



Triad Community Kitchen

A Program of Second Harvest Food Bank of Northwest NC

Triad Community Kitchen Prepared Meals Handling Agreement

Phone: 336-397-7062

Fax: 784-7369

Name of Agency: _____ Agency Nbr.: _____

Contact Name: _____

E-mail: _____ Phone#: _____

Secondary Contact: _____

E-mail: _____ Phone#: _____

Purpose of Agreement

Prepared meals require special handling and storage. In order to ensure safe food handling practices and to ensure that all parties handling prepared foods from the Second Harvest Food Bank of NWNC are aware of and in agreement with the policies regarding prepared foods mandated by the Second Harvest Food Bank we have outlined these guidelines:

1. Prepared meals from the Triad Community Kitchen are to be used for **Bulk, Onsite Feeding** only. No repackaging is allowed.
2. Anyone picking up Prepared Foods must have a cooler(s) of sufficient size to transport the food back to their agency. No exceptions.
3. Foods prepared by the Triad Community Kitchen are cooked and cooled using the Cook Chill method. This allows for extended shelf life of the product. Use by dates on the product label must be followed carefully. If product will not be used by the use by date, it should be frozen, and then is good for up to an additional six months if freezer temp is between 10° and -10°.
4. Non-frozen prepared foods from the Triad Community Kitchen should be stored from 32° F to 36° F. Any variation from this may affect shelf life.
5. All ingredients as well as nutritional information are listed on the product label. Agency food service staff should be aware of these factors and monitor for special diets and food allergies. If you have questions about label or contents, you should contact Jeff Bacon at 397-7062 or jbacon@secondharvest.org.
6. Triad Community Kitchen foods are specially packaged for your convenience. To prepare and heat, food bags can be placed directly in hot boiling water and reheated to 165° F and then held for service at 135° F or higher. For best quality, use while fresh and avoid freezing product. If frozen, product should be thawed thoroughly under refrigeration before reheating.

The undersigned hereby agrees that they have read, understand and agree to abide by these guidelines.

(Signature of primary contact)

(Date)

(Signature of secondary contact)

(Date)