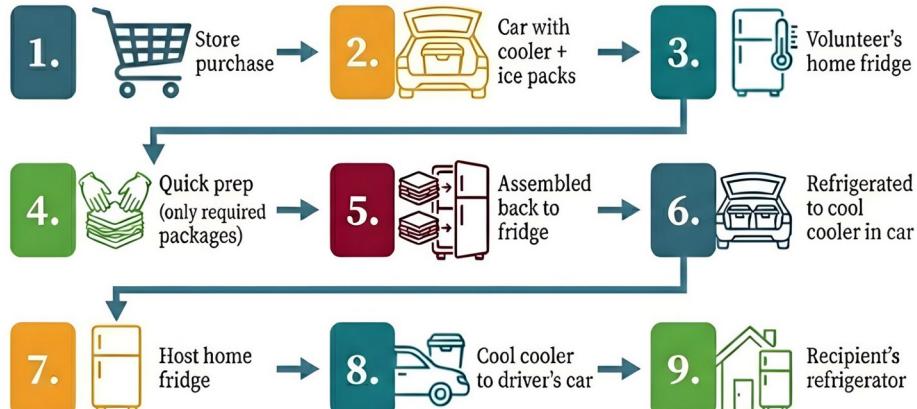


THE SANDWICH PROJECT | Volunteer Quick Reference

Everything you need to know before your sandwich-making event.

THE SANDWICH PROJECT • COLD CHAIN



BEFORE THE EVENT

- Designate one adult for meat purchasing – Pool money from families instead of each bringing their own meat.
- Follow TSP's food safety guide – The designated purchaser should read our guidelines before shopping.
- Review this sheet – Share with all volunteers before the event.

CENTRALIZED PURCHASING

- Why one purchaser? – Fewer hands on the cold chain means safer sandwiches for recipients who may be children, elderly, or immunocompromised.
 - Collect funds from families – Use Venmo or similar so one adult handles all meat and cheese buying.
 - Buy pre-packaged meat only – No deli-counter sliced meat. Choose the furthest expiration date (at least 7 days out).
 - Transport with coolers + ice packs – Take a cooler to the store. Go directly home or to the event. Refrigerate immediately.
- ⚠ The Two-Hour Rule: Deli meat can only be above 40°F for a total of 2 hours, including purchase, transport, prep, and delivery.

FOOD SAFETY ESSENTIALS

- Keep it cold – Refrigerate on arrival. Take out only one package of meat and one of cheese at a time.
 - Gloves required – Wear disposable gloves during all food handling.
 - Hair tied back – Long hair must be pulled back or covered.
 - Handwashing – Wash hands before gloving and after breaks.
- ⚠ If food has been out more than 2 hours total, discard it. When in doubt, throw it out.

WORKSPACE SETUP

- Clean, flat surfaces – Sanitize tables before and after.
- Closed-toe shoes only – No open-toed shoes or heels.
- Separate stations – Keep ingredients organized and accessible.

SANDWICH PORTIONING

- Meat – 3 oz (about 3 slices) per sandwich.
 - Cheese – 2 slices per sandwich.
 - PB&J – ~2 tbsp peanut butter + ~1 tbsp jelly per sandwich.
 - No condiments – Do not add mayo, mustard, or other condiments.
 - No cutting – Serve sandwiches whole – do not cut in half.
- ⚠ Consistent portioning ensures every recipient gets a quality sandwich.

PACKAGING & LABELING

- Bag individually – Each sandwich in its own bag, pressed to remove air.
- Label every bag – Include contents and the date made.
- Allergen awareness – Keep PB&J clearly separated from other types.

DELIVERY

- Coolers keep cold, they don't make cold – Never put warm sandwiches into a cooler.
- Deliver same day – Sandwiches should reach recipients the day they are made.
- Coordinate with TSP – Confirm drop-off location and time with your contact.

QUESTIONS?

Reach out to your TSP event contact or visit thesandwichproject.org