

YOUR department can donate food!



FOLLOW THE STEPS BELOW TO DONATE FOOD SAFELY

1 Put similar items in a box

also... Keep items of the same temperature together

NO rotting, moldy foods or trash (e.g. gloves, water bottles!)

Place heavy items at the bottom, light items on top

FROZEN Remember... Bag these items and/or line the boxes to prevent leaking

REFRIGERATED Keep small items in their cases

ROOM TEMPERATURE Put loose items in a bag

date OK if slightly past - best by

date OK if slightly past - best by

date OK if slightly past - best by

NO loose fruits (e.g. berries)

*Foods slightly past Best by, Best before, Sell by, Use by, and Freeze by dates are all accepted!

2 Store boxes on a labeled donation cart at the appropriate temperature

Label the donation area and let your team know where to leave carts with foods for donation!

Cooler or Freezer for frozen/refrigerated items (<41°F)



Receiving Area for room temp items (71°F)



3 Coordinate a pick-up and hand off donation!

For **regular weekly donations**, call us at **(323) 897-9696** to set up a schedule. Your pick-up schedule is:

M T W T F S S at _____ **am / pm**

or write it here: _____



...when FoodCycle comes to pick up your donations...



For **frozen/refrigerated** items, volunteers will ask for carts to be wheeled out or request permission to enter department freezer/cooler.

For **room temperature** items, volunteers will simply pick up donated items from the loading dock or receiving area.