

Food Bank Handbook

The Samaritan Center

402 Girod Street
Mandeville, LA 70448

Hours:

Monday – Friday
10:00 – 3:00

"If you love me, feed my sheep."
John 21:15-19



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Who We Are:

The Samaritan Center Food Bank is here to assist local families on their quest back to self-sufficiency through sharing the Gospel with them and providing food and financial assistance when an emergency occurs.

Services We Offer:

Food, Personal Hygiene Items, Gas, Clothes, Household Items, Limited Rent, and Limited Utilities Assistance

Organization Chart

Executive Director Dena Grosart

Executive Assistant Starlynn Griffin	Administrative Assistant Cindi Blalock
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Client Services Program Coordinator Jan McCardle	Food Bank Program Coordinator Paul Stich	Gran's Attic Thrift Shoppe Sheryl Folse	Gran's Attic Donations Receiving Sheryl Folse
Intake Volunteer	Food Bank Volunteer	Thrift Shoppe Volunteer	Donations Sorting Volunteer
Home Visitor	BTS Program Giving Thanks Program	Tagging Room Volunteer	Electronics Audit Volunteer

A Note from the Food Bank Coordinator

Welcome! I am delighted to have you as a partner in our ministry to feed those in need. Jesus said, "If you love me, feed my sheep" John 21:17 and the Samaritan Center Food Bank is committed to this mission. With the generous gift of all the hours our dedicated volunteers give each year we were able to serve those most in need in our community. Our hope as you volunteer with us is that you experience the blessings that come from being a part of the tangible impact of Christ's love for those we serve.

Paul Stich

Food Bank Volunteer Duties

The Samaritan Center would like Food Bank volunteers to commit to working once a week for 2 hours from 9:55 am – 12:00pm or 11:55 am – 2:00 pm or 1:55 – 3:30 pm. Here are the key duties of Food Bank volunteers:

- Record freezer and refrigerator temperatures daily
- Check fresh produce for freshness and place on display
- Place fresh produce in refrigerators at end of day
- Distribute units of food and personal items to clients
- Prepare food and personal units for distribution
- Receive donated food or personal items from donors
- Record donations in log book
- Verify expiration dates on donated food items
- Sort donated items into food categories
- Record food taken out of Sorting Room
- Stock shelves
- Keep Food Bank clean and organized
- All other tasks as needed

See corresponding Table 1 for quick reference.

Samaritan Center Food Units

Fresh and Frozen Items

Refrigerators and freezers inventory are written on the neon green sheets that should be updated daily. The items listed on the white board on Freezer #2 should be added to food units after the client rings the Food Bank doorbell.

Orange Units

*“Orange Units” consist of the same 85 food type items as Standard Units **EXCEPT** that the food must either have been donated to or purchased by The Samaritan Center Food Bank and **NOT** purchased by government funds.*

Transient Units

Food units for clients who are homeless and/or do not have access to electricity, refrigerators or cooking appliances are referred to as Transient Units. Transient Units are intended to meet the immediate caloric needs of one (1) homeless person for a maximum of a week. These units are comprised of forty-two (42) single serving items including beverages that do not require cooking, are ready-to-eat and have pop-tops for easy opening. MREs are also suitable for Transient Units and contain 6 food items.

Food Units

Samaritan Center Food Voucher

Fill in top & bottom portion of voucher

New Client?
Yes/No

Client Name: _____

Date: _____ Zip Code: _____

	# Male	# Female
Child (0-17)	_____	_____
Adult (18-64)	_____	_____
Senior (65+)	_____	_____

Food Units: 1 - 2 - T - Orange

Add/Omit: _____

Volunteer Initials: _____

Cut and give bottom portion to client

Client Name: _____

Date: _____

Food Units: 1 - 2 - T - Orange

Volunteer Initials: _____

- There are approximately 85 items of food given out in the units we refer to as **Food Units** and are assembled from the Assembly Shelves. See Corresponding Table 2, for quick reference.
 - 90+ percent of the families we serve receive **Regular Food Units**.
 - Plastic grocery bags should be used for Regular Food Units.
 - **DO NOT OVER PACK PLASTIC BAGS.** No more than 4 standard cans per plastic bag. Use as many bags as you need!
 - Homes with 1-4 people receive **one food unit.** (1 grocery cart)
 - Homes with 5 or more people receive **two food units.** (2 grocery carts)
 - In some cases during an interview, it may be determined that the client makes too much money to receive a regular unit, so the client will receive an **Orange Unit**
 - Two plastic bins should be used to make one **Orange Units.**
 - Transients (homeless people) receive a **transient unit**, T should be circled.
 - If the client is allergic to anything or mentions not needing something, it should be noted in **Add/Omit.**
 - There are four carts which should be kept full at all times as well as three back up units.
 - When assembling any food unit read the sign hanging on each shelf to determine how many of each item goes into the unit. *These numbers are subject to change so please be sure to look at all the signs on the shelves when filling each unit.*

Substitutions

If we are running low on items or have a surplus, **substitutions may be made by the Food Bank Coordinator.** Be sure to check for signs posted on shelves.

Personal Hygiene Units

Samaritan Center
Personal Hygiene Voucher

Fill in top & bottom portion of voucher

New Client?
 Yes/No

Client Name: _____

Date: _____ Zip Code: _____

	# Male	# Female
Child (0-17)	_____	_____
Adult (18-64)	_____	_____
Senior (65+)	_____	_____

Personal Units: 1 - 2

Add/Omit: _____

Volunteer Initials: _____

Cut and give bottom portion to client

Client Name: _____

Date: _____

Personal Units: 1 - 2

Volunteer Initials: _____

- Personal vouchers are not given to every client **only when requested.**
- Homes with 1-4 people receive **one personal unit.**
- Homes with 5 or more people receive **two personal units.**
- If a client mentions a **specific need** (for example, adult diapers, tampons/pads, etc.) it should be written in the Add/Omit section.
- Personal units should have at least these items:
 - ✚ Toothpaste (1)
 - ✚ Soap (2 Bars, NOT 2 Multi-Packs)
 - ✚ Shampoo (1)
 - ✚ Deodorant (1 per unit, NOT 1 per gender)
 - ✚ 2 rolls toilet paper
 - ✚ Toothbrushes equaling the number of people in household (NOT doubled)
- For substitutions check with the Food Bank Coordinator.

Food Distribution Process Overview

Samaritan Center clients are interviewed by the Front Desk volunteers. After the client is interviewed, the Front Desk volunteer will bring the Food and/or Personal Vouchers to the Food Bank. The vouchers will show the individual's name, the number of units needed and the type of unit and other special dietary needs, if any. A white Client Voucher is for food, a purple voucher is for personal items. Clients will ring the back doorbell when they are ready to receive their unit(s).

1. Please wear your nametag.
2. Check the white Client Voucher for: number of units, if 'Orange' is circled, any noted additions/omission/special instructions and the client's name.
3. Check for an accompanying purple voucher for Personal Unit(s) and how many.
4. If there are several client slips you may want to take them with you to greet the client.
5. If 'Orange' isn't circled on the Client Voucher then the client receives a Standard Unit, so bring the 2nd Harvest Food Distribution Client Log clipboard with the appropriate number of food and/or personal unit(s) to the back door. ***The clipboard is not needed for Orange or Transient Units.***
6. Leave the food and/or personal unit(s) behind duct tape line inside the back door.
7. Greet the client by name if possible and accept their portion of the voucher slip(s) that match yours. This is their receipt.
8. Hand the clipboard to the client and ask them to fill it in, emphasizing that they sign it.
9. While s/he is filling in the log, go back inside and gather the appropriate fresh and frozen items for their unit(s).
10. When everything has been added to the unit(s) you may take it outside.
11. Accept the clipboard from the person and please check the clipboard to make sure s/he signed it, then return it to the appropriate counter.
12. **Face to face interaction with the client is the most important part of this process.** The actual act of giving the food to the person is the best opportunity for you to show them the love of Christ. Your attitude, care and kindness towards the person may be the one good thing they experience the whole day. Client is to load their own vehicle for liability reasons. If they need assistance loading the food into their vehicle, it will be noted on the Food Voucher. Please point out the fresh bread (to keep it from accidental smashing), bags with perishable items and/or the Personal Hygiene Unit(s).
13. Wish the client a blessed day.
14. Bring the empty cart back inside and the clipboard back to the volunteer table.
15. Please staple the vouchers together (at the top) in this order:
 - Office copy-white on top
 - Office copy-purple second
 - Client copy-white third
 - Client copy-purple last.Put them in the 'in-box' on the volunteer table.
16. Refill the cart or Orange Unit.

Receiving Donations

We would like donating food and/or personal items to the Samaritan Center Food Bank to be as easy and nice as possible so donors will want to give again and again. Please smile and be thankful to anyone donating any amount of food. Every little bit helps. Donors will usually ring the back doorbell to drop off their donations.

1. Greet and THANK the donor.
2. Accept the donation from them. Ask if you can assist them with carrying items if appropriate. If the donation is large, tell the donor you will go get a cart to bring the donation inside and then go get one or two and load the donations onto the cart(s). If needed, please get the other volunteers or the Program Coordinator to help you.
3. While accepting the donation, ask the donor if they would like a **receipt**. If they do not want one ask them if they would like a Thank you note. If they decline both, thank them again and wish them a blessed day. After they leave, record the donation as "Anon" in the back of the Donation Log (binder in Sorting Room).
4. If they would like a receipt, please inform the donor that our thank you notes double as a tax receipt. If they still prefer just a pre-printed receipt, give them one, thank them again and wish them a blessed day. Receipts are located in the Sorting Room table drawer and in the top left hanging file above the Program Coordinator's desk.
5. If the donor would like to receive a thank you note, please ask them to record their **FULL NAME, MAILING ADDRESS AND EMAIL ADDRESS** in the Donation Log. Please make sure it is readable. Thank them again and wish them a blessed day.
6. If a donor is dropping off a donation for a church, school or business, ask for the full name of the organization and if that organization has ever donated to the Samaritan Center Food Bank before if they are unfamiliar to you. If it's a "First Baptist" church, please note the city or town. If they have, they are already in our database and know to expect a formal thank you note from the Samaritan Center that doubles as their receipt. If, however, this is the first time the organization (not the person dropping off the donation) has donated, then **PLEASE** alert the Food Bank Coordinator so they may gather all the necessary information. Always thank the donor(s) and wish them a blessed day.
7. The final step of receiving a donation is to record the total number of food items, personal items and discards in the Donation Log. How these numbers are determined are detailed in the Sorting Process. Occasionally, an organization will have pre-counted their donation so you will record the number they gave you in the Donation Log. Sorting of a pre-counted donation can begin immediately. Sometimes, larger donations may have to be partially or totally housed outside of the Sorting Room during the sorting process. Label the items with the donors name and date. **PLEASE NOTE: SORTING PROCEDURES STILL APPLY.**

Donations through Second Harvest: Some donations are received through the Second Harvest process. These items are not counted nor recorded in the Donation Log. These are entered, by weight, into the Second Harvest online system by the Food Bank Coordinator. PLEASE NOTE: SORTING PROCEDURES **2 THROUGH 6** STILL APPLY.

Sorting Process

1. Count the TOTAL number of food and/or personal items: Each box or can counts as one food item.
 - a) Items that come packaged together should to be counted individually. For example, one bag of six ramen noodle packages = “6”, one shrink-wrapped pack of ten cans of tuna = “10”, one box of twelve cans of fruit = “12”.
 - b) Sealed boxes with single serving packets inside count as one. For example, microwave popcorn.
 - c) Single serving items should be repackaged with other single servings of the same food type (for example, coffee, tea and on-the-go drink packets are all beverages) to create one (1) food item. To determine how many single servings constitute one food item, refer to the number of servings contained in a standard food item as listed on the nutritional information label. Please **DO NOT** place single servings on Food Bank shelves. Please see the Program Coordinator with questions.
 - d) Single serving items with pop-tops including canned meat, fruit, tuna and beverages may be diverted to the Transient Unit collection. Please ask the Food Bank Coordinator about any such items. If the items are approved they will be logged out of the Sorting Room in the “Transient” category.
 - e) Except for bulk items, all sizes of cans and bags count as one food item.
 - f) Bulk items (ex: 6 lb. bag of rice; 5 lb. can of red beans) are counted as one and may be redistributed to Fairhaven or another designated organization.
2. Check the EXPIRATION DATES on all items and discard outdated items according to guidelines.
3. Sort food items onto the appropriate shelves in the Sorting Room. Please shelve items on cardboard flats or plastic trays. Please do NOT stack items on top of each other without flats in between because it is a safety hazard.
4. Keep all plastic and paper bags that are in good condition and can be reused.
5. Breakdown cardboard boxes that are not reusable. Store reusable boxes on top shelves.
6. When a shelf in the Sorting Room is full, please check the Assembly and Overflow Areas FIRST to see if there is any already backed-up. If yes, then box up the items on the shelf, write the number of items in the closed box and the date they were boxed. Move items from the Overflow to the Assembly Area if there's room. Then place the newest boxes near like items in the Assembly Area or in the back Overflow Area. If there are no back-ups, it may be put directly on the Assembly Area shelves if there's room.

Fresh Vegetables or Fruit:

- a. Weigh each type of produce and record in the Donation Log
- b. Log items out on clipboard for inventory control
- c. Notify Program Coordinator and add item to the table in the lobby for clients to serve themselves
- d. At the end of the day, store items in refrigerator or where appropriate

Fresh Bread: St. Joseph's Abbey donates fresh bread every Monday morning. The delivery person puts the bread onto the shelves in the Finishing Room. Record this donation in the Donation Log.

Other Donated Bread: The Samaritan Center Food Bank will receive bread that is collected on or close to the expiration date of the bread.

- a. Count the total number of bread donated and record in the Donation Log
- b. Check for mold and discard as necessary
- c. Log discarded items in the Donation Log
- d. Place the bread on the shelves in the Finishing Room
- e. Log items out on the Inventory clipboard
- f. Distribute this bread before, and in addition to, frozen bread
- g. At end of day on Fridays, box up the bread, write how many breads are in the box and the date on the outside of the box
- h. Put boxes of bread in the walk-in freezer.

Note: Items should be rotated so the oldest frozen bread is given out first.

Baby Products:

1. Count items and log in Donation Log as either food or personal items
2. Check expiration dates (no grace period)
3. Log items out on the Inventory clipboard
4. Stock on shelves to the left of the back door labeled "Crisis Pregnancy Center"

Personal Items:

1. Count items and log in Donation Log
2. Consult Program Coordinator concerning any items that are open/used
3. Log items out on clipboard for inventory control
4. Stock on Personal Unit shelves in the Vault

Medical Supplies:

1. Count items and log in Donation Log
2. Consult Program Coordinator concerning any items that are open/used
3. Log items out on clipboard for inventory control
4. Stock on shelves to the left of the back door labeled "Fairhaven"
5. Supplies like walkers, wheelchairs, portable toilets, etc. are given to various services
6. All medicines go only to Fairhaven to be shipped to foreign ministries

Discard Guidelines

All food items must be checked for “best by” or expiration dates. Discard all products that do not have labels or any products with any of the following package conditions **UNLESS it is a USDA product**. The Samaritan Center is required to notify Second Harvest of any issues with USDA products and we may not discard USDA items until given approval. See corresponding Table 3 for quick reference.

CANS:

- Side seams blown out or weld broken
- Bulging or puffed ends
- Leaks
- Label missing or cannot be read due to stain or tear
- Pitted rust
- Severely dented at the juncture of the side and end seams
- Crushed to the point that it cannot be stacked or opened with can opener

JARS:

- Loose or missing cap or bulged safety seal
- Signs of contamination in the product
- Label missing or cannot be read due to stain or tear
- Leaks
- Cap is bulging, swollen, rusted, dented, or crooked
- Any home canned product

BOXES:

- Obvious signs of contamination
- Puncture or tear in the inner seal or bag (tear in outer package is acceptable)
- Open or torn box (if there is no inner bag or seal)

BAGS AND SACKS:

- Rips, tears, punctures, or holes
- Signs of infestation
- Label missing or cannot be read due to stain or tear

NON-FOOD ITEMS:

- Personal care items may be taped or resealed so long as any product that would come in contact with the skin is discarded.
- Cleaners and other non-personal care items may be taped or resealed so long as there are no signs of contamination and the product is suitable for use.

When in doubt, check with the Food Bank Coordinator

Inventory Control

Any items taken out of the Sorting Room **MUST** be logged out on the clipboard that hangs just inside the room on the right. This includes fresh food but does not include discarded items UNLESS an item is discarded SEPARATE from when it is counted in as a donation.

Items do not need to be logged by date, use any column. Find the food or personal items and indicate the number of items being taken out of the room. Fresh produce is logged by weight.

Storage and Shelf Stocking Process

Check the shelves in the Food Bank to assess item needs. If inventory is low, items should be retrieved from the Assembly Floor first then to Overflow Room second for distribution. If the needed items are not in either of those areas, then they can be taken from the Sorting Room (after being logged out on the Inventory Log Out Sheets located just inside the doorway).

It is important to place items on shelves as follows:

- a. Use plastic trays or cardboard flats. Please Do **NOT** put items directly on shelves or on top of each other.
- b. Move current items to the front/right and place new items behind/left so the earliest received are given out first (FIFO).
- c. Be neat and keep items visible to facilitate the monthly inventory count.

Empty cardboard flats and other small boxes are placed neatly on the top shelves.

Overflow Room Storage

Items stored in the Overflow should be placed in boxes and counted. Each box should then be labeled with the type of items, the number in the box and the date placed into storage. The boxes should then be grouped with other like items. Please avoid using the top shelf for food storage.

Refrigerators

The refrigerators are labeled alphabetically. The three door refrigerator may be referred to as the “3-Door” or “Glass Door” fridge. These contain cold items to be given out with each unit. Refer to the signs on each refrigerator which note what is inside and the quantity to be included in the units.

Freezers

The freezers are labeled numerically. The outside walk-in freezer may be referred to as “the walk-in” or “Big Bertha.”

Please check the contents of all refrigerators and inside freezers at the beginning of your shift to familiarize yourself with what’s new or needs to be restocked.

Warehouse (Annex) – Kleber St.

Items that are overstocked, with no additional room for storage in the Food Bank should be counted and boxed. Each box needs to be clearly labeled with the product, the number of items and the date being placed into storage. These will then be transported to our Kleber St. warehouse until needed.

Questions & Answers

1. How far inside the building can clients come in the back door?

Answer: Clients are not allowed inside the back door.

2. What if a client wants to exchange or give back some food items?

Answer: Ask the client to wait while you get the Food Bank Coordinator

3. What happens if the client picking up the food is a different name than on the Client Voucher?

Answer: Only the individual listed on the Client Voucher should sign the clipboard. Sometimes they just went to get a vehicle or are at Gran's Attic.

4. What if the client does not speak English?

Answer: Oftentimes there is someone with the client who speaks English. If necessary there might be someone in the Samaritan Center who can help. If all else fails, smile and point!

5. What if the client cannot fill in the clipboard information?

Answer: If there is no one else there who can fill in the information for the client, then you may do so. Have the client sign in the appropriate spot.

6. If I can't make my shift, what should I do?

Answer: The Food Bank appreciates all our volunteers and we do understand that there are times when you are unable to make your shift. Always notify the Program Coordinator as far in advance as possible so they can change the monthly schedule which is posted.

TABLE 1**Daily Check List for Food Bank Volunteers**

Task	Activity	Timeframe
Temperature Log Audit	Review the thermometer in each freezer and refrigerator to determine the temperature. Fill in the log on the door with the temperature, date, time taken, your full name & title.	9:55 – 12:00 shift ONLY Daily
Fill Units for Distribution	Follow outlined processes. Try to have all 4 carts filled at the end of each shift. Also, 3 backups, 2 Orange & 1 Diabetic.	Ongoing
Receive and Sort Donations	Follow outlined processes	Ongoing
Stock Shelves	Follow outlined processes	Ongoing
Wipe Out Freezers & Refrigerators	Using Clorox Wipes or something similar, wipe out the entire area moving stock as needed.	Ongoing
Wipe Down Shelves	Same as above.	Ongoing
Sweep Outside Backdoor	Sweep entire back of Food Bank area including by the cardboard collection area and the walk in freezer.	Each Shift Daily
Reuse Paper & Plastic Bags	Make sure bags are in good condition. Throw away those that cannot be used. Sort those that can be kept by bag type and put in appropriate spot.	Ongoing
Fill Plastic Bag Sleeves	Bag holders are hanging from shelves in the Food Bank. Fill these when empty.	Ongoing
Cardboard Box Breakdown	Break down cardboard boxes and take to collection area near outside freezer. Stack neatly for pick-up.	Ongoing
Organize Cardboard Flats & Plastic Beverage Trays	Flats/trays should be neatly arranged on the top shelves and empty lower shelves.	Ongoing

TABLE 2**Food Unit Quick Reference**

Beans – canned	6	Meal Mixes	4
Beans – dry	2 lbs.	Meat – canned	3
Beverages	1	Milk – Frozen Fresh	1
Bread (Abbey)	1	Milk – shelf (canned) – If no frozen/fresh	2
Bread - Other Fresh or Frozen	3	Pasta – canned	2
Bread Mix	1	Pasta – dry	2
Breakfast – misc.	1	Peanut Butter	1
Cereal – cold	1	Peas – canned	3
Cereal – hot	1	Potatoes	2
Condiments / Pantry Staples	1	Rice (Lbs., not bags) 5 lb. bag = 2	2 lbs.
Corn	6	Sauces & Gravy	1
Dessert Mix	1	Soup	6
Fresh Bread (Other) or Frozen	3	Snacks	2
Fruit canned	1	“Ready to Pour” Spaghetti Sauce	1
Green Beans	6	Tomato Product	4
Jelly	1	Tuna/Seafood	4
Juice	1	Veg – other canned	4
Mac & Cheese	3	Lagniappe	~

TABLE 3**Discard Quick Reference**

Item	Discard
Canned Goods	2 years past printed date
Glass Jars	2 years past printed date
Boxed or Packaged Goods	1 year past printed date
Dessert Mixes	4 months past printed date
Dry Beans / Rice	Indefinite, check visually
Packaged Spices/Mixes	2 years past expiration
Baby Food – boxes or cans	1 year past expiration
Baby Formula	ON EXPIRATION DATE PRINTED
Opened Items	DISCARD IMMEDIATELY
Rusted Cans	Discard

TABLE 4**Sorting Guide Quick Reference**

Item	Includes	Does NOT Include
Baby Products	Baby food, formula, diapers	
Dessert Mixes	Miscellaneous desserts related to baking including cake, brownie or cupcake mixes, frosting, pie fillings, Jell-O & Pudding, Sweetened Condensed Milk	Loose individual servings should be repacked in groups of 4 or put in Transient Units
Beans dry bag*	All dry beans, peas, legumes	Boiled peanuts – See Snacks
Beans canned*	Refried beans, black-eyed peas, chickpeas, red beans, kidney beans, pork & beans, navy beans	
Beverages	Coffee, tea, Kool-Aid, lemonade, soda, miscellaneous drinks	Single serving items. See Single Serving Items below table.
Bread	All varieties, including loaf, rolls, buns, pita, tortillas, baguettes	
Bread Mix	Muffin mixes including corn muffins, bread mixes, cornmeal	
Cereal – cold*	All varieties of bagged or boxed cold cereal	Single Serve packs are put in Transient Units
Cereal – hot*	Instant & regular grits, oatmeal, and malt-O-meal, farina	
Candy	See Lagniappe	
Condiments / Pantry Staples	Olives, barbecue sauce, mushrooms, artichoke hearts, chocolate syrup, hot sauce, Worcestershire sauce, etc. This section is a bit of a “catch-all” for miscellaneous items. Pantry: Flour, sugar, cooking oils, spices, salt, breading. Items used in cooking.	
Corn*	All styles including cream corn	Hominy – See Vegetables
Fruit*	Canned and dried. Individual servings should go into Transient Units.	Cranberry sauce – See Sauces & Gravy. Fresh Fruit – speak to Program Coordinator.

Item	Includes	Does NOT Include
Green beans – canned*	All styles/cuts of green beans	
Jell-O & Pudding	Boxes of Jell-O and pudding mixes and pre-made cups in packages	Loose individual servings should be repacked in groups of 4.
Jelly*	All varieties	
Juice	Canned, bottled and boxed, fruit or vegetable	Individual servings go in Transient Units
Lagniappe	All candy. Items designated by the Program Coordinator.	Items on the Snack Shelf
Macaroni & Cheese*	Traditional and microwavable	
Meal Mixes*	Boxed or packaged mixes which make a meal when meat is added. Rice-a-Roni, taco dinners, stuffing and any rice or pasta with spices.	Tacos shells with no additional items. Should be repackaged with taco sauce and other items to make a complete meal mix.
Meat – Canned*	Spam, deviled ham, Vienna sausages, corned beef hash, canned chicken, turkey or ham, canned chili.	Pork and Beans – See Canned Beans
Milk	Evaporated milk, condensed milk, powdered milk	Sweetened Condensed Milk – See Dessert Mixes
Miscellaneous Breakfast	Granola bars, Pop-Tarts, pancake mix and syrup, breakfast bars	
Pasta – Canned*	Any precooked, ready to eat pasta like canned ravioli and Spaghetti-O's	
Pasta – Dry*	Any plain, dry pasta including rotini, lasagna, spaghetti, rice noodles	
Peanut Butter*	All varieties	“Goober” (PB mixed with Jelly) – Goes in Transient Units
Peas – Sweet	Canned sweet green peas	Black-eyed Peas, Chickpeas – See Canned Beans. Dried peas – See Dry Beans
Personal Items	Toothbrushes, toothpaste, soap, deodorant, toilet paper, shampoo. Also conditioner, shaving items, small “hotel bottles/soaps”	Adult diapers, sanitary products, medical supplies – See Fairhaven, CPC shelves
Potatoes*	Canned sweet potatoes, canned white potatoes, boxes and bags of dried potatoes	

Item	Includes	Does NOT Include
Rice*	Plain, non-seasoned boxed or bagged white, brown or wild rice	Rice with spices or other ingredients – See Meal Mixes
Sauces & Gravy	Broth, gravy, enchilada sauce, cranberry sauce, mixes for sauces and gravies, Manwich	
Snacks	Junk food. Items of little or no nutritional content: cookies, crackers, chips, popcorn, salted nuts, Twinkies	Candy - See Lagniappe
Soup*	All sizes and varieties of canned soup, Ramen noodles, cup-o-soup, soup mixes.	Broth – See Sauces & Gravy
Spaghetti Sauce*	Jars and cans of spaghetti sauce, alfredo sauce, pasta sauces.	
Spices	See Pantry Staples	
Tomato Products*	All varieties of canned tomatoes including whole, diced, chopped, tomato sauce, tomato paste, Ro-Tel tomatoes with chilies.	
Tuna / Seafood*	All canned tuna and packaged tuna mixes, salmon, crab, oysters and sardines	
Vegetables Canned*	All canned vegetables of nutritional value aside from those individually designated as part of a food unit including hominy, asparagus, beets, carrots, spinach, turnip greens and mixed vegetables	Mushrooms, olives, artichoke hearts, water chestnuts - See Condiments.
Vegetables Fresh	Loose/bulk vegetables should be repackaged in groups. See the Program Coordinator.	

TABLE 5**Personal Hygiene Quick Reference**

Item	Count	How to Count when received	How to Repackage	How to Log out of Sorting Room	Category
Deodorant	Yes	Count individually	N/A	Log out as one item	Personal
Shampoo (Full Size)	Yes	Count individual bottles	N/A	Log out as one item	Personal
Shampoo (Hotel Size)	Yes	Count individual bottles	8 - 10 Bottles per bag	Log out as 1 bag/item	Personal
Soap (Large Bar)	Yes	Count individual bar	N/A	Log out as one item	Personal
Soap (Hotel Size)	Yes	Count individual bar	8 - 10 Soaps per bag	Count each bag as one	Personal
Toilet Paper	Yes	Count individual roll	N/A	Log out as one item	Personal
Toothbrush	Yes	Count individually	N/A	Log out as one item	Personal
Toothpaste (Travel Size)	Yes	Count individually	N/A	Log out as one item	Personal
Hand/Body Lotion (Full Size)	No	N/A	N/A	Do Not Log Out	N/A
Hand/Body Lotion (Travel Size)	No	N/A	~ 6 - 8 lotions per bag	Do Not Log Out	N/A
Conditioner (Full Size)	No	N/A	Match w/Full Size Shampoo if possible	Do not Log Out	N/A
Conditioner (Travel Size)	No	N/A	6 - 8 conditioners per bag or Match & Bag with Travel Size Shampoo if possible	Do Not Log Out	N/A
Floss	No	N/A	N/A	Do Not Log Out	N/A
Razor/Shaving Cream	No	N/A	N/A	Do Not Log Out	N/A
Combs	No	N/A	N/A	Do Not Log Out	N/A
Cleaning Supplies	No	N/A	N/A	Do Not Log Out	N/A
Dish/Laundry Detergent	No	N/A	N/A	Do Not Log Out	N/A
Water	Yes	Count individual bottles	6 Bottles per Bag/Package	Log out as 1 bag/item	Beverage
Baby Diapers	Yes	Count each package as one	N/A	Log out as one package	CPC Non Food **
Adult Diapers	Yes	Count each package as one	N/A	Log out as one package	Fairhaven Non Food**
Bed pads	Yes	Count each package as one	N/A	Log out as one package	Fairhaven Non Food **
Medical Supplies	No	N/A	N/A	Count Individually	Fairhave Non Food
Baby Food/Formula	Yes	Count Individually	N/A	Count Individually	CPC Food

Appendix I Orange Unit Explanation

The Samaritan Center Food Bank receives some food from Second Harvest. Second Harvest receives a grant from the United States Department of Agriculture (USDA) to purchase particular foods. The food purchased with government funds can only be distributed to clients under a certain income level to satisfy the grant requirements. However, the Samaritan Center is a Christian ministry that seeks to help all those in need including those who are above the government income level so we have Orange Units specifically for the families in this category. The Food Bank Coordinator determines if a client receives a “Standard Unit” or an “Orange Unit”. A list and a visual display of the brands of food for the specific foods that have been purchased by the USDA grant are posted above the Orange Units so you know which brands to avoid when assembling an Orange Unit. Two Orange Units should be prepared and stored on the designated shelves at all times. Orange Units are assembled entirely in paper bags in the same manner as Standard Units. As with Standard Units, please bag the food in a neat, organized manner, heaviest on bottom, crushable on top. One full Orange Unit is assigned per designed shelf regardless of the number of paper bags used to assemble the unit. For questions, please see the Food Bank Coordinator

Appendix II Date Check Explanation

Guidelines come from the Food and Drug Administration (FDA) and the United States Department of Agriculture (USDA).

Open Dating is the use of a calendar date as opposed to use of a code on a food product. The date stamped on a product’s package is to help the store determine how long to display the product for sale. It can also help the purchaser to know the time limit to purchase or use the product at its best quality. **It is not a safety date.** After the date passes, while not of best quality, the product should still be safe if handled properly and stored in a cool, clean, dry place for the recommended storage times listed below.

- A **“Best if Used By (or before)”** date is recommended for best flavor or quality. It is not a purchase or safety date.
- A **“Sell-By”** date tells the store how long to display the product for sale. You should buy the product before the date expires.
- A **“Use-By”** date is the last date recommended for the use of the product while at peak quality. The date has been determined by the manufacturer of the product.

There is no uniform or universally accepted system used for food dating in the United States. Please note the different formats that the example date of “September 12, 2011” could be printed as: “091211”, “2011 Sept”, “12 Sept 11”, “12/Sept/11”, “09/12/11”, “September 12, 2011”. Although dating of some foods is required by more than 20 states, there are areas of the country where much of the food supply has some type of open date and other areas where almost no food is dated.

Closed or Coded Dates are packing numbers for use by the manufacturer. Cans must exhibit a packing code to enable tracking of the product in interstate commerce. This enables manufacturers to rotate their stock as well as to locate their products in the event of a recall.

These codes, which appear as a series of letters and/or numbers, might refer to the date or time of manufacture but are not meant for the consumer to interpret. There is no book which tells how to translate the codes into dates.

In general, high-acid canned foods such as tomatoes, grapefruit and pineapple can be stored on the shelf 12 to 18 months; low-acid canned foods such as meat, poultry, fish and most vegetables will keep 2 to 5 years — if the can remains in good condition and has been stored in a cool, clean, dry place.

Summary

The type of date used and the length of time a product is safe to use, once it reaches its date, varies by manufacturer. Within reason, most non-perishable products are safe to consume after the date, but the product may start to lose some of its nutritional value and there may be some degradation in the color and/or texture of the product. Volunteers should consult with the Food Bank Coordinator in the event they are unsure of the date and/or product safety.