



# RECIPIENT AGENCY Checklist

- Completion of application.
- Proof of non-for-profit agency tax exempt status (501c3).
- Copy of current satisfactory health inspection.
- Satisfactory inspection of your facility for agency evaluation form from **Table to Table, Inc.**
- Food/meals must be provided directly, with NO COST whatsoever, to people in need.
- Food handling certification (recommended).
- Ability of staff to provide proper food handling.
- Hours of operation compatible with **Table to Table, Inc.**
- Sufficient staff/volunteers to assist in receiving donations.
- Continual implementation of safe food handling practices to ensure participation in the program.



# CURRENT REQUIREMENTS for Recipient Agencies

Reasonable on-site visits by **Table to Table** staff and volunteers must be agreed upon to assure safe food handling procedures and use of appropriate equipment and facilities for food received from **Table to Table**.

Direct violation of safe food handling practices will result in termination of participation in the program. The agency can only reapply after the problem has been satisfactorily addressed.

***Complete compliance with NJ Sanitary Code Chapter 24 is mandatory, with special attention to:***

## **Documentation**

- Health Department permit displayed and copy mailed to Table to Table
  - Previous Health Department inspection available
  - Delivery temperatures recorded
  - Anti-choking signage present
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## **Employee Health and Good Hygiene Practices**

- No sick or symptomatic food handler present
  - No smoking, gum, tobacco, eating or drinking in food service area
  - Gloves, bandages and first aid kit available
  - Proper hair restraints worn in food service area
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## **Hand Washing**

- Proper hand washing
  - Food handlers do not contact ready-to-eat food with bare hands
  - Hand washing sinks have signs, are accessible, clean, stocked and usable
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## **Protection with Contamination**

- Proper use of food hierarchy in storage
- Food stored in packages, covered containers or wrappings
- Food stored in appropriate locations
- Food utensils stored properly
- Utensils/equipment/contact surfaces in good repair
- Food on display stored is protected
- Single service items not reused
- Proper sanitizing at dishwasher machine (100-194 degrees F or chemical)
- 3-part sink present, sufficient size and proper concentration of sanitizer
- Utensils/equipment/contact surface properly cleaned and stored
- Wiping clothes are used/stored properly and are at proper concentration
- All lighting sources are properly shielded in areas where food, utensils and equipment are prepared or stored
- Trash receptacles are sufficient
- Dumpster area free of debris, lid closed



# CURRENT REQUIREMENTS for Recipient Agencies

## Time and Temperature Control for Safety

- Raw animal food cooked for proper internal cooking temperature
- TCS Food cooled to 70 degrees or less within 2 hours and to 41 degrees F or less within a total of 6 hours. Proper cooling method in use.
- Reheated product reaches a minimum of 165 degrees within 2 hours
- Items in hot holding at or about 135 degrees F
- TCS Foods in cold holding held at < or = 41 degrees F
- Frozen foods are held solidly frozen
- Food properly labeled and dated
- No expired product present
- Accurate food thermometer present
- Coolers have functioning thermometer
- Items properly thawed/slacked

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## Chemicals

- Chemicals labeled and properly stored
- No pest activity is observed
- Insect control devices are installed in areas to prevent contamination

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## Sewage and Plumbing

- No sewage back-up
- Hot and cold water available
- All plumbing in good repair