

# Grocery Rescue Program Guide

## Site Responsibilities

### Grocery Rescue Process

- SMFB builds partnerships with local retail stores and pairs them with a nearby agency who can pick up/receive donations on a consistent schedule or one-time basis.

- SMFB offers ways to participate

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the daily or weekly, based on an agreed upon schedule with SMFB and the retailer.

SMFB calls agency when they have a one-time pickup-

### Reporting & Compliance

- Must have refrigerator and freezer with a temperature log to store rescued food. cannot be your residence unless permitted.
- Donated poundage must be weighed by scale and reported on an online database, Meal connect, within hrs of receipt.
- Food must be transported at a safe temperature using a refrigerated truck, coolers, or thermal blankets
- Agencies may only pick up designated, donated items and must accept donations as they are they cannot pick and choose items to take.

### Staffing & Volunteers

- The individual whom is transporting food must have Food Safety Certification.
- Agency must provide appropriate number of volunteers to support the volume of product being distributed.
- Staff and/or volunteers will assist with picking up rescued items or unloading product, pallet set up or stocking items, food distribution, client intake, cleaning, traffic control and reporting
- Staff and volunteers must stay in compliance with annual civil rights trainings, volunteer confidentiality & food safety

### Distribution Process

- Offer food distribution(s) as frequently as site chooses. Minimum is (1) time a month.
- Timeframes and dates to conduct food distributions is dependent on the site's availability.



### ABOUT

St. Mary's Food Bank's  
**Produce Program** is a program that provides fresh produce to agencies. The program is designed to help agencies provide fresh produce to their clients. The program is available to all agencies that are participating in the SMFB Agency Toolkit.

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For client safety, agencies participating in this program are subject to the requirements noted in the SMFB Agency Toolkit.

Have a question you still need answered? Contact us!  
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