

General Procedures for Food Pickups and Deliveries as Waste Not Food Taxi Volunteers for Oregon Food Bank Fresh Alliance Program

- Please read and be familiar with the Oregon Food Bank Fresh Alliance Handbook https://ofbportals.oregonfoodbank.org/home/partner_support/partner_support/fresh_alliance
- Obtain your Oregon Food Handler card and email a copy or photo to susie@wastenotfoodtaxi.org.
- Register as a food rescuer on the app, Food Rescue US, or on the website foodrescue.us.
- Carry a face mask, hand sanitizer or disposable gloves, a lanyard ID badge, an instant-read thermometer, coolers or a freezer blanket, at least one clean Fresh Alliance bin, and temp/weight log sheets to each food run. Additional supplies are available in the driveway tent at Susie's – 17850 NW Park View Blvd. 97229.
- When assigned a run, show up at or a little before the designated time or during the time window. Use the delivery/receiving entrance at the back of the store. Ask for the person listed as your contact or their representative and identify yourself.
- Bakery items will usually be in a shopping cart near the receiving dock. Load those in your car first.
- Visit each walk-in refrigerator and check for Fresh Alliance bins. Anything in those bins is a donation. When in doubt, leave it behind or ask the receiving manager. If any of the bins are dirty, replace them with a clean one and take the dirty one home to wash out. Note the temperature and pickup time of each category of food on your log sheet – sandwich the needle of your thermometer between two items to get a reading; do not puncture packaging.
- As you're loading items into your car, note the approximate weight of each category on your log sheet.
- Cover perishable items with freezer blanket or stow in coolers or insulated bags.
- Drive immediately to your recipient organization location.
- Your recipient will usually be present to accept your donation and assist you with unloading. Take a quick temp again and note temp and time on your log sheet.
- If recipient is not present, it is important to get an accurate weight of each donation category. Be careful to put all food away in designated areas.
- Take a photo of the log sheet and send as an email to helen@wastenotfoodtaxi.org. Leave the original log sheet with the recipient.
- If you're delivering items from multiple stores, make sure the recipient is aware of which items came from which store and that your log sheet shows that accurately, especially if they need to weigh after receipt. Recipients are required to report the weight of each donation from each store to OFB.
- If your recipient does not accept all the items donated, you can redesignate to another OFB Fresh Alliance partner. If one cannot be identified quickly, it's OK to deliver to any licensed 501c3 nonprofit, as long as they have adequate safe storage capacity. Be sure to send final recipient information to Helen, especially if you already sent the log sheet.
- Log in to Food Rescue US and report the run as completed.