**Food Donations**

Issued By: Executive Director

Effective Date: May 20 2004

Updated: May 1st, 2011

Food donations can be a welcome and positive addition to the Belkin House Food Services program. However, great care must be exercised at all times when receiving and storing donated food. Wherever possible, the Food Service Manager must pre-approve all donations of food items. Food donations must adhere to the following guidelines before being accepted and utilized.

1. Residents and volunteers are not permitted to represent and/or use the name “The Salvation Army” or “Belkin House” to solicit donations, but must provide any donation leads or contacts to the Food Services Manager for follow up.
2. Donations should only be accepted from pre-approved donors and must be handled in accordance with Health & Safety Standards related to Food Storage.
3. With previous and approved arrangement, an employee or authorized resident may pick up donations which can be manually carried to Belkin House. The Food Services Manager will arrange vehicle pick up of all donations too large to be manually transported.
4. All food donations should be received during regular business hours - ideally 9am-3pm daily
5. All food donations must be taken directly to the kitchen by the person who did the pick- up and to notify a Food Service staff or Food Services Manager for inspection.
6. The Food Service Manager will review the food donations, taking into consideration the request of use of the donor, food-safe, health and safety requirements as well as Residential requirements as may be expressed by the Residential departments, and will make a decision relating to the best use of the food donations.
7. Food Services Staff will be directed to sort and wrap the food donations as necessary.
8. Food donations must be labelled and put in a designated cooler or freezer in the kitchen for later distribution or use.

**Note:** The unauthorized distribution of donated food is a serious breach of policy (see policy

* + 1. Donations). Staff are not to accept food deliveries – but rather to inform the Food Service Manager or on-duty Cook who will accept the delivery on behalf of the Belkin House Food Services Department.