

Permanent School Pantry Training 2026-2027

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Agenda

- ❖ Coordinator Responsibilities
- ❖ Pantry Hours
- ❖ Food Safety
- ❖ Restocking Pantry
- ❖ Invoice
- ❖ Supplies
- ❖ Additional Programs
- ❖ Kahoot!

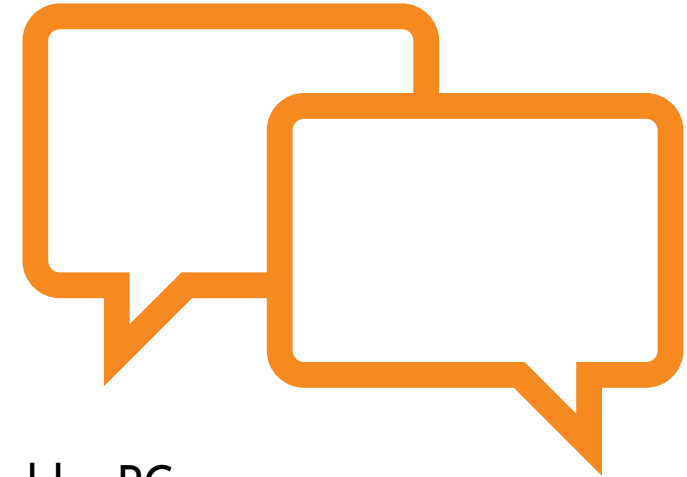
Permanent School Pantry

- ❖ Program was created in 2014 to provide families with access to nutritious food on a consistent basis
 - ❖ A mini market
- ❖ Pantries are:
 - ❖ Open to the community
 - ❖ Open two different days during the week for a minimum of 2 hours each day
- ❖ 2026-2027 there are 7 PSP locations in OC



Coordinator Responsibilities

- ❖ Being present during pantry hours and delivery
 - ❖ If PC cannot be present, SC should be present
- ❖ PC and SC must have their SFHC
- ❖ Volunteer recruitment and training
 - ❖ Volunteer training will be held on a yearly basis by SHFB
 - ❖ Will be sharing ppt and recording of training
 - ❖ Any new volunteers that join later in the year, will be trained by PC
- ❖ Food for volunteers
 - ❖ Need to get food outside of volunteering hours
- ❖ Communicating cancellation/reschedules with 3 business days in advance



Coordinator Responsibilities

- ❖ All appointments on Link2Feed should be getting updated in real time or on a weekly basis
 - ❖ Should not be waiting until the end of the month to update
 - ❖ Reporting is due 1st of the month
 - ❖ Late reporting can result in being not in good standing
 - ❖ If you are experiencing any Link2Feed issues you can reach out to Madison
- ❖ Outreach
 - ❖ Flyers, banners, social media
 - ❖ Please identify and begin partnership with 2 external sources to promote your pantry and begin promoting there
 - ❖ Not solely relying on word of mouth



Coordinator Responsibilities

- ❖ Maintaining pantry clean and organized
 - ❖ Cleaning appliances
 - ❖ Cleaning shelves
 - ❖ Sweeping pantry space
- ❖ Have correct signage posted
 - ❖ Code of conduct
 - ❖ TEFAP
 - ❖ Interpreting labels guide (optional)
- ❖ Completion of client intake form
 - ❖ Any changes to the intake form must be approved by SHFB
 - ❖ Once information on intake form is transferred onto L2F, form can be disposed of
- ❖ Pantry Layout should have a flow
 - ❖ Clients know where to check in
 - ❖ TEFAP vs non TEFAP items
 - ❖ Item limits



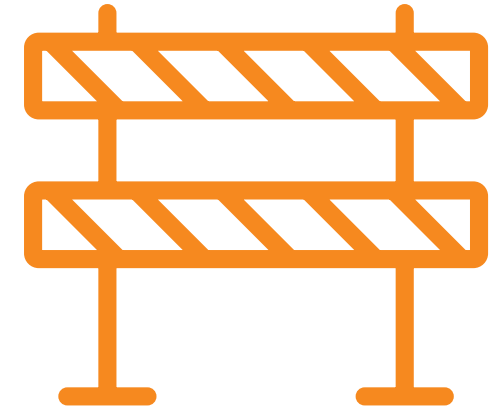
Pantry Hours

- ❖ Site must be opened for a minimum of 2 different days during a week for a minimum of 2 hours each day
 - ❖ Hours do vary depending on site availability
 - ❖ Hours must remain consistent
- ❖ Any pantry hour changes must be approved by SHFB
- ❖ Hours need to match code of conduct
- ❖ Pantry must remain open even if you have no more scheduled appointments or clients walking in



Food Safety

- ❖ SHFB adheres to the USDA safe food dates, which includes receiving food items that are past the “best by” or use “by date” and are safe to eat because they are not expired or inedible
 - ❖ Interpreting labels guide
- ❖ All food must be kept 6” off the ground and 4” away from the wall
- ❖ If there are any trash cans/bins in the pantry they must be covered and away from the pantry space/food
 - ❖ Ex: trash cans can be by the entrance or outside the pantry
- ❖ Nonfood items that have chemical components need to be 6’ away from food



Restocking Pantry

- ❖ Upon delivery and before the pantry opens, all food must be getting sorted
- ❖ FIFO and FEFO
 - ❖ When restocking any food - cold, frozen, dry
- ❖ “Bulk” Items
 - ❖ Any food items w/o a date and nutrition label
 - ❖ Unlabeled items should not be distributed
- ❖ All food items should have individual labels
- ❖ Baby food & formula are within expiration dates
- ❖ Any over the counter (OTC) medications are within expiration dates



Appliances

- ❖ Each pantry should at least have 1 refrigerator and 1 freezer with working thermometers
 - ❖ Both appliances should be clean and condensation free
 - ❖ Thermometers should be easy to find and working properly
- ❖ Temperature logs need to be up to date
 - ❖ Temperature for appliances need to be taken at the same time each day
 - ❖ Ideally before you begin opening and closing the doors
 - ❖ Temperature logs need to be stored for 6 months plus the current month you are in
- ❖ Any appliances that are used to store SHFB food, must have a thermometer and have its own temperature log



Appliances

- ❖ Refrigerator temperature 41 °F or below
 - ❖ Eggs in refrigerator should be all on one side or on the bottom shelf of the refrigerator
 - ❖ In case any eggs crack, we do not want to have any risk of cross contamination
- ❖ Freezer should be 0 °F degrees or below
 - ❖ Protein in your freezer should be all on one side or on the bottom shelf of the freezer
 - ❖ In case any protein items are opened/leaking we want to prevent contamination an
- ❖ Refrigerated and frozen food cannot be left out for over 2 hours
 - ❖ If food is being left out of appliances, freezer blankets must be used
 - ❖ Food would need to be checked regularly to make sure proper temperatures are maintained

PROPER FOOD STORAGE

Order in which food should be refrigerated :

1 Ready To Eat Foods Vegetables, fruits, pie, cake, milk products, etc.	
2 Seafood Whole fish, shrimp, shellfish, etc.	
3 Whole Cut Meats Roast beef, pork loin, lamb, etc.	
4 Ground Meat & Ground Fish Burger meat	
5 Whole & Ground Poultry Chicken, turkey, etc.	

Proper Food Storage Prevents Cross Contamination

Invoice

- ❖ Inventory will depend on what we have in our DC
 - ❖ Can include produce, dry items, milk, eggs, protein etc
- ❖ All packaged food must be served as is (no splitting/cutting product in half)
 - ❖ Ex: box of cereal, pack of fruit cups
- ❖ The quantity will be the same number as households served - each household gets one
- ❖ Items such as milk, eggs, and protein (such as chicken, ground beef etc...) are one of each per household
- ❖ It will not always be exact but will be within the number of families you serve



Grocery Rescue

- ❖ We have GR in our DC!!
 - ❖ Will be primarily sent to nonGR partners (those who don't do GR pick-ups on their own)
 - ❖ GR may be highly perishable items, which will be primarily topped off
 - ❖ You will begin to see a wide variety of items within a category
- ❖ With GR product partners are still expected to spot check the food that they receive
 - ❖ If item(s) seem to be in bad condition (more than 20% waste) please reach out to me
- ❖ Since you will be receiving more variety, you will need to set item limits based on category
 - ❖ 1 item of frozen protein (may be chicken, ground beef, pastries, bread, etc)
- ❖ You will still be receiving enough food for all the HH you serve



Invoice



Special Instructions

HH: 130

Item No.	Description	Pack Size	Storage	Qty.	Unit	Ext. Weight	Unit Fee	Total Fee
16939	Eggs, Sm (CALF)	15/1dzn	REF	9	Case	180.00	-	-
17399	Probiotic Drink (DON)	4-5/2.7oz	REF	33	Case	132.00	-	-
17350	Zucchini (FARMTOFAM+CALF)	23lb case	REF	17	Case	391.00	-	-
17364	Melons (FARMTOFAM+CALF)	8ct	REF	17	Case	510.00	-	-
17385	Cabbage (CALF)	61lb case	REF	9	Case	549.00	-	-
17388	Lemons (CALF)	40lb/cs	REF	7	Case	280.00	-	-
17274	Potatoes (FARMTOFAM+CALF)	50lb bag	REF	13	BAG	650.00	-	-
17336	Slider Buns (DON)	12/12oz	FROZEN	11	Case	121.00	-	-
17323	Rice (CALF)	24/16oz	FROZEN	6	Case	150.00	-	-
16628	Mixed Frozen Foods - Starbucks Sample (DON)	12lb case 13	FROZEN	44	Case	528.00	-	-
14782	Water (DON)	24/16.9oz	DRY	11	Case	297.00	-	-
17384	Oats (CALF)	24/16oz	DRY	6	Case	150.00	-	-
17380	Vitamins (DON)	4-3/50ct	DRY	33	Case	165.00	-	-
17361	Cereal (DON)	8/14.2oz	DRY	17	Case	170.00	-	-
17367	Fruit Flavored Snacks (DON)	8/8oz	DRY	17	Case	85.00	-	-
16945	Espresso Concentrate (DON)	6/10oz	DRY	22	Case	110.00	-	-
15678	Mixed Dry Food (DON)	20lbs crate	DRY	13	Case	260.00	-	-
14558	Mixed Frozen Food (DON)	Assorted	FROZEN	402	LB	402.00	-	-
16567	Mixed Produce (GR-RES-DC)	21lb crate	REF	19	Case	399.00	-	-

Pack size X Qty = Total
Total / HH = Qty per HH

Eggs: $15 \times 9 = 135$

Probiotic Drink: $4 \times 33 = 132$

*There are 4 packs that contain 5 bottles of the probiotic drink

Lemons: $40 \times 7 = 280 / 130 = 2 \text{ lbs}$

Zucchini: $23 \times 17 = 391 / 130 = 3 \text{ lbs}$

Fruit Flavored Snacks: $8 \times 17 = 136 / 130 = 1$

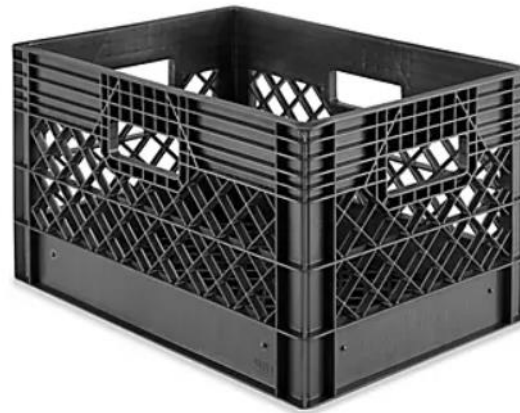
Material Pick Ups (MPU)

Items we need back:

- ❖ Crates
- ❖ Plastic pins
- ❖ Pallets



*Items are not meant to give out to clients to use



Material Pick Ups (MPU)

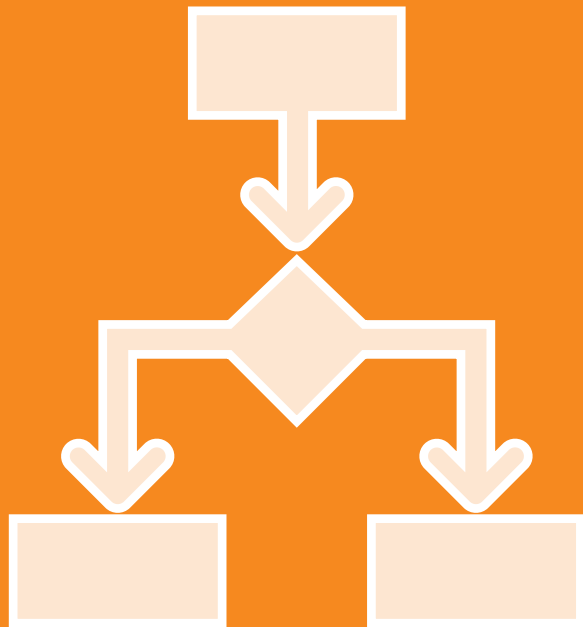
- ❖ Have all materials staged and ready for pick-up where driver offloads pallets by the start of your delivery window
- ❖ Items need to be stored inside all together
 - ❖ If you do not have the capacity to store materials inside, they can be stored outside
 - ❖ If items are stored outside, DO NOT put items near waste areas, grass, dirt, mud, or any areas where puddles can form
 - ❖ If items are stored inside, DO NOT have crates, or bins touching the floor or in carpeted rooms
 - ❖ Items should be on top of pallets
 - ❖ If materials are not stored together, partner is responsible for having all materials ready and staged when driver returns the following week
- ❖ Materials need to be cleared of any debris and stacked on top of pine pallets
 - ❖ Our drivers cannot and will not take any materials that:
 - ❖ Have trash
 - ❖ Appear to be pest infested
- ❖ If for some reason a driver does not take the items, please let me know
- ❖ If the pick ups are not happening, please let me know so that I can reach out to Transportation

How to Stage Items:



You can stack pallets on top of each other, milk crates on one pallet, and even stack 2-3 pallets on top of each other. Height of materials from the floor up should not exceed 5ft 9.5in.

Additional Programs:



TEFAP



Grocery Rescue



Proxy PU

Additional Contacts:

Youth Hunger Programs Supervisor:

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TEFAP Support:

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Kahoot!

Top 3 winners get swag! 😊