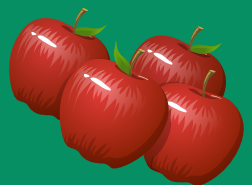




SORTING FOOD



Cold Miscellaneous Items

1

DOES IT HAVE A DATE?

- Whole fruits/veggies may not have dates.
- All pre-packaged food must have a date. If not, it is trash.

IS IT IN DATE?

- “Packed on” dates are NOT counted - check quality
- For processed food, we can keep food up to 3 days past “best-by” date if it is HIGH quality.
- Items that are 4 or more days past date are bad. Compost (if produce) or trash it.
- NO plastic in the compost bin!

2

3

QUALITY CHECK (MOST IMPORTANT STEP)

- Any mold? Too squishy? Plastic bubbled up? Smelly or bad odor? Split skin/peel? If so, it is bad. Compost (if produce) or trash, even if it's in date!
- NO plastic in the compost bin!
- Unsure? Ask someone

IS THE PACKAGING STILL INTACT?

- Fruits/veggies may be repackaged (see #5-7).
- Eggs may be repackaged in a clean egg carton unless they are messy (see yoke = trash)
- Oversized items do not need a bag (melons, pumpkins, oversized squash, etc.) Just put into a crate together.
- All other items must have packaging intact. If not, they are trash.

4

5

REPACKAGING: PLASTIC BAGS

- Any leafy veggies (spinach, lettuce, broccoli)
- Small veggies (peas, green beans)
- Veggies that will wilt quickly (celery, artichoke)

REPACKAGING: CLAMSHELL CONTAINERS

- Any berries (blueberries, strawberries, etc.)
- Cherry tomatoes
- Small fruits (cherries, kiwi, etc.)

6

7

REPACKAGING: MESH BAGS

- Any other fruit or veggie goes in a mesh bag (apples, oranges, potatoes, etc.)
- Check the guide on the wall for how many items per bag (usually between 3 and 6 items)

SORT BY TYPE & PUT ITEMS IN CRATES

- Sort by “use-by” first, then sort by type of item: whole produce, processed produce, dairy, eggs, or prepared foods
- Fill crates so they are flush, but do NOT overfill. They must be able to stack neatly

8





SORTING FOOD

Canned Items



1

DOES IT HAVE A DATE?

- All items must have a date ("expires on," "best-by," "sell-by," etc.). If not, they are bad. Trash them.
- All items must have a label. No label = trash

IS IT IN DATE?

- If it has an "EXPIRATION" date and is past date = trash
- All other types of dates (best-by, sell-by, etc): Items that are MORE than 1 year past date are bad. Trash them.

2

3

SLIGHTLY "PAST DATE" CANS

- Cans within 1 year past their "sell-by" or "best-by" date should be kept in a separate crate labeled "past date"

IS THE PACKAGING STILL INTACT?

- Any medium-large dents? Any sharp dents? Any dents on the seam? Any rusting? Anything leaking? If so, it is bad. Trash it.
- Smaller dents are ok (if NOT on seam).

4

CANS SORTING

5

- Sort cans by category:
 - Vegetables
 - Fruit in a can
 - Soup in a can
 - Tomatoes (diced, whole, tomato paste)
 - Meat/fish (meat only, no chili)
 - Beans (include chickpeas but not green beans - those are veggies)
 - Misc. (everything else: olives, evaporated milk, broth, etc.)

PUT ITEMS IN CRATES

- Put similar items together in crates. Fill crates so they are flush, but do NOT overfill. They must be able to stack neatly

6





SORTING FOOD



Shelf-Stable Miscellaneous

1

DOES IT HAVE A DATE?

- All items must have a date ("expires on," "Sell-by," "best-by" etc.). If not, they are bad. Trash them.

IS IT IN DATE?

- If it has an "EXPIRATION" date and is past date = trash
- All other types of dates (best-by, sell-by, etc): Items that are MORE than 1 year past date are bad. Trash them.
- Items within 1 year past their "sell-by" or "best-by" date should be kept in a separate crate labeled "past date"

2

3

IS THE PACKAGING STILL INTACT?

- Food must be securely packaged, no holes/tears/etc. where food can come out
- Outer packaging that is damaged may be fine as long as inner packaging is still intact

SPECIAL ITEMS: GLASS/ BABY FOOD

- Any glass items: put in a crate with other glass items only
- Any baby food: put in a crate with other baby food only (can include glass).

4

5

CEREAL SORTING

- Any cereal? Sort by sugar content and put into food drive boxes:
- 10+ grams of sugar = "high sugar"
- Less than 10 grams of sugar = "low sugar"

DRY GOODS SORTING

- Sort by type of item:
 - Boxes of Pasta/Mac & cheese (NOT single-serve cups, those are Misc.)
 - rice
 - dry beans
 - Misc. (this is a big category. Keep similar things together when possible)

6

7

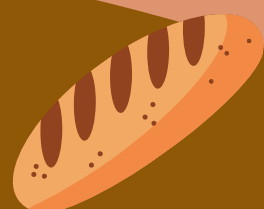
PUT ITEMS IN CRATES

- Put similar items together in crates. Fill crates so they are flush, but do NOT overfill. They must be able to stack neatly





SORTING FOOD



Non- Refrigerated Bread and Desserts

1

DOES IT HAVE A DATE?

- Bread may not have a date
- All desserts must have a date ("sell-by," "use-by," "best-by" etc.). If not, it is trash.

IS IT IN DATE?

- Items that are MORE than 3 days past date are bad. Compost (if bread) or trash them.
- NO pastries in the compost bin!
- NO plastic in the compost bin!

2

3

QUALITY CHECK

- Any mold? Bread hard as a rock? Smell or bad odor? If so, it is bad. Compost (if bread) or trash it
- NO plastic or pastries in the compost bin!
- Unsure? Ask a staff member

IS THE PACKAGING STILL INTACT?

- Bread packaging may be opened on the end (for baguettes).
- All other packaging must be intact. If not then it is bad. Compost (if bread) or trash it. No plastic or pastries in the compost bin!

4

5

PUT ITEMS ON BREAD RACKS

- Keep bread and desserts separate.
- Put 10 items per rack





SORTING FOOD



Meat and Frozen Items

1

DOES IT HAVE A DATE?

- All items must have a sell by date or freeze by date. If not, it is trash.

IS IT IN DATE?

- Items that are MORE than 1 year past date are bad. Trash them.
- Freeze-by dates are more important than Sell-by dates!

2

3

QUALITY CHECK

- Is it frozen? If not, it is trash. All pure meats must be frozen.
- Plastic bubbling up? Any discoloration or freezer burn? Smell or bad odor? If so, it is trash.

IS THE PACKAGING STILL INTACT?

- All packaging must be intact like you would see at a grocery store. If it is open, it is trash.

4

5

PUT ITEMS IN CRATES

- Sort by type of item (chicken, beef, veggie burgers, ice cream, etc.)
- Keep ready-to-eat items and raw meat separate from each other
- Fill crates, but do NOT overfill. They must be able to stack neatly

