

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **FOOD RECOVERY AND DONATION TO NON-PROFIT ORGANIZATIONS**

PURPOSE

The purpose of this procedure is to provide direction when donating excess or unused food to non-profit organizations. The goal of this effort is to reduce food waste, recover wholesome excess food for donation, develop partnerships with local organizations to provide food for impoverished members of our community, and avoid discarding food.

PROCEDURE

The food service manager is responsible for planning and production of meals and disposition of leftover food, which includes proper sanitary storage for re-use, discarding if unsafe for future use and/or donation to approved non-profit organizations. Meals should be planned with minimum leftovers.

Recipient Agencies

Only approved organizations with a valid District contractual agreement are eligible to receive food donations from Miami-Dade County Public Schools' Department of Food and Nutrition. Recipient organizations must make prior arrangements with the principal and food service manager before arriving at the school to pick up donations. All pickups must occur during the food service manager's hours.

Representatives from the organization must sign in at the front office before going to the cafeteria to pick up the food once a week. Recipient organizations shall be responsible for the cost of transporting food and assume all responsibility for any injury or property damage that may occur while picking up the food.

Donation of Leftover Food to Approved Non-Profit Organizations

The guidelines listed below must be followed when donating leftover food:

- A. After leftover food is reheated once and served the following day as a choice, the food service manager should contact an approved organization for donation of the leftover food.
- B. Any Share Table items (non-perishable packaged items) leftover at the end of the week maybe donated.
- C. If the organization agrees to accept the donation, the organization is required to pick up the donated food within **twenty-four hours**. The organization is responsible for providing

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appropriate containers for transporting food at acceptable temperatures. If the food is not picked up within **twenty-four hours**, it should be properly discarded.

- D. At the time of pick up, complete the Donation of Leftover Food Record [FM-4603](#). The Record must be signed by the approved organization's representative and the food service manager. Give a copy of the receipt to the organization, file the original with food service daily paperwork, and send a copy to Food and Menu Management.
- E. School sites must complete a Pick-Break-Spoil/Usage report on TrakNow to account for donated food.

Donation of Perishable Food to Approved Non-Profit Agencies

The guidelines listed below should be followed when donating perishable food such as milk, bread, produce:

- A. Perishable food that will not be used prior to its Expiration Date, Best If Used By Date or Sell By Date should be donated to an approved non-profit organization (see attached list).
- B. If the organization agrees to accept the donation, they are required to pick up the donated food within **twenty-four hours**. The organization is responsible for providing appropriate containers for transporting food at acceptable temperatures. If the food is not picked up within **twenty-four hours**, it should be properly discarded.
- C. At the time of pick up, complete the Donation of Leftover Food Record [FM-4603](#). The Record must be signed by the approved organization's representative and the food service manager. Give a copy of the receipt to the organization, file the original with food service daily paperwork, and send a copy to Food and Menu Management.
- D. School sites must complete a Pick-Break-Spoil/Usage report on TrakNow to account for donated food.

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Approved Non-Profit Organizations

A list of District approved organizations and contact information will be provided as soon as contractual agreements are in place. Additions or deletions to the list will be made as new data becomes available.

Food Rescue US South Florida Expires 11/2024
Site Director – Ellen Bowen
ellen@foodrescue.us
(203) 984-0485

For Action By: Food Service Managers, Satellite Assistants

Refer Questions to: Department of Food and Nutrition

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