



CHECKLIST FOR STARTING A FOOD DONATION PROGRAM

Observe your current operations

- ☐ Observe the food currently produced that could be donated and make note of the approximate types and quantities of food.
 - ☐ Decide on an ideal donation schedule for your business.
 - Take into account whether you generate surplus food regularly or only at specific times or events.
 - ☐ Determine if you need the food bank to pick up donations or if you have the appropriate equipment to deliver donated food.
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Contact your area food bank or other local food donation organization

- ☐ Call the organization and discuss the quantity and types of food you would like to donate.
 - Will your donations be prepared, perishable, or non-perishable food?
 - How is your food handled or displayed in your store, restaurant, etc.?
 - Are you able to donate on a regular schedule?
 - ☐ Ask if the organization can pick up your donated food.
 - ☐ Work with the organization to develop a donation program that works well for both parties.
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Establish a food donation program at your business or institution

- ☐ Determine if rolling out a pilot program that can later be expanded is a good fit for your business.
 - ☐ Set aside designated short-term storage space for donated food – storage temperatures must be maintained at a safe level for the different types of food being donated.
 - ☐ Train employees on sorting, temporarily storing, and preparing donated food for transportation.
 - ☐ Maintain food safety procedures and ensure food is kept at the appropriate temperature at all times.
 - ☐ Post donation program procedures and information in employee areas.
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One month after establishing your donation program...

- ☐ Touch base with the food bank or food rescue organization to ensure the program is working well and to troubleshoot any areas needing improvement.
- ☐ Get feedback from employees and incorporate ideas for improvement into donation program.

Note: Maintaining your food donation program will require regular employee trainings and check-ins with your partner food bank or food donation organization.

For assistance at any point in this process, please call the RecyclingWorks Hotline at (888) 254-5525 or email info@recyclingworksma.com.