

## Philabundance Prepared Food Donation Guidelines

	Made In Commercial Kitchen	Not Served or Placed Out	Kept in Proper Storage	Packaging Not Breached
<b>YES</b>	<ul style="list-style-type: none"> <li>• Restaurant</li> <li>• Caterer</li> <li>• Bakery</li> <li>• Food Service/Institutional Cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>• Food kept in staging area or refrigerator not put out for consumption</li> <li>• List of ingredients provided or allergen disclaimer statement</li> </ul>	<ul style="list-style-type: none"> <li>• Frozen and Refrigerated food must be maintained at the appropriate temperatures at all times</li> <li>• Yogurt kept refrigerated</li> <li>• Cooled quickly if previously held hot</li> <li>• Held at 41F or below</li> </ul>	<ul style="list-style-type: none"> <li>• Veggie tray kept wrapped and in the refrigerator</li> <li>• Unopened bag of rolls</li> <li>• Completely wrapped in approved food grade packaging</li> </ul>
<b>NO</b>	<ul style="list-style-type: none"> <li>• Items prepared in an individual's residence</li> <li>• Sandwiches or baked goods, etc. prepared by school or community group</li> </ul>	<ul style="list-style-type: none"> <li>• Dish put on buffet table</li> <li>• Basket of rolls placed out and picked through</li> <li>• Hoagie tray put out even if not opened</li> </ul>	<ul style="list-style-type: none"> <li>• Frozen casserole put on a counter to defrost but not cooked and served</li> </ul>	<ul style="list-style-type: none"> <li>• Salad with serving utensils placed in it even if the bowl itself was not placed out</li> </ul>

- **Philabundance and our agencies must follow all health safety laws and regulations when accepting any food donations, especially when considering donations of prepared foods.**
- **Any agency that uses prepared food must have someone with Safe Food Handling Certification supervising preparation.**
- **We hold safe food handling as a priority to ensure that the integrity of the food we provide to the community is not compromised in any way.**
- **Please contact a member of the Food Acquisition Department if there are questions concerning what is and is not acceptable to donate.**