



MONITORING REQUIREMENTS

Please use this form to help you prepare for your upcoming monitoring appointment.

Record Keeping

- Number of people served is recorded.
- Name, address and/or phone numbers of all clients are recorded. (This information is confidential and for agency use only).
- Review record keeping process detailing income levels and ethnicity. Check a minimum of three files for income verification.
- Receipts for food received from Second Harvest Food Bank are kept on file for three years. If possible, the receipts should be co - signed by an agency representative who did not pick - up the food

Food Safety and Sanitation

- Establishment and property are clean and free of litter.
- Food contact surfaces (chopping boards, counters, & tables) are clean.
- Current food safety certificate is held by an active member of the pantry staff.
- Staff members are trained in food handling and safety and are carefully supervised.
- Adequate numbers of garbage containers are provided.
- Containers are metal or made of other sturdy, non - corroding materials and are covered with tight fitting lids.
- Garbage storage area is clean, and garbage is picked up regularly.

Pest Control

Flies and other Insects:

- All doors and open windows have screens.
- All incoming food is inspected for insects and insect larvae.

Mice and Rats:

- Facility is regularly inspected for rodent droppings and gnawed packages.
- All doors and windows close securely, leaving less than 1/4 inch of space.
- A professional exterminator is contacted when there is evidence of infestation.

Dry Storage Practices

- Adequate dry storage is available.
- Products are stored away from the wall, on pallets or shelving 6 to 8 inches off the floor.
- No food is stored under exposed sewer or water lines.
- All poisonous substances, including pesticides, soap, and detergents, are stored well away from foods.

Dry Storage Practices Continued

- All opened packages are stored in tightly closed, labeled containers.
- Shelving and floor are clean and dry at all times.
- Temperature in storage area is kept between 50 and 70 degrees Fahrenheit and area is well ventilated and dry.
- No food is stored in bathrooms.

Refrigerated Storage Practices

- Adequate refrigerated storage is available.
- Cooked food or other food products which have been removed from their original packaging are placed in clean, labeled containers.
- Refrigerator temperatures are checked & logged regularly. Temperature should range between 32-45 degrees Fahrenheit. Recommended storage temperature for specific foods items are as follows:

Produce	45 degrees or below
Dairy, Eggs	40 degrees or below
Meats and poultry	36 degrees or below
Seafood	32 degrees or below

- Produce is inspected and cleaned upon arrival.
- Daily products are stored well away from products with strong odors.
- Fish is stored separately.
- All merchandise is dated, and inventory is rotated.
- Refrigerator(s) have current maintenance contracts.

Frozen Storage Practices

- Adequate frozen storage is available.
- Incoming frozen foods are put into freezer, promptly and stored at 0 degrees Fahrenheit or below.
- Freezer temperatures are checked & logged regularly, and remain at 0 degrees Fahrenheit or below.
- All food containers are well covered and wrapped to prevent “freezer burn”.
- Freezer is defrosted as necessary to prevent frost build up and freezer malfunction. (Containers should be moved to another freezer while defrosting to permit thorough cleaning).
- All merchandise is dated, and inventory is rotated.
- Shelving and floor are clean at all times.

Staff Toilets and Hand Washing Facilities *(Group homes & soup kitchens only)*

- Bathrooms are adequate and conveniently located.
- Room and fixtures are clean and in good repair.
- Toilet tissue, soap, and paper towels are provided, and waste baskets are emptied as needed.

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