

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject: USE OF LEFTOVER FOOD/DONATIONS

For Action By: FOOD SERVICE MANAGERS, ALL FOOD SERVICE EMPLOYEES

Refer Questions to: FOOD SERVICE ADMINISTRATORS,
DEPARTMENT OF FOOD AND NUTRITION

The food service manager is responsible for planning and production of meals and disposition of leftover food, which includes proper sanitary storage for re-use, discarding if unsafe for future use and/or donation to approved non-profit agencies. Meals should be planned with minimum leftovers. All food left over at satellite schools after meal service must be returned to the base school unless proper storage, reheating equipment and adequate security are available at the satellite site. Leftover food from the base kitchen **cannot** be sent to satellite schools.

I. LEFTOVER FOODS TO BE USED AT SCHOOL SITE

- A. Should be served the following service day
- B. Must not be refrozen
- C. Should be offered as a choice
- D. Must not be reheated more than once
- E. Must not be combined with fresh foods (e.g. leftover meat loaf must not be added to spaghetti sauce)
- F. Must not be stored with raw or uncooked items or with items having strong odors
- G. Must be covered and dated

II. LEFTOVER ITEMS FROM SNACK PROGRAMS

The snack items provided to agencies operating programs such as after school care are billed to the program. Any leftover items are the property of the agency and should not be returned to the food service program for storage. If quality of food items cannot be maintained by the agency, the leftover items must not be reused.

III. LEFTOVER ITEMS FROM OUTSIDE VENDORS

Every effort should be made to adjust orders to minimize leftover items from outside vendors. Any leftover items that can be carefully re-heated to preserve the quality of the product may be served the following day. Items that do not meet the required components should not be used for the reimbursable meals.

IV. DONATION OF LEFTOVER FOOD TO APPROVED NON-PROFIT AGENCIES (Base and Self-Contained Schools Only)

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USE OF LEFTOVER FOOD/DONATIONS (continued)

The guidelines listed below should be followed when donating leftover food:

- A. After leftover food is reheated once and served the following day as a choice, the food service manager should contact an approved agency for donation of the leftover food (see attached list).
- B. If the agency agrees to accept the donation, it is required to pick up the donated food within twenty-four hours. The agency will provide its own food containers. If the food is not picked up within twenty-four hours, it should be properly discarded.
- C. At the time of pick up, complete the Donation of Leftover Food Record [FM-4603](#) signed by the approved agency's representative and the food service manager. Give the copy of the receipt to the agency and attach the original to the Production and Menu Record.

CONTACTS TO ACCEPT FOOD DONATIONS

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| 1. Better Way of Miami, Inc.
800 N.W. 28 th Street
Miami, FL 33127
Contact: Jimmy Klinakis
(305) 759-6642 | 4. Stop Hunger, Inc
12050 N.E. 14 th Avenue
North Miami, FL 33161
Contact: Julius Littman
(305) 891-8811 |
| 2. Daily Bread Food Bank
5850 N. W. 32 nd Avenue
Miami, FL 33142
Contact: Robert Peters
(305) 633-9861 | 5. Farm Share, Inc.
300 N. Krome Avenue, Building 12
Florida City, FL 33034
Contact: Patricia Robbins
(305) 246-3276 |
| 3. Pass It On Ministries of South Florida, Inc.
14617 N.W. 7 th Avenue
Miami, FL 33168
Contact: Dee Dalrymple
(305) 681-1594 | 6. Miami Rescue Mission
PO Box 420620
Miami, Florida 33242
Contact: Charles Martin
(305) 571-2241 |

This list includes all agencies that have indicated willingness to pick up and distribute perishable food items for five days a week meal services. Additions or deletions to this list will be made as new data becomes available.