



3. For schools with a waste sorting station(s):
  - a. Elementary Schools: Place the Food Share Table(s) to be a part of waste sorting station(s). Ideally it is placed first in the line, right before liquid milk dump bucket. For elementary schools that need a double row of waste bins, the food share table can be placed in the middle that can include tray stacking as well. The Food Share bin should not be placed directly on the floor or directly next to the liquids dump bucket/container.
  - b. Middle and High Schools: Most middle and high schools have multiple Recycling Stations, therefore Food Share Table(s) should be centrally located as outlined in item 2 above. A trash can should be placed next to the Food Share Table to dispose of items that are not acceptable. If possible, the Food Share Table should be located between the food outlet and a trash can.

## PROCEDURES & RESPONSIBILITIES

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1. **Students** should be encouraged to select items they intend to eat and to eat what they have chosen.
2. **Students** are to put unwanted, packaged and sealed/unbitten items served by the school cafeteria ONLY in Food Share bins. Dairy products, such as unopened milk, yogurt, and cheese sticks, and unopened pre-packaged salads, CAN be placed on Share Tables in a bin with ice and/or “blue ice” to keep the items under proper temperature control, especially on hot days. Unopened utensil packets can also be placed on the Share Table.
3. **Students** are allowed to select items from the Food Share bin(s) during meal time.
4. **Designated individuals/volunteers, cafeteria/kitchen staff, Lunch Duty, and/or custodian (if available)** to provide assistance in monitoring and maintaining Food Share Tables. Monitoring is important to make sure only unopened, sealed, unbitten, and uncompromised foods and beverages are placed on the Food Share Table. Compromised food and beverages (open packages, punctured fruit skin, etc.) must be thrown in the trash.
5. **Kitchen staff or designated individuals** are to return items from the Food Share Table to the kitchen. Designated individuals may take fruit and other food items that do not require refrigeration (room temperature/shelf stable items) to school or health offices, wellness centers, or classrooms for students to access during the course of the day.
6. **School Nurses or designated individuals** may take items that require refrigeration, such as yogurt, milk, cheese sticks, etc. that have been held at proper temperature control (41 degrees Fahrenheit or below, such as items placed on “blue ice”), to the health office if immediately placed in refrigeration.
7. **Kitchen staff** will determine if particular items brought back to the kitchen directly after the meal period can be repurposed in a future meal service or donated to a Hunger Relief Organization through the District’s Food Rescue Program.
8. **Designated individuals/volunteers** to move Share Table(s) and signage to designated location (if required) at end of last meal service.

