

SURPLUS FOOD DISTRIBUTION CONSENT & SAFETY CHECKLIST

BEFORE FOOD COLLECTION (SIGN IN)

- Confirm donor identity, type of food, and consent
- Check food freshness (time since preparation, storage conditions)
- Label containers (veg/non-veg, date & time)
- Allergen details provided (nuts, dairy, gluten, soy, etc.)
- Confirm safe transport method (sealed/covered containers)

BEFORE FOOD DISTRIBUTION (TIME OUT)

- Team members introduce themselves & assign roles
- Confirm recipient community/location and distribution plan
- Hygiene check: gloves, masks, sanitized hands, clean containers
- Critical safety review:
 - Donor: confirm food suitable for distribution
 - Volunteer lead: ensure transport/storage safety
 - Distribution team: confirm queue management, safe site setup

BEFORE TEAM LEAVES DISTRIBUTION SITE (SIGN OUT)

- Confirm all food distributed or stored safely (no unsafe leftovers)
- Record details: donor name, food type, distribution date & location
- Ensure respectful disposal of unavoidable waste
- Feedback collected from recipients (if possible)
- Volunteers confirm site cleanliness & safety before leaving