BEAVERTON SCHOOL DISTRICT NUTRITION SERVICES

Waste Not Food Taxi Donation Policy and Procedures

Waste Not Food Taxi is a non-profit food donation program that seeks to reduce hunger in the Portland Metro Region, by coordinating organizations that have food to donate with hunger-relief agencies. Beaverton school district has joined with many local businesses that have committed to reducing waste and fighting hunger by donating leftover food from school kitchens.

**Policy**:

All Beaverton cafeterias donate to food rescue agencies weekly. Leftover prepared breakfast and lunch entrees and components will be cooled and packaged for donation, volunteers will be scheduled to pick up and deliver to pantries through Waste Not Food Taxi. All drivers must visit myvolunteerpage.com to authorize a background check.

**Procedures**:

All foods intended for donation will be recorded, prepared, and packaged for volunteer pick- up using the following guidelines.

I. Record all donated foods on production record worksheets by entering “WNFT” in the

WNFT/comments cell. If you are donating items that are not prepared items such as a la carte or discontinued products, enter these items in the production record “notes” cell at top of the daily worksheet. These products must be recorded in the OneSource system as an inventory

adjustment. Reference your OneSource Notebook.

II. List items that will be donated on “Waste Not Food Taxi” donation slip, this will be sent to the pantry with donated food and initialed by volunteer.

III. Donation Suggestions:

a. cooked entrees or components of hot entrees, side dishes please refer to cooling processes

b. salad bar items that remained in cold storage at 41 degrees or less

c. cold entrees i.e. deli sandwiches and salads that remained at 41 degrees or less

d. produce, dairy items or a la carte that will expire - These products must be recorded in the OneSource system as an inventory adjustment. Reference your OneSource Notebook.

Do not donate the following products:

a. cut lettuce, leafy greens, and sliced or diced tomatoes that have been on salad bar and out of temperature control

b. bread products including bread ends, partial loves or packages, and cooked bread products such as Garlic Toast, French Toast, and Waffle sticks

c. pizza that is dark in color, overcooked or burnt foods

d. dairy products that will not expire

e. juice that can be frozen

f. produce products that will not expire

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