

## SDUSD Food Recovery and Rescue Standard Operating Procedures

Love Food Not Waste is a food waste reduction, recovery and rescue program of SDUSD. Food & Nutrition Services Department kitchen staff are instrumental in the success of this program. Please follow the below Standard Operating Procedures (SOP's) to ensure safe food recovery and rescue.

### Breakfast in the Classroom (BIC) / Kid's Choice Breakfast / Morning Break Café / Nutrition Break

#### All Grades - Offer vs Serve

- Utilize OVS for milk, fruit component, and cheese based on student preferences at your school. Students must choose three items from those offered.

#### Elementary - BIC

- Fill BIC Blue Bags with daily breakfast items
  - Add cold items first (milk, juice, cheese, etc.), then room temperature items, such as breakfast bars
  - Bag hot foods separately and attach to top of large Blue Bags
- *Blue Bags are taken to classrooms or cafeteria/lunch court tables by students (most BIC sites)*
  - *Food items are offered to students*
  - *Unwanted and unopened items are returned to the Blue Bags at end of breakfast period*
  - *Blue Bags are brought back to kitchen*
- Separate Contents of Returned Blue Bags
  - Count **recovered** foods from daily breakfast offerings and return them to the food production area
    - Return recovered foods, including milk, juice, applesauce, wrapped cheese sticks, and apple slices to refrigeration
    - Return items such as dried cranberries, crackers, breakfast bars, and dry cereal, etc. to dry storage
  - **Food Rescue** - Refer to the Quick Reference Guide for menu items that can be rescued and those that can potentially be rescued once they are close to, or just after, "expiration" dates. **NOTE:** Additional items for rescue will be communicated as opportunities become available
    - **Follow the guidelines on Page 3 for bringing hot rescued food down to temperature, as well as food rescue labeling requirements**

#### Elementary - Kid's Choice Hot Breakfast

- Return any excess **recoverable**, unopened items to production, including items such as juice, fresh fruit, crackers, milk, cereals, and yogurt.
- **Food Rescue** - Refer to the Quick Reference Guide for menu items that can be rescued and those that can potentially be rescued once they are close to, or just after, "expiration" dates. **NOTE:** Additional items for rescue will be communicated as opportunities become available
  - **Follow the guidelines on Page 3 for bringing hot rescued food down to temperature, as well as food rescue labeling requirements**

### **Middle & High School - Morning Break Café / Nutrition Break**

- Return any excess **recoverable**, unopened items to production, including items such as juice, apple slices, fresh fruit, crackers, grain bars, milk, cereals, yogurt, and cheese.
- **Food Rescue** - Refer to the Quick Reference Guide for menu items that can be rescued and those that can potentially be rescued once they are close to, or just after, “expiration” dates. **NOTE:** Additional items for rescue will be communicated as opportunities become available
  - Follow the guidelines on **Page 3** for bringing hot rescued food down to temperature, as well as food rescue labeling requirements

### **All Grades - Cold Breakfast**

- Follow Offer vs Serve model
- Return any excess **recoverable**, unopened items to production, including items such as juice, apple slices, applesauce, crackers, grain bars, milk, cereals, yogurt, and cheese.
- **Food Rescue** - Refer to the Quick Reference Guide for menu items that can be rescued and those that can potentially be rescued once they are close to, or just after, “expiration” dates. **NOTE:** Additional items for rescue will be communicated as opportunities become available

### **Kid’s Choice Café Lunch / SandiCoast Café Lunch / Supper**

#### **All Grades - Offer vs Serve**

- Utilize OVS for milk, fruit component, and cheese based on student preferences at your school. Students must choose three items from those offered.

#### **Elementary /K-8 - Kid’s Choice Café Lunch**

- Return any excess **recoverable**, unopened items to production, including items such as milk, fresh whole fruit, crackers, string cheese, and any bagged apple slices and baby carrots.
- **Food Rescue** is not currently available for any steam table items (i.e. pizza, burritos, chicken nuggets, etc.). Kitchen staff wrapped/package food items may be rescued on an item-by-item basis (i.e. burgers, sandwiches, etc). as opportunities become available

#### **Middle & High School - SandiCoast Café Lunch**

- Return any excess **recoverable**, unopened items to production, including items such as juice, milk, dried cranberries, fresh fruit, etc.
- **Food Rescue** is not currently available for any steam table or kitchen staff wrapped/package food items, unless coordinated specifically with hunger relief agency(ies) providing pickup. Generally, only commercially individually wrapped (IW) items can be rescued. **NOTE:** Additional items for rescue will be communicated as opportunities become available

#### **All Grades – Hot & Cold Supper**

- Return any excess **recoverable**, unopened items to production, including items such as milk, fresh whole fruit, crackers, yogurt, cheese sticks, applesauce, cereals, slushies, dried fruit, bagged apple slices and baby carrots.
- **Food Rescue** - Refer to the Quick Reference Guide for menu items that can be rescued and those that can potentially be rescued once they are close to, or just after, “expiration” dates. **NOTE:** Additional items for rescue will be communicated as opportunities become available
  - Follow the guidelines on **Page 3** for bringing hot rescued food down to temperature, as well as food rescue labeling requirements

## FOOD RESCUE TEMPERATURE & LABELING REQUIREMENTS

- Bring Hot Rescued Food Down to Temperature
  - Spread out multiple hot, individually wrapped items on a metal sheet pan or in an open plastic tote as needed so they will reach 70°F within 2 hours and 41°F or less within the next 4 hours. Do not put a lid on the tote or secure/tie plastic bags until items have reached appropriate temperatures.
  - Check temperatures hourly to make sure items have cooled as appropriate.
  - When food items reach 70°F they can be taken off the sheet pan and placed in a clear plastic bag. This bag can be inserted in a cardboard box and placed in walk in cooler or frozen as space demands.
  - **FOR WEEKLY FOOD RESCUE PICKUP IT IS ADVISABLE TO FREEZE ALL ITEMS**
- Label Food Rescue Bags/Boxes
  - The plastic bag of rescued food items should be closed with a tie or tape.
  - All bags and boxes must be labeled with required labels.
  - **Labels can be downloaded from this link: M:\LOVE FOOD NOT WASTE\1. LFNW 2024-25\Food Rescue SOPs & Labels\Food Rescue Labels**, or requested from Janet Whited, [jwhited@sandi.net](mailto:jwhited@sandi.net)
  - Labels can be pre-written with the site name before copying. Include a description of the food, food **preparation date**, and the donation date, and **staple or tape the label to the food rescue bag/container**.

## FOOD RESCUE TRANSPORTATION & HANDLING

### Kitchen Staff

- Give Food Rescue Bags/Containers to SDUSD Delivery Driver
  - ON THE SCHEDULED PICKUP DAY (specific day to be communicated to each school), remove Food Rescue container(s) from cold storage and give to SDUSD Transportation truck driver during the daily delivery route. Include “blue ice” in transport container as needed.
  - If transport between the site refrigeration and the cluster production kitchen refrigeration exceeds 30 minutes, ensure a proper holding temperature of 41°F is maintained during transport. (Cal Code 113996).

### Transportation Truck Driver

- Take Food Rescue container(s) from kitchen staff at each site and place in a designated location on delivery truck. Refrigerated/frozen items should be in containers with “blue ice” and/or with freezer blankets as needed to maintain safe temperatures.
- Food items **must not be out of the safe temperature zone for more than 30 minutes** during transportation
- Deliver Food Rescue containers to the Cluster Production Kitchen as part of the regular route.

### Production Kitchen Staff

- Periodically check temperatures of Food Rescue items delivered from cluster schools to make sure food is within safe temperature zone (at or below 41°F).
- Place rescued food in a designated location in a refrigeration or freezer unit until the pre-arranged arrival of the Hunger Relief Organization (HRO). **FREEZING ITEMS IS ADVISABLE DUE TO WEEKLY PICKUP SCHEDULE.**
- Transfer Food Rescue containers to the HRO upon their arrival (HRO shall notify the kitchen supervisor when they arrive). HRO’s shall transfer the rescued food into their own containers and leave any District-owned containers on site.