



Partner Agency Newsletter

November 2016

Spotlight: “Value Added Meals” Now on Shopping List

Partner Agencies,

You should have recently received an email highlighting our new Value Added Meal options.

These meals are bundled in cases with each case containing 20 one-pound meal pans with meals such as spaghetti with meat sauce, handmade Swedish meatballs, chili and scrambled eggs with Spanish-seasoned beef. Each 1 lb. frozen meal pan would provide approximately 2 servings.

To order a case of Value Added Meals look for Agency Express codes with VAM in the code.

Items will be coded similar to the examples below:

Order Qty	Available Qty.	Item No.	Description	UOM	Unit Price	VAP Fee	Pack Size	Feature Type	Gross Weight	Favorite
<input type="text"/>	21	VAM003	Beef Meal 20 - 1 Lb Meals	CASE	15.00	0.00			20	<input type="checkbox"/>
<input type="text"/>	38	VAM001	Breakfast Meal 20 - 1 Lb Meals	CASE	15.00	0.00			20	<input type="checkbox"/>
<input type="text"/>	10	VAM002	Breakfast Meal With Protein 20 - 1 Lb Meals	CASE	15.00	0.00			20	<input type="checkbox"/>

Production of meals for this pilot program allows us to take large or bulk quantities of food that agencies might not be able to work with and create meals in a size that agencies can distribute. This provides more variety to agencies and their clients, and options for those who may not be able to prepare all of their own meals. We welcome feedback from you as this will help us provide the most useful items for your programming.

Fees for the meals cover the handling fee and cost of goods only. The fee for each 1 lb. meal pan is \$0.75 or \$15.00 per case (box of 20). Cases cannot be broken. There are limited quantities produced each day so make your selections quickly. I hope you will give these meals a try and share your thoughts with us. Feel free to email me at kgranato@centraltexasfoodbank.org.



Current News: Closures 11/24, 11/25, 11/30 afternoon

The Central Texas Food Bank will be closed on Thursday, November 24th and Friday, November 25th for the Thanksgiving holiday. We will also be closed after 2:30pm on Wednesday, November 30th. There will be no pick-ups, deliveries, or shop-for during these times.

If you normally pick up or receive deliveries on these days, either order extra food the week prior to the holiday or contact Michelle ASAP at (512) 684-2150 (email: mwhite@centraltexasfoodbank.org) to schedule an alternate pick up day at the food bank. Pick up dates and times are subject to availability. Regional deliveries will not be rescheduled, but agencies who usually receive deliveries may schedule a pick up at the food bank as our schedule permits.

This closure will affect the ordering deadlines for agencies who wish to pick up or receive delivery on Monday, November 28th or Tuesday, November 29th.

If you are ordering for pick up or delivery on:	Your order is due on:	By:
Monday, Nov. 28	Tuesday, Nov. 22	9:00 a.m.
Tuesday, Nov. 29	Wednesday, Nov. 23	9:00 am.

Policy Review: Warehouse Safety

Make sure all staff and volunteers are aware of Food Bank warehouse policies. It is up to each partner agency to train individuals involved with the handling of food in their organization.



- Sign in and out!
- Arrive no earlier than 20 minutes before your scheduled pick-up
- Only 3 people per partner agency are allowed on the dock at one time
- Do not smoke or chew tobacco while in the building or on the dock
- No food or drink in the warehouse
- Electronic devices are prohibited
- Only individuals 18 or older are allowed in the warehouse
- Children under the age of twelve must remain in the reception area under adult supervision at all times. The Food Bank staff is not responsible for supervising children
- Use side ramp or stairs to get on dock (no jumping on/off)
- Do not operate warehouse equipment
- Be aware of special notices posted in and around the warehouse
- Notify the warehouse staff of any irregularities or potentially hazardous conditions (spills, etc.)
- Cased items in the cooler are to be handled only by Food Bank personnel. Partner agencies should not remove cased items from the cooler, even if they are listed on the work ticket
- Warehouse hours are subject to change at the discretion of the Food Bank
- Closed-toe shoes (no sandals or flip flops allowed)

Submit Monthly Reports:

Monthly Reports for October are due November 1st, but will be accepted until November 15th. Submit your reports at <https://www.centraltexasfoodbank.org/agency-reporting> to avoid being put on hold.

Contact the Team

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