

PRINCE WILLIAM FOOD RESCUE



FOOD SHARE TABLE



HELPING SCHOOLS
SAVE FOOD

A STEP BY STEP GUIDE FOR PRINCE WILLIAM AREA SCHOOLS

Food waste is a national problem: 40% of our food is wasted annually while 1 in 7 go hungry. A majority of our students receive free or reduced lunches, and many rely on Breakfast Before the Bell each morning, yet nearly 50% of what ends up in our schools' dumpsters is food waste. Some of that is unrecoverable (food scrapings, opened containers, etc.), but a large portion could be redirected to feed those who are in need.

Schools can play an influential role in helping solve this problem by setting up a food share table. By preventing edible food from going to waste at school, we set an example for our students and provide an opportunity to learn how everyday behaviors impact the environment and community.



FOOD SHARE TABLE

A Food share table in the school cafeteria allows students to give away their unwanted, still sealed or unbitten food items, so other students can select these food and beverage items at no cost during mealtime.

The items not consumed during mealtime can then be redistributed to other school programs such as school pantries, backpack programs, and after-school programs. Food that cannot be used within the school can then be picked up by a Prince William Food Rescue (PWFR) volunteer and brought to a nearby non-profit to feed those in need.



1. SIGN UP

1. Sign the Food Recovery Program Partnership Agreement (See Back Page)

A copy of the form will be sent to the head of Food Services.

2. Create a donor profile with PWFR

Include a point of contact, preferred days and times for pickup, and any other specific information needed for volunteers picking up donations from your school.

Visit <https://pwfoodrescue.org/programs/food-share-table>

2. SET UP

To set up the food share station, we recommend the use of a rolling cart with at least three separate bins for hot, cold, and room temperature items.

We also suggest using an ice chest to keep the milk and other cold items within the safe temperature zone for longer periods of time. Food Services will provide ice for the chest each day.

The above cart, chest, and bins can all be purchased on Amazon, but some schools have also chosen to utilize their shop class by having a cart and bins built for their food share table.



SIGNAGE



Make sure the food share basket, crate, or bin is marked clearly with signage that reads "Food Share" and shows examples of acceptable items.

3. COLLECTION PROCESS

- **Train School Staff**

- The food share table will need to be supervised at a minimum between each meal and at the end of the last meal service. If possible, check on the food share bins periodically throughout the meal period.

- **Train Teachers and Students**

- Be thoughtful about introducing your students to the food share table, its purpose and rules. Helping students understand the impact of food waste will encourage them to select more carefully while in the serving line and set aside items they don't intend to eat for the food share table.



TRAINING IDEAS

Show one or more informational videos the morning before your start date.

Send a letter home with students so they can discuss food waste and the food share table with their families.

Engage in class discussions about food insecurity & food waste's environmental impact.

4. CLEAN-UP & HANDLING LEFTOVERS

At the end of the meal service, either custodial staff or students will need to sort the food and clean the bins.

Once the food has been sorted and bagged, hot and cold items can only stay outside of the safe temperature zone for 4 hours before they are no longer able to be served.

Within the 4 hour time frame, hot, cold, and room temperature items are safe for internal and external redistribution.



5. REDISTRIBUTION

Once the food collected within the cart has been sorted and bagged, it can then be redistributed internally to the school's backpack program, pantry, or after school program. Any excess food can then be brought to the school's office for pickup by a PWFR volunteer. PWFR transports the rescued food to local nonprofit partners who immediately distribute it to people in need.

1 Sort and transfer food share items into individual bags & then transport bags to...

2 INTERNAL

- SACC (After School Program)
- School Pantry
- Backpack Program

3 EXTERNAL

the front office for pickup by PWFR volunteer

BACKGROUND

- **November 18, 2011** - The consolidated and Furthering Continuing Appropriations Act, 2012 amended the Richard B. Russell National School Lunch Act providing clear statutory authority for current Food and Nutrition Service food recovery and donation policy in use by schools. This amendment does three things:
 1. Clarifies that any program food not consumed may be donated to eligible food banks or charitable organizations
 2. Defines "eligible local food banks or charitable organizations" to mean any 501(c)(3) organization
 3. Extends protections against civil and criminal liability for persons or organizations under the Bill Emerson Good Samaritan Food Donation Act
- **February 3, 2012** - USDA sends Memo SP-11-2012, CACFP 05-2012, SFSP 07-2012 affirming FNS policy that "excess food may be donated to a non-profit organization..."
- **March 13, 2019** - ACTS partners with PWCS to implement the Prince William Food Rescue program.
- **November 13, 2019** - PWCS Support Services Regulation 456-1 provides guidelines for its Food Donation Program to include Local School Responsibilities, Volunteer Organization Responsibilities, and School Food Services Staff Responsibilities



*Thanks to the **Prince William County School District** for piloting the best practices shared in this guide.*

FOOD SAFETY

	Safe Temperature Zone (STZ)	Allowable time outside the STZ	Ways to control temperature
Cold food* e.g. milk	41°F or lower	Up to 4 hours below or at 60°F	-Set up a separate area for cold items on the food share table. -Use ice buckets or ice sheets.
Hot food e.g. pasta dish	135°F or higher	Up to 4 hours below 135°F	-Set up a separate area for hot items on the food share table.
Room-temp. Food e.g. apple, crackers	N/A	N/A	-No temperature concern. -Ready to serve again after cleaning.

More Information & Resources

Video Training Resources:

<https://www.youtube.com/playlist?list=PLAQWT8rEltJhmsta7XvhABRYCLdDG9fq6>

Stopwaste Food Share Guide:

<http://www.stopwaste.org/sites/default/files/StopWasteFoodShareGuide.pdf>

PWCS Regulation 456-1:

https://www.pwcs.edu/UserFiles/Servers/Server_340140/File/Migration/Policies%20&%20Regulations/Regulations/R456-1.pdf

USDA Share Table Code:

https://fns-prod.azureedge.net/sites/default/files/cn/SP41_CACFP13_SFSP15_2016os.pdf



Questions?

For questions about setting up a food share table at your school contact:

703-441-8606 x261

info@pwfoodrescue.org

or visit

<https://pwfoodrescue.org/programs/food-share-table>

