



## CHECKER/PACKER GUIDELINES

**Work Hours:** Monday - Friday, 9AM - 11AM.

Three (3) volunteers per every 200 lunches served.

### **Before you start:**

- \* Please Sign In on **Checker/Packer** Time Sheet

If this is your first time, and you are at least 16 years of age, please fill out a New Volunteer form too. WELCOME!

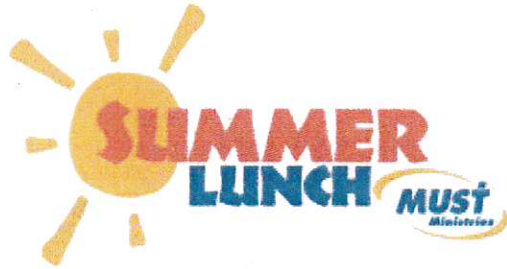
### **Prep work:**

- 1.) Wash Hands and wear a set of plastic food safety approved gloves
- 2.) If site **was not** pre-set from previous day, make sure the following components are set up for use:
  - a.) Brown bags
  - b.) Juices
  - c.) Salty snacks
  - d.) Sweet snacks
  - Please note any "extra" items need to be approved by site coordinator/lead volunteer.
- 3.) Check sandwiches to ensure they are fresh and are in a presentable condition (i.e. not smashed or soggy).
- 4.) Check fruit to ensure it is not over-ripe or moldy.
- 5.) Check to see if brown bags are useable (not overly crinkly)
- 6.) Make sandwiches if necessary! Under the guidance of the Lead Volunteer, in accordance with the Summer Lunch Menu and Guidelines Document.
- 7.) When preparing non peanut sandwiches on peanut day special care is to be taken. For preparation of meals for persons with allergies a peanut/nut free area should be designated and maintained for the preparation of non-peanut/nut sandwiches and lunches, as well as a section in the refrigerator and an area to store products for the duration of the program. Items containing peanuts/nuts cannot come into contact with other products. In addition, when they are delivered they should be kept completely separate from the other lunches.

### **Checking Bags:**

If site **was** pre-set and all DONATED complete lunches (already in bag), make sure there are at least three items in each bag:

- One (1) Juice
- One (1) Salty snack
- One (1) Sweet snack



Remove all candy or any "extra" items. Please note **NO CANDY** is allowed in the bags, and any "extra" items need to be approved by site coordinator/lead volunteer.

Please replace any "homemade" items with individually wrapped store purchased items.

**Important:** If it is a PEANUT FREE day, check that **ALL** snacks are **FREE** of PEANUT parts (i.e. peanut butter crackers, peanut granola bars) following the Lead Volunteer's guidance.

**Packing Bags:**

Put all components in each bag (heaviest/non crushable on bottom)

- One (1) Juice
- One (1) Salty snack
- One (1) Sweet snack
- One (1) Sandwich of the day
- (If any) Approved "extra"

Please note **NO CANDY** is ever allowed in the bags!

Pack 25 complete lunches into crates or boxes. Separate, by routes, as many packed crates as needed. In accordance to the Lead Volunteers direction.

On Monday's lunches for children with peanut allergies are to contain meat and cheese sandwiches and be kept in a separate box away from boxes containing peanut products/lunches.

**Prepare for Next Day:**

Any sandwiches or other perishable items that are returned should be thrown away. For proper food safety, these items cannot be reused the next day. Wipe each table down with disinfectant spray. Prepare for the next day. (If site permits) set up everything except for sandwiches

**THANK YOU FOR YOUR WILLINGNESS TO SERVE OTHERS!**

**I acknowledge that I understand and have followed the guidelines above for preparing, packing and checking the lunches for MUST Ministries Summer Lunch Program.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature