**Shrewsbury Food Hub**

**Guidelines on Distribution of Food Surplus - Ambient Food**

**The basic principles**

1. **Food safety** is our highest priority. This means that sometimes we have to dispose of food which does not meet SFH criteria, even if in our personal opinion that food seems safe.
2. **Respecting the suppliers’ brand**. The supermarkets that provide us with surplus require us to protect their brand by ensuring that food is only used for charitable purposes and that it is not sold.
3. **We share food** between our groups according to what they can use. If there is more food than needed to meet basic requirements, we send it to groups who can take surplus. If there is still food left over, we send it for donation tables and finally offer it to our volunteers, to prevent it being wasted.

**Food Safety**

Food safety relies on good hygiene and on careful checking of the food we are given

1. **Reject as unsafe and dispose of in the food waste bin**
	1. **Anything with a use-by date** even if you receive it before the use by date (N.b. veg/fruit in reasonable condition can be sent to animal feed)
	2. **Cans with big dents** where the seal may have been compromised (general waste bin)
	3. **Store cupboard food with broken packaging** which may have allowed the food to become contaminated
2. **Put aside for use by volunteers or for animal feed** (depending on the type and quality of food)
	1. Food with a best before date past our standards
		1. Wrapped bread more than BBD plus 3 days, other bakery more than BBD plus 1 days
		2. Store cupboard food more than 3 months past its BBD
		3. Note: Fruit and Veg are judged by visual inspection not date
	2. Store cupboard food with no ingredients list (which means groups can’t check for allergens)

*See the rationale for this in our Food Safety in 15 minutes presentation*.

**Step by Step**

**Who can use extra food - NB if you can’t find a home for excess food please call the person on call; if you deliver food to a group which can’t use it please call the person on call**

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| **By food type** |  | **By group** |
| **Sliced bread** | Schools can take 2 trays each of bread |  | **Hospice** | The hospice can cook soups, purees and send extra food to their sister hospice in Telford. If in doubt ring them first! |
| **Cake ingredients. Big boxes of dried fruit, marzipan, glace cherries, icing sugar, flour** | Hospice, A4U, schools, Riversway (send small bags too so they can split it down to distribute) |  | **Schools** | Can use 2 -4 trays of sliced bread, fruit, veg to eat raw. Please don’t send them veg to cook with like potatoes, and don’t overload them on a Friday. |
| **Carrots, peppers any veg that can be eaten raw** | Schools, youth groups and holiday clubs |  | **A4U - Louise House** | The chef can use most things - they freeze a lot and have a donation table. Don’t overload them on a Friday |
| **Fruit** | Everyone! But schools can take whole trays - they have 50 pupils in each class |  | **Shropshire Mind** | Can use wide range of food and can take it on a Friday as they’re open over the weekend |
| **Brown bananas** | Hospice, A4U for banana bread |  | **Riversway Elim Church** | Have distribution table Tuesday, Weds, Thursday for all foods |

**We are checking with all groups how much extra they can use and will update the list.**

**Donation Tables - if our groups cannot use the food then we can send it out to donation tables, with a sealed donation pot**

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| Shropshire Wildlife Trust | Contact Tom Hayek number tbc |
| Daff’s choir on a Friday |  |
| Katy’s choir on a Wednesday | Contact Katy on 07876 703583 and drop at her house 5 Bryn Road SY3 8PQ |
| Jacobs Consulting | Contact reception desk open from xxx |
| WSP Consulting | Contact xxx |

**Emma and katy to finalise**