products are being stocked in the back of the shelf. (Note: continue to check expiration dates and stock new products appropriately by date as well)

Dates on Food Packages

Many canned and boxed products are safe to eat long after the date on the container. Here are some code dates you may see on food packages:

“Expiration Date” (Examples: *“Expires 11/15/19”* or *“Do not use after 11/15/19”*)

- What it means: Do not distribute infant formula, baby food, vitamins, or medicines after the expiration date! Yeast and baking powder work less well after expiration but are safe to eat.

“Pack Date” (Examples: “Packed on 03/01/2019” or “22:5306412” or “KL064”)

- What it means: This is the date the food was packaged. A code is often used that cannot be understood by the general public, often numbering days sequentially such that January 1 is day 001 and December 31 is day 365 (366 in leap years). Usually this food is of good quality and safe to eat for a long time past the listed date.

“Sell By” Date (Example: “Sell by January 1, 2012”. Also called “Pull Date”)

- What it means: The store must sell these foods before the code date listed and often donates these foods when they are close to date. If the food has been handled properly it is still safe to eat and the quality is good. Food bank staff monitors this food to ensure that the quality remains good.

“Use By” or Quality Date (Examples: “Best if used by 1/1/12” or “Use Before 1/1/12”)

- What it means: This date is the manufacturer’s recommendation for how long the food will be at peak quality. After the quality date, the food is still safe to eat but slowly begins to lose nutrients and the quality begins to lessen.

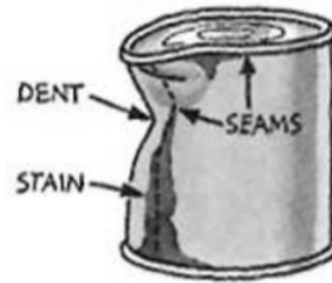
Most shelf-stable or ‘dry’ foods (cans, boxes, bags) remain edible for several days, months, or even years past their code date. A list of “shelf stable or dry foods” is listed in **Appendix A**. Please use this list as a reference and adhere to the date schemes listed above. It is important to always examine the packaging to make sure it has not been damaged too much so that the food is no longer safe to eat. If there any visible signs of food rot or bad odors, those products must be discarded.

Tips on Storing Canned and Boxed Food:

- Store cans and boxes off the floor, either on a pallet or shelf and 18 inches away from the wall so air can circulate.
- Store canned and boxed goods in a clean, dry, and cool area (below 85°F). Extremely hot (over 100°F) and cold (below 30°F) temperatures can damage canned goods and shorten shelf life.
- Always rotate your stock - First in-First out! Distribute or use older products before newer ones.

Do Not Consume Food from Cans or Jars If:

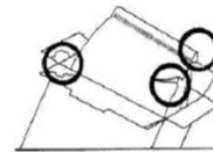
- Leaking or stained
- Swollen can
- Rusty
- Badly dented, crimped or pinched
- Container is cracked
- Foul odor
- Safety seals are broken or missing
- Lids are loose or missing
- Foods exhibit changed color or odor—**never taste suspicious foods!**



Do Not Consume Food from Boxes If:

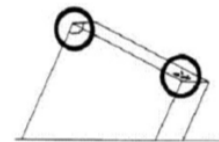
Inside bag:

- Is torn or leaking
- Has moldy or foreign objects inside
- Seals are ripped



Box without an inside bag:

- Is open or torn
- Has live or dead insects, webs, or droppings
- Is stained or wet



Cleaning:

- The pantry should have a cleaning process and checklist that volunteers go through at the end of every shift.
- The pantry will need to undergo periodic deep cleaning.
- The pantry needs to be periodically inspected for any signs of pests.

Patrons with Food Allergies:

All food pantries shall have signs conspicuously located throughout the area that warn patrons of the potential of food they could be allergic. The following language shall be used when posting signage.

"Our campus food pantry offers products that may contain peanuts, tree nuts, soy, milk, eggs and wheat. While we take steps to minimize the risk of cross contamination, we cannot guarantee that any of our products are safe to consume for people with said food allergies. All patrons will consume at their own risk."

Pest Control:

Pest control services are contracted through Truly Nolan. At the first indication of an infestation of any kind, contact your campus Maintenance & Operations department.

On-campus Food Drives and Sponsors

Under the direction of Student Life & Leadership (or the designated food pantry department), on-campus food drives can assist with collecting non-perishable food and hygiene product donations. Monetary donations should be sent through an account that is specifically set up for your campus food pantry. Those wishing to donate money and receive a tax-deductible credit should donate through an MCCCCD Foundation account. Contact your campus Development and Fiscal Departments for more information on Foundation and fundraising accounts.

Campus and community food drives are a great way to start and stock existing food pantries on campuses. Please bear in mind that individual portions are a must. Large containers of food or bulk items cannot be easily packaged or distributed, and doing so violates Arizona Health Department Regulations.

Off-campus Sponsors

Contact your campus Development Department for information on off-campus sponsors and opportunities.

Local Food Pantries

The Maricopa Community College District has agreements with United Food Bank and St. Mary's Food Bank. Each campus is assigned a food bank based on region. It's important to reach out and build a relationship with your assigned food bank.

| St. Mary's Food Bank | United Food Bank |
|-----------------------------|--------------------------|
| Phoenix College | Mesa CC |
| Paradise Valley CC | Chandler-Gilbert CC |
| Glendale CC | Rio Salado CC (Southern) |
| South Mountain CC | |
| Gateway CC | |
| Rio Salado CC | |
| Estrella Mountain CC | |
| Scottsdale CC | |

Equipment and Storage:

The equipment and storage space you need will depend on the types of food you want to distribute. Equipment you may need includes:

- Shelves for storing dry goods
- Bins for collecting donations
- A dolly for moving heavy items

Supplies

Think through all of the basic supplies that you'll need for your pantry, as well as where you will store them. You'll need office supplies like paper, pens, and folders for the welcome area of the pantry. You will also need cleaning products including disinfectant, brooms, mops, buckets, and gloves, and a safe place to store them. Cleaning supplies should NOT be stored on the same shelf as non-perishable food.

When distributing items, we encourage you to use reusable grocery bags, so you will need a place to store these as well. These bags cut down on waste, since users can return them to the pantry or reuse them during future visits. Check with local retailers to see if they can donate bags for your use.

Collection for Unwanted Items

Individuals might decide that they don't want some of the items they receive, either because they're unfamiliar with the items, lack the proper tools to prepare them, find them culturally inappropriate, or can't use them due to food allergies or dietary restrictions. Food pantries should be accommodating to dietary restrictions in a pre-packaged box and should allow students to swap items in an effort to discourage food waste. Designate a bin where users can leave behind products they do not want. Once the food has been selected and removed from the pantry it is not returnable.

Personal Storage

Personal belongings shall not be stored/kept in the same location where food items are stored.

Safely Accepting Food Donations

Since becoming law in 1996, the federal Bill Emerson Food Donation Act protects individuals and organizations that donate food in "good will" to organizations. This law:

- Protects you from liability when you donate to a non-profit organization;
- Protects you from civil and criminal liability should the product donated in good faith later cause harm to the recipient;
- Standardizes donor liability exposure. There is no need to investigate liability laws in 50 states; and
- Sets a floor of "gross negligence" or intentional misconduct for persons who donate grocery products. According to this law, gross negligence is defined as "voluntary and conscious conduct by a person with knowledge (at the time of conduct) that the conduct is likely to be harmful to the health or well-being of another person."

Secure Documentation Storage

You need a secure place – ideally, a locked file cabinet in a locked office – where you can keep the pantry’s sensitive or confidential files, budget information, and legal paperwork. You might choose to keep this storage space in an administrative office or the student government office, rather than in the pantry itself.

Protecting Dignity and Confidentiality

The dignity and confidentiality of users should be a priority for your pantry. Food pantry workers/volunteers must be responsible, respectful and cognizant of those individuals that may be in crisis when they visit the food pantry.

It is inevitable that volunteers will encounter pantry users on other parts of campus. It is completely acceptable for volunteers and staff to interact with pantry users outside of the pantry, but they should never discuss an individual’s use of the pantry in public unless given permission by that person.

Budgeting

You need to set a budget for your food pantry, based on your best estimate for the amount of food and other resources you will need. When you are starting out, you will need to set a budget for all of the start-up costs for your pantry, as well as an estimate of your term operating budget.

Make sure to include all of the expenses you anticipate for your pantry, including:

- Food
- Grocery bags and other supplies
- Photocopying
- Upkeep of storage and kitchen equipment
- Marketing materials
- Cleaning materials

You should set an aggressive plan to get food donated, since this will help your funds go much further. However, you won’t be able to meet all of your food needs through donations, so you will need to budget carefully and look for the best deals.

The most expensive option is to buy food from stores. Buying retail allows you to acquire almost any item you might need, but will burn through your budget quickly.

The most affordable and reliable option is usually to buy food through your regional food bank. Food banks purchase items in bulk, receive large donations, and have various funding streams supporting them, so they can provide pantries with food at deep discounts. The U.S. Department of Agriculture also donates certain items to food banks, which in turn make these available to local food pantries, free of charge.

Depending on how often your campus food pantry distributes food and how many people it serves, you might set a regular ordering schedule with your food bank. Since your food bank

has to deliver food to many pantries, they might only be able to deliver to your pantry a couple of times per month. Be prepared to order as much as will be needed to serve your pantry's users during that time, assuming you have the space to store it.

For more information:

http://studentgovresources.org/wp-content/uploads/2015/10/SGRC_Campus_Food_Pantry_Toolkit.pdf

For questions regarding risk, safety, or health please contact Risk Management at dl-dssc-risk-management@domail.maricopa.edu.

Appendix A

SHELF STABLE FOODS

| Shelf- Stable Foods | Shelf Life After Code Date |
|---|----------------------------|
| Canned Foods | |
| Beans | 3 years |
| Fish: Salmon, tuna, sardines, mackerel | 3 years |
| High-acid foods <ul style="list-style-type: none"> • Fruit (including applesauce, juices) • Pickles, sauerkraut • Baked beans w/mustard/vinegar • Tomatoes, tomato-based soups & sauces | 1- 2 years |
| Low-acid foods <ul style="list-style-type: none"> • gravy, soups/ broths that aren't tomato-based • pasta, stews, cream sauces • vegetables (not tomatoes) | 2-3 years |
| Meat: beef, chicken, pork, turkey | 2-3 years |
| Aseptically-packaged Products | |
| Broth: beef, Chicken, or vegetable | 3 years |
| Soup, fruits, vegetables | 3 years |
| UHT, shelf stable milk | 1 year |

Condiments, Sauces, Syrups

| | |
|---|---|
| Barbecue sauce (bottled) | 1 year |
| Honey | 2 years-- remains safe after crystallization. To use, simply immerse closed container in hot (not boiling) water until honey liquefies. |
| Jams, jellies, preserves | 18 months |
| Ketchup, cocktail, or chili sauce: jar, bottle, or packet | 18 months |
| Mayonnaise: jar, bottle, or packet | 3-6 months |
| Mustard: jar, bottle, or packet | 2 years |
| Pickles | 1 year, canned 2 years, jarred—discard if inside of lid is rusty upon opening |
| Salad dressings: bottled | 1 year |
| Salsa: bottled | 12-18 months |

| | |
|-----------------------------------|-----------|
| Spaghetti sauce, canned or jarred | 18 months |
| Syrup: chocolate, corn, pancake | 2 years |

| Dairy/Dairy Alternatives | |
|--|--|
| Milk, Evaporated | 1 year |
| Milk, non-fat dry | 1 year |
| Milk, shelf stable UHT | 6 months |
| Milk, sweetened condensed | 1 year |
| Dry Goods | |
| Baking mix, pancake | 9 months |
| Baking mixes (brownie, cake, muffin, etc.) | 12-18 months |
| Beans, dried | 1 year |
| Bread, commercially prepared (including rolls) | 3-5 days at room temp 3 months stored frozen |
| Casserole Mix | 9-12 months |
| Cereal, cold | 1 year |
| Cereal, hot | 1 year |
| Cookies | 4 months |
| Crackers | 8 months except graham crackers, 2 months |
| Fruit, dried | 6 months |
| Macaroni and Cheese, mix | 9-12 months |
| Nuts, out of shell | 6-12 months, bagged 12-24 months, canned |
| Oatmeal | 12 months |
| Pasta, dry | 2-3 years |
| Peanut butter | 18 months |
| Popcorn, microwave packets | 1 year |

| Dry Goods (continued) | |
|----------------------------------|--|
| Potato chips | 2 months |
| Potatoes, mashed, instant flakes | 1 year |
| Pretzels | 6-8 months |
| Pudding, prepared/shelf stable | 1 week |
| Rice, brown | 1 year |
| Rice, white | 2 years |
| Rice-based mixes | 6 months |
| Spices | up to 4 years, whole spices up to 2 years, ground spices spices lose flavor over time but remain safe to use indefinitely |
| Sugar, brown (light or dark) | 18 months |
| Sugar, white | 2+ years |
| Sugar substitute | 2 years |
| Toaster pastries | 6 months, fruit 9 months, no fruit |
| Tortillas | 3 months, shelf or refrigerator 6 months, freezer Do not use if they develop mold or harden |

| Beverages | |
|---|---|
| Cocoa Mixes | 36 months |
| Instant breakfast | 6 months |
| | |
| Juice, bottle, shelf-stable | 9 months |
| Juice, box | 4-6 months |
| Juice, canned | 18 months |
| Nutritional aid supplements (Boost, Ensure, etc.) | 1 year |
| Rice milk, shelf stable | 6 months |
| Carbonated beverages (soda/seltzer water) | 3 months, bottles (all) 3 months, diet (cans) 9 months, regular soda or seltzer (cans) |
| Soymilk, shelf stable | 6 months |
| Tea, bagged | 18 months |
| Tea, instant | 3 years |