

GUIDE FOR RETAIL PICK UP

Thank you so much for helping to pick up donations from our retailers! Here is an easy guide to make sure you are safely transporting donated food.

1. Grab your supplies:

- Wear your badge or organization shirt to make sure our store can recognize you as a partner
- Make sure you have your freezer blanket, temperature gun, and temperature log, and scale if weighing donations at the store.



2. Drive to the back of the store to the “receiving area”

- Park in an area that won’t block the dock doors or other vehicles in the area

3. Walk in the back of the store and say hello to the receiver (you can ask who it is if you don’t know)

- Let them know what agency you are with and that you are here to pick up the daily donations

• ***The following steps can vary store to store so ask your trainer for specifics*** •

4. Grab the bread cart and wheel it to your vehicle

- Load bread gently into the vehicle
- If you see any product that is open or moldy please take it back and let the receiver know you are not able to accept these items.

5. Check the freezer for meat. This is usually identified by yellow or orange stickers on a banana box in the designated donation holding area.

- Using your temp gun to check that the meat is fully frozen (0 degrees)
- Meat that is not fully frozen **MUST** be left behind to freeze for the next pickup.
- Write down the temp on your log or directly into the MealConnect app



If you are using a temperature gage gun simply aim and point it within a few inches of the product to get an accurate temperature. If you are not sure try a second time.



7. Check in with receiver to ask about any additional donations

8. If weighing donations at the store, weigh all donations by category and enter weight (and temperatures for refrigerated/frozen items) into MealConnect or paper log if entering into MealConnect at a later time

9. Pack all donations neatly in the vehicle.

- a. Be sure not to leave anything in the direct sun or heat for too long
- b. Avoid cross contamination of products (keep bread separate from meat)

10. Drive to your organization location and unpack all donations

- a. Do not leave food in the car for longer than 30 minutes.
- b. Take temps of meat and refrigerated product again. Discard any frozen product received above 32° / Discard any refrigerated product received above 41°
- c. Weigh donations and record weights and temperatures into MealConnect by category and store

11. Congratulate yourself on a job well done! You are helping feed our neighbors in need.