



**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
CAMPUS FOOD PANTRY REGISTRATION FORM**

Child Nutrition Services (210) 554-2290
Robin Balanciere: rbalanciere1@saisd.net
Kimber Dillon: kdillon1@saisd.net

REGISTRATION DATE ____/____/____

CAMPUS NAME _____

Name of Person(s) in Charge of Food Pantry

Contact Person & Title _____

Contact Phone# _____ Food Handler Certification ____/____/____

E-mail Address _____

Alternate Contact Person & Title _____

Contact Phone# _____ Food Handler Certification ____/____/____

E-mail Address _____

Address of Physical Location of Food Pantry (where food will be distributed/served)

Address _____ City _____

Zip _____ County of Site _____ Site Phone# _____

Food Storage Information

State the specific location(s) within the campus where food will be stored and describe the space (closet, cabinets, room with shelves, room with pallets, etc.):

Describe the size of your Food Pantry/Storage Areas:

Pantry for dry goods: ____ Feet Wide ____ Feet Long ____ Feet High

Fresh fruit storage. Provide details of how fruit will be stored (in boxes, bowls, containers, etc.)

SITE INSPECTION & READINESS – Child Nutrition Service

Registration will not be complete until a site visit is conducted by Child Nutrition Services.

____/____/____ Date site inspection has been completed. (Checklist attached). Comments:

Printed Name of Site Inspector

Signature of Site Inspector

I have read and received a copy of the San Antonio Independent School District Campus Food Pantry Food Safety Recommendations.

Printed Name - Person in Charge

Signature - Person in Charge

Printed Name - Alternate Person in Charge

Signature - Alternate Person in Charge



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT CAMPUS FOOD PANTRY REGISTRATION FORM

Child Nutrition Services (210) 554-2290
Robin Balanciere: rbalanciere1@saisd.net
Kimber Dillon: kdillon1@saisd.net

Food Pantry Food Safety Recommendations

➤ **Facility Readiness & Upkeep:**

Before opening for service, your facility should be ready – organized, clean. There are a number of details your organization should make sure are addressed from a food-safety perspective as well as from a people-safety perspective:

1. Is your facility well-lighted?
2. Are food-storage areas secured, neat and clean?
3. Are directional signs and guidelines posted?
4. Is a pest-control policy in place?

➤ **Safe Food Storage:**

- Choose a storage space with locking doors, preferably with no outside entrance.
- Only food that will not spoil, decay or become unsafe to consume if not kept under refrigeration (non-perishable foods) are allowed to be kept in the food pantry. See attached table.
- Dry storage should be between 50-70 degrees in a dry, clean, well-ventilated area.
 - This will help prevent mold, and pest infestation.
 - Cleanliness discourages pests.
 - The air flow will help control temperatures as well.
 - Dry goods can become unsafe if they get too cold or too hot.
- The lowest shelf must be at least 6 inches off the floor. Food should also be kept at least 2 inches from the walls.
- Inspect the products as you store them to look for pests or bad items that have bulges or are leaking.
- Do not store non-food items and cleaning supplies near the food pantry storage area.
- Ensure that older items are rotated out first by labeling items with the date received and always using the First In, First Out (FIFO) rule.
- Use only non-toxic insect and rodent traps. Never spray chemicals or lay poison in a food storage area.
- When you bring food into the storage area, store it properly immediately. Never leave items on the floor.
- Products without packaging, like fresh fruit, should be packed on the top.



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT CAMPUS FOOD PANTRY REGISTRATION FORM

Child Nutrition Services (210) 554-2290
Robin Balanciere: rbalanciere1@saisd.net
Kimber Dillon: kdillon1@saisd.net

Food Pantry Food Safety Recommendations

Site Inspection and Checklist of Standards & Readiness

The following items are the primary aspects that the food pantry staff will check/verify. You may use this form as your own checklist to complete. These items are important, as they pertain to the condition and readiness of your facility. Food safety, cleanliness and appearance of your facility are of utmost importance. Although these items are primary, this list/form may not include every item a staff may need to review or inspect upon his/her visit. If problems are found with the condition, cleanliness, safety or readiness of the facility, the food pantry may not be approved until conditions are met.

Dry Food Storage Area/s:

- ___ Size & Description (general acceptability for pantry needs)
- ___ Basic Food Safety Standards:
 - ___ Cleanliness
 - ___ Food stored 4-6 inches off floor
 - ___ FIFO practiced in all areas
 - ___ Cleaning supplies and chemicals separated from food
 - ___ Trash receptacles – in appropriate areas, clean and with lids

Miscellaneous:

- ___ Overall condition of the facility clean, neat and orderly
- ___ All food storage areas under lock and key
- ___ Sufficient lighting throughout the facility
- ___ Pest Control procedure or contract
- ___ Food is only distributed by designated campus staff or volunteers

Primary Contact Information will be confirmed during Site Visit:

- ___ Name and Title of Person in Charge
- ___ Name and Title of Alternative Person in Charge
- ___ Two appropriate Phone Numbers (site and persons in charge)