

Sorting and Organizing

Thank you so much for volunteering to help us sort supplies and keep things organized at The Olive Branch.

Guidelines for stockroom management

1. All cans of veggies and beans on the shelves should have the year of expiration clearly marked in black sharpie (See below on marking cans)
2. Make sure there are no open boxes/packages on the shelves. If a box/package was opened, remove single items and discard packaging
3. Check donations shelves to ensure everything has been unloaded and put away.
4. Make sure to breakdown ALL boxes flat and then discard in the dumpster.
5. Check the trash can to see if it needs to be emptied. If so, bring out to the dumpster.
6. Sweep up back area to ensure the space is tidy

Food Rotation

Our goal is to put food out in order of expiration. We would like to use up all our food supplies that expire in 2021 prior to putting out food expiring in 2022... and so on. In some cases, we might not have any food of a particular category which expires in 2021. Therefore, we should stock the shelf with the next closest year available. For example, with canned fruit, we do not have many cans with a 2021 expiration date. Therefore, cans expiring in 2022 should be on the shelf.

Food Categories

We've learned over the years that there can be varying opinions of where certain foods belong. Please follow the below guidelines

1. Veggies - includes green beans, hominy and lima beans. No tomato products
2. Beans - includes refried beans, baked beans, dried and cans ****NOT green beans****
3. Soup - canned and boxed
4. Meals - canned pasta, chili, dinty moore, chef boyardee, Hormel compleats, Chili, "Pork and Beans"
5. Pasta sauce -includes all tomato products, pasta sauce, tomato paste, diced tomatoes, Rotel....etc
6. Fruit - canned fruit only, including pumpkin and applesauce greater than single serving (cans/jars)
7. Snacks - includes fruit cups, single-serve apple sauce cups, single serve peanut butter

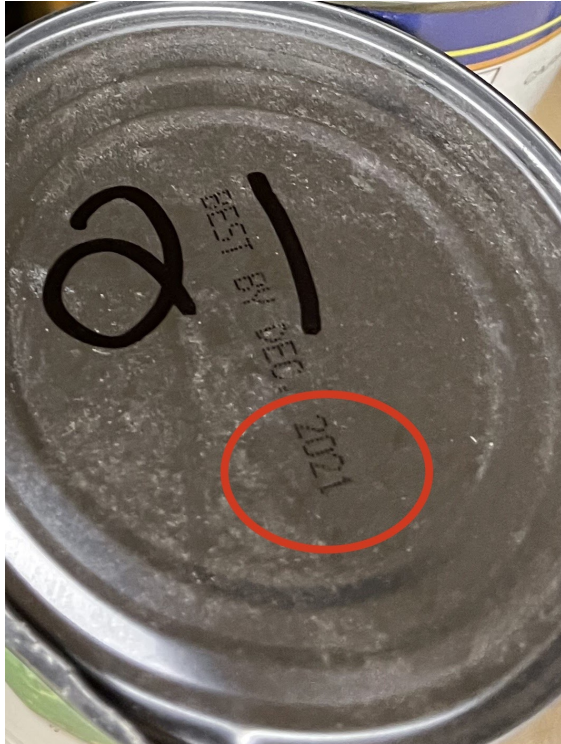
Note: Bags of lentils and Pappy's Peas products can go in a box/bag to go to Minnie's. Do not put them on the shelves.

Marking Cans

We need to mark the top of EVERY can with the expiration date (year only)



When you are marking the year, make sure that the factory printed date is still visible.



Vegetables and Beans only:

- Nothing should be on the veggie or bean shelf unless there is a date marked in sharpie on the top.
- Any cans that expire in 21 or 22 should be left on the shelf.
- Cans with expiration of 23 or further, should be put in crates separated by year, according to category listings above. All vegetables can be put together - all beans can be put together. They do not need to be separated by type, simply by year. Example: you will have crates like below:
 - 2023 - vegetables
 - 2023 - beans (this does not include green beans)
 - 2024 - vegetables
 - 2024 - beans (this does not include green beans)
 - And so on.....

Coded expiration dates

** refer to the "Decoder Guide"

Dented Cans

According to the USDA, dented cans should be handled as below. McKinney Little Free Pantry will work according to these guidelines:

Is it safe to use food from dented cans?

If a can containing food has a small dent, but is otherwise in good shape, the food should be safe to eat. Discard deeply dented cans. A deep dent is one that you can lay your finger into. Deep dents often have sharp points. A sharp dent on either the top or side seam can damage the seam and allow bacteria to enter the can. Discard any can with a deep dent on any seam.