



**Issaquah Food and Clothing Bank**  
**Volunteers – Donation Logistics Roles**  
**Harvest Issaquah: Sorting**  
**Last Updated 3/20/2017**

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## Summary

The Issaquah Food and Clothing Bank (IFCB) receives food donations on a daily basis throughout the entire year. These donations come from a combination of individuals and local partners, including but not limited to, Fred Meyer, QFC, Target, Trader Joe's, shoppers and vendors at the **Farmers Markets**, and property owners who choose to **Grow a Row** and/or donate the produce to the IFCB.

Upon receiving donations, IFCB staff and volunteers sort, place into crates, and store food so that it is available to clients on a **first-in, first-out** basis. In this case, "food" refers to both perishable and non-perishable food stuff and beverages; but we will be talking specifically about produce, eggs and bread because these are the food-types we receive when taking donations at a Farmers Market.

## Types of Food

The IFCB regularly receives and sorts two types of food. They are:

1. Perishables. These include:
  - a. Bread,
  - b. Dairy products (cheese, milk, and yogurt),
  - c. Deli items (pre-made desserts, entrée meals, salads, sandwiches, side dishes, and wraps),
  - d. Eggs,
  - e. Fresh fruit,
  - f. Meats (unfrozen or frozen beef, pork, poultry, and seafood),
  - g. Sweet baked goods (cakes, cookies, and pastries), and
  - h. Fresh vegetables.
2. Non-perishables. These include:
  - a. Bagged food (flour, pasta, and snacks such as candy, chips, and granola bars),
  - b. Bottled items (condiments, drinks, salad dressing, sauces, and syrup),
  - c. Boxed food (bread or cake mixes, cereal, drink mixes, pasta or rice mixes, and tea),
  - d. Canned food (fruit, meats, pasta, soups, and vegetables), and
  - e. Baby food.

For our purposes, we'll only discuss certain kinds of perishables in this manual, which are bread, eggs and produce.

## Sorting Perishables

Sorting and checking the "expiration" or "best use-by" date for all food, when available, is essential to ensuring that the IFCB provides consumable products to its clients. Perishables are handled differently, depending on what the commodities are.

- I. Bread: The IFCB keeps baked goods such as bread, cookies, pastries, and pies up to two days past their expiration or best use-by dates.
  - A. Regardless of expiration or best use-by dates, do not distribute any moldy items, bread that is not sealed, or pastries, doughnuts, and cakes with frosting or custard-like toppings.
  - B. Place sliced bread on the produce shelves closest to the window on 1<sup>st</sup> Avenue SE, leaving the bottom shelf for crates filled with heavy produce such as apples, onions or potatoes.
    1. If there is a surplus of sliced bread, you may use a second row of shelves, minus the bottom shelf, to display the loaves.
    2. Do not stack loaves of bread on top of each other; all sliced bread should be on one level.
    3. Place all sliced bread that does not fit on the shelves into a crate and leave them behind the produce area so that it is easy to restock the shelves.
  - C. Place unsliced bread, bagels, rolls, and tortillas on one of the four upper shelves of the metal rolling rack near the grocery store's exit.
  - D. Place sweet items without excessive frosting on one of the two lower shelves of the metal rolling rack near the grocery store's exit.

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- E. Extra unsliced bread that does not fit on the first of two rolling racks goes on the second rolling rack and serves as the foundation for the following day's bread supply. The first rolling rack stays in the grocery store in order to provide that day's clients with bread.
- II. Eggs: The IFCB provides six eggs (one half carton) to families with up to three members and 12 eggs (two half cartons) to families with four or more within a household.
  - A. Since the IFCB typically receives one dozen eggs in a carton, dividing them up into the correct number is important.
  - B. A portioning team works on Wednesday mornings, so leave any eggs received on Monday, Tuesday, Thursday, or Friday on walk-in cooler's shelves, found on the left.
- III. Fresh fruit and vegetables: The IFCB receives fruit and vegetables from Farmers Markets in crates. Sometimes items in the crates are sorted, and sometimes we need to sort them.
  - A. Use your best judgement when assessing what to keep for client distribution.
    - 1. Compost any items that are rotting or on the verge of going bad by placing them in one of the five orange Home Depot buckets.
    - 2. If you would not select a particular fruit or vegetable for your own consumption, the IFCB does not want to make it available to our clients.
    - 3. Four green compost bins are available in the IFCB's side alley. Please empty the compost buckets into the bins before leaving.
  - B. When sorting and crating produce, keep *like items* together.
    - 1. If it's possible to fill an entire crate with the same item, please do so!
    - 2. If there isn't enough of a single item to crate, put similar items together.
      - a) Examples of groupings you may see:
        - Apples and pears
        - Pitted fruits (Plums, peaches & apricots)
        - Summer squash (Zucchini, pattypan, and yellow)
        - Cruciferous vegetables (Kholrabi, broccoli, cauliflower and cabbage)
        - Herbs (Chives, garlic scapes, parsley, etc.)
        - Greens (Kale, chard, lettuce)

## Crating Food

Properly crating all food is essential to ensuring that the IFCB provides consumable products to its clients in an easy-to-shop manner. Furthermore, proper crating allows staff and volunteers to safely and efficiently store excess quantities in our available storage areas.

1. Do not fill crates more than half-way so that all hand holds remain accessible and usable. Fully-packed crates are difficult for our volunteers to move and lift to the appropriate heights in either the grocery store or storage areas. See the image below for examples of ideally-filled crates.

*IMAGE COMING SOON*

2. Do not fill crates above their rim line. Filling crates below or up to their rim lines ensures that safely stacking additional crates on top can occur without damaging the contents of the crates underneath. If you have any questions about how to fill crates or exceptions, confer with IFCB staff or a lead volunteer. See the images below for more details.

*IMAGE COMING SOON*

3. Place a label on the right side and a label on the end of the crate which denotes:
  - a) Contents
  - b) Date received

*IMAGE COMING SOON*

4. Stack like items together and place in the cooler.