

Volunteer Handbook



Our Community Food Pantry Volunteer Handbook
Effective Date
January 1, 2025

This institution is an equal opportunity provider and employer.

Welcome

Thank you for your commitment to volunteer for Our Community Food Pantry (OCFP). Our success is due in large part to the dedication and hard work of our past and present volunteers. By volunteering for OCFP, you are helping to support our mission of serving those in our community who suffer from hunger and food insecurity. Your dedication and effort go a long way in making a difference in the lives of residents struggling to put food on the table.

One of the most significant rewards of volunteering for OCFP is the opportunity to make a positive impact on the lives of others. Your selfless work is genuinely appreciated, and we thank you for contributing to our cause.

This volunteer manual has been prepared as a resource for you. It is intended to be a convenient summary of information about OCFP and an overview of volunteer policies and procedures. We truly appreciate your commitment and hope your experience with us will be fulfilling and rewarding. We are excited to work with you and make a positive impact in our community.

Sincerely,

Sally

Sally Munson, Operations Manager



Table of Contents

| | |
|--|------------|
| Welcome | 3 |
| All About Us | 4,5 |
| • Mission Statement | |
| • Our Vision | |
| • Core Values | |
| • Organization Description and History | |
| • Hours of Operation | |
| • Staff Members | |
| • Volunteers | |
| Volunteer Guideline | 6 |
| • Code of Conduct | |
| • Volunteers Rights and Responsibilities | |
| Harassment/bullying/non-discrimination/EOE | 7 |
| Dress Code | 7 |
| No Pets | 7 |
| Emergency Contact Information | 7 |
| Absenteeism and Substitution | 7 |
| Food Policy | 8 |
| Vehicle Management | 8 |
| Commitment to Safety | 8 |
| Passengers | 8 |
| Smoke-Free Workplace | 8 |
| Pantry Operations: Opening and Closing Procedures | 9 |
| Inclement Weather Policy | 9 |
| Covid-19 Safety Policy | 9 |
| Record and Time Keeping..... | 9 |
| Parking..... | 9 |
| Personal Vehicle | 9 |
| Expense Reimbursement | 9 |

Volunteer Positions

| | |
|--|--------------|
| Distribution Clerk | 11 |
| Food Expiration Inspector | 11 |
| Rescue Food Delivery Driver | 12 |
| Refuse/Trash Transport Driver | 12 |
| Food Bank Pick-Up Driver | 13 |
| Truck Team | 13 |
| Food Safety Guides | 14-21 |
| Conclusion Page..... | 17 |

ALL ABOUT US

Mission Statment:

Our mission is to feed the hungry in the three towns of Southwick, Granville, and Tolland: never turning away a family in need.

Our Vision:

To help alleviate hunger, one visit at a time.

Core Values



Organization Description and History:

On 2010, the Southwick Family Support Coalition closed because of significant state budget cuts. One of the longest-standing programs of the coalition was the operation of a local food pantry, which began in 1988. Understanding that the community's most vulnerable residents had come to rely on the coalition's assistance to meet basic food needs, a group of six volunteers formed a 501(c)(3) organization in early 2011 under the legal name of Our Community Food Pantry, Inc. (OCFP). This charitable organization is currently the only no-cost source of food assistance for low- and moderate-income households in the Southwick-Tolland-Granville area.

Income-eligible clients may select from each leading food group's various perishable and nonperishable foods weekly. Still following the "my plate" model we have used, the pantry now offers fresh produce, dairy and meat choices, and various bread and baked goods. Distributing food this way has given the client more food options every week, helping them plan a more healthful diet. The pantry also offers a Healthy Summer and Beyond Program (a Kid's Bag Program). This program consists of five breakfasts, five lunches, five snacks, and five drinks per week for each enrolled child during school vacations.

A volunteer Board of Directors oversees the fiscal and general policy issues of Our Community Food Pantry. At the same time, a paid staff manages all daily administrative duties such as food procurement and distribution, report writing, bookkeeping, and pantry supervision. Additional support comes from a team of volunteers who help with numerous tasks associated with the pantry's operation.

Our Community Food Pantry is located at 222 College Highway, Southwick, MA. The pantry is open for food distribution at varying times to increase client access to the pantry. With the exclusion of major holidays, the current hours for client access are as follows:

Monday 2 PM-4 PM, Tuesday 10 AM-12 PM, Wednesday 10 AM-12 PM, Thursday 4 PM-6 PM,
Closed Friday-Sunday.

Staff Members

Pantry Operation Manager

Sally Munson is a 13-year employee who brings her food service experience.

Assistant Pantry Manager

Maryellen Raggio is a 5-year employee who brings her insurance industry experience



Board of Directors

Kathlyn Cook, President

Nancy Zdun, Clerk

Julie Bull, Treasurer

Robbin Pope

Tricia Sedelow

Debra Arrowsmith-Gray



Volunteers

Volunteers play an important role in helping the pantry fulfill its mission. We are fortunate to have about 30 volunteers who support the pantry's daily and weekly operation. Their contribution may be assisting with food distribution, making home deliveries, pre-packing food, stocking shelves, picking up or unloading food deliveries, or sorting or date-checking food donations.



Those who can do, do. Those who can do more, volunteer
Author unknown



Volunteer Guidelines

Code of Conduct|General Guidelines

Code of Conduct

Our Community Food Pantry is committed to treating everyone with kindness and dignity. We embrace diversity and welcome the unique experiences, perspectives, and cultural backgrounds that our volunteers, staff members, or members bring to our pantry. We aim to create a respectful, welcoming environment where everyone feels valued and empowered to uphold our organization's values and code of conduct.

Please:

1. Always treat every individual with respect, fairness, and equality.
2. Greet others in a warm and friendly way.
3. Respect personal boundaries and seek permission, when necessary, before making physical contact or working closely with someone.
4. It is essential to maintain the confidentiality of personal information of all members and volunteers.

Please refrain from:

1. Expression of political viewpoints.
2. Use of profanity in the language of gestures.
3. Hate speech, harassment, aggressive and/or threatening behavior.
4. No volunteering while under the influence of alcohol or drugs.

Our Community Food Pantry does not and shall not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.

If code of conduct violations or concerns arise, they should be promptly reported to a staff member.

General Guideline

A volunteer has the right:

- To be treated as an equal partner with the OCFP staff working toward our mission.
- To have a suitable assignment that matches your personal preference, personality, and life experience.
- To have sound leadership and a clear job description.
- To have safe and enjoyable working conditions.
- To provide positive or negative feedback and receive full attention of your opinions.
- To be free from discrimination, harassment, intimidation, bullying, or coercion.
- To have the opportunity to make a difference. And, you do!

Your responsibilities as a volunteer:

- **Reliable:** Work the shifts you are assigned.
- **Timely:** Arrive on time for the shift you are assigned.
- **Respectful:** Treat members, other volunteers, and staff with respect.
- **Polite:** Be Courteous to members and other volunteers.
- **Professional:** Act in a manner appropriate for a business setting.
- **Mindful of confidentiality:** Member data must be kept confidential at all times; personal data about volunteers and members cannot be shared with others.
- **A team player:** Work and communicate with other volunteers to make Our Community Food Pantry operate as smoothly as possible.
- **Perform end-of-shift protocol.**
- **Green:** Conserve our resources by closing doors and turning off lights at the end of the shift.

Workplace

Harassment/bullying/non-discrimination/EOE

Our Community Food Pantry is an equal opportunity employer, and we will abide by Federal and State of Massachusetts laws prohibiting sexual and general harassment and maintain an atmosphere free of discrimination, harassment, intimidation, bullying, and/or coercion. Our Community Food Pantry will not tolerate discrimination, sexual or general harassment, or bullying by any employee or volunteer, nor will we tolerate discrimination, sexual or general harassment, or bullying of any employee or volunteer by anyone associated with OCFP. Any one of these actions may be grounds for dismissal.

Dress Code

Our Community Food Pantry recommends casual and comfortable clothing. Close-toed shoes, tennis shoes, or boots are required. No heels, open-toed shoes, or sandals are permitted in the warehouse. The warehouse is not temperature-controlled, so volunteers are encouraged to wear seasonal clothing.

No pets

In accordance with Massachusetts state law, Our Community Food Pantry prohibits bringing pets/animals into the warehouse with the exception of Service Animals, Working Animals, and Animal Control Animals.

Emergency Contact Information

When you sign up to volunteer with us, we will ask you to provide us with your emergency contact details. This information is strictly confidential and will only be used in case of an emergency. In the event that we cannot reach your identified emergency contact, this information will enable us to secure emergency medical care for you. Please note that as a volunteer, you will be responsible for any and all costs arising from treatment that is not covered by your personal health or vehicle insurance.

Absenteeism and Substitution

Volunteers are expected to perform their duties on a scheduled basis. When a volunteer expects to be absent from a scheduled day, they should inform the staff as far in advance as possible so that alternate arrangements can be made. Weekly volunteers who wish to modify their schedule are asked to notify the staff by email, text, telephone, or in person.

Food Policy

All donated products (food, beverage, and otherwise) are to be used solely for the intended purpose of serving members of Our Community Food Pantry. Staff and volunteers are prohibited from using any and all donated products for personal consumption.

Vehicle Management

Driver Qualifications

Driver qualifications are as follows:

1. Authorized volunteer of Our Community Food Pantry.
2. Must be at least 21 years of age.
3. Have at least one year of experience in the class of vehicle operated.
4. Must meet licensing requirements.
5. Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:
 - Been convicted of a felony.
 - Been convicted of sale, handling, or use of drugs.
 - Has automobile insurance been canceled, declined, or not renewed by a company.
 - Been convicted of an alcohol- or drug-related offense while driving.
 - Had driver's license suspended or revoked.
 - Been convicted of three or more speeding violations or one or more other serious violations.
 - Been involved in three or more chargeable accidents.

Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) may be used to verify driver history. MVRs will be obtained and reviewed when necessary. The insurance company requires that we provide them with the driver's license number and date of birth for anyone who may drive a company vehicle. Driving privileges will be withdrawn or suspended, and/or the company vehicle will be removed from any authorized driver not meeting the above requirements.

Commitment to Safety

Ensuring the safety of our employees, volunteers, members, and visitors is our top priority at Our Community Food Pantry. All employees and volunteers have the opportunity and responsibility to help create a safe work environment by following common sense rules and safe practices, and by reporting any health or safety issues to management. We encourage all members of the organization to work together to maximize safety for everyone.

Passengers

Volunteer safety is paramount to Our Community Food Pantry; therefore, passengers not associated with the organization's business are prohibited from being transported in company vehicles.

Smoke-Free Workplace

Smoking is prohibited in the Pantry building or work areas at any time. "Smoking" includes the use of tobacco products, electronic smoking devices, and e-cigarettes.

Pantry Operations: Opening and Closing Procedures

1. Preparation for opening: Unlock doors, turn on lights, prepare the computer, sort and inspect food for distribution.
2. Preparation for closing: Sweep the front lobby and behind the service counter, wipe/sanitize the service counter, inspect items in distribution refrigerators for spoilage, and break down boxes for recycling.

Inclimate Weather Policy

It is the policy of Our Community Food Pantry to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen interruptions, the staff will post information about closing on our Facebook page.

Covid 19 Safety Policy

Our Community Food Pantry is committed to the safety of our employees, volunteers, members, and visitors. We remain in alignment with CDC guidelines, and Massachusetts regulations as it relates to safety practices regarding the spread of the Covid-19 virus.

The Covid 19 landscape is changing daily. For the most up to date information on Covid-19 protocols, review CDC's Respiratory Virus Guidance at Centers for Disease Control and Prevention, <https://www.cdc.gov>.

Record and Time Keeping

All volunteer must sign in and out using the log sheet.

Parking

Our Community Food Pantry does not assume any liability for loss or damages to your car that may be sustained while in the parking lot. Volunteers are asked to park on the south side of the fellowship hall, leaving room for truck and van deliveries at the back of the pantry warehouse.

Personal Vehicle

There will be no reimbursement for any costs related to using a personal vehicle while volunteering.

Expense Reimbursement

You must have the staff's authorization before incurring an expense on behalf of Our Community Food Pantry. You must submit the original receipts to be reimbursed for all costs authorized.



Volunteering Opportunities

- **Distribution Clerk**
- **Food Expiration Inspector**
- **Rescue Food Delivery Driver**
- **Refuse/Trash Transport Driver**
- **Food Bank Pick-up Driver**
- **Truck Team**

**"Start where you are. Use what you have. Do what you can."
Arthur Ash**

Distribution Clerk

The Distribution Clerk is part of the front desk team, distributing food to members during pantry hours.

Position Details & Requirements:

- Must demonstrate exceptional interpersonal relationship skills to work with diverse pantry members
- Follows and enforces established safety guidelines to ensure the safety of volunteers, staff, and pantry members.
- Basic understanding of food safety when handling food donations.
- The ability to work independently is required once training is complete.
- Basic computer skills are required.
- Opening and closing procedures, understand and followed.



Food Expiration Inspector

Our Community Food Pantry partners with local grocery stores to rescue food that would otherwise have gone to waste. The rescued food items are sorted at our facility and distributed to our members.

Position Details & Requirements:

- Sort, evaluate grade, and pack rescued food.
- Must be able to work independently once trained.
- The job requires the ability to stand while performing duties.
- Frequently moves boxes weighing up to 40 pounds.



Rescue Food Delivery Driver

Our local grocery store partner donates food to our pantry. Our volunteers pick up and deliver items to our warehouse for distribution to our members.



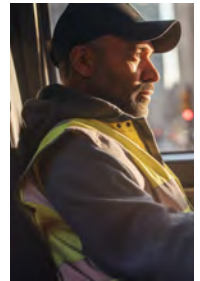
Position Details & Requirements:

- The job requires a valid driver's license, a clean driving record, and comfort driving a van with cargo.
- Duties include picking up deliveries from our partners for food rescue.
- Drive the pantry vehicle, pick up rescue food, and transport it to Our Community Food Pantry warehouse.
- Assisting with unloading and shelving food as needed.
- When necessary, collaborate with pantry staff to develop a plan for collecting rescue food from a different location.
- Basic knowledge of food safety for transporting food donations.
- Lift boxes and load and unload them from the pantry van.
- Break down delivery boxes.



Refuse /Trash Transport Driver

Responsible for removing waste materials from the pantry and transporting it to the Southwick Transfer Station.



Position Details & Requirements:

- The job requires a valid driver's license, a clean driving record, and comfort driving a van with cargo.
- Collect, transport, and dispose of waste and recyclable material from the pantry warehouse.
- The job involves picking up and transporting waste to disposal sites, landfills, or recycling centers.
- Strict safety protocols and regulations must be followed to ensure the waste is handled and disposed of safely for the environment and the public. Please review the Southwick Transfer Station Regulations on the town website and use them as a reference.
- Availability Tuesday, Wednesday.

Rescue Food Delivery Driver

Our local grocery store partner donates food to our pantry. Our volunteers pick up and deliver items to our warehouse for distribution to our members.



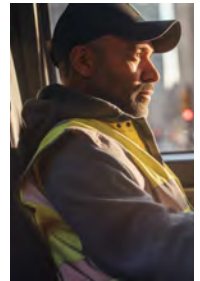
Position Details & Requirements:

- The job requires a valid driver's license, a clean driving record, and comfort driving a van with cargo.
- Duties include picking up deliveries from our partners for food rescue.
- Drive the pantry vehicle, pick up rescue food, and transport it to Our Community Food Pantry warehouse.
- Assisting with unloading and shelving food as needed.
- When necessary, collaborate with pantry staff to develop a plan for collecting rescue food from a different location.
- Basic knowledge of food safety for transporting food donations.
- Lift boxes and load and unload them from the pantry van.
- Break down delivery boxes.



Refuse /Trash Transport Driver

Responsible for removing waste materials from the pantry and transporting it to the Southwick Transfer Station.



Position Details & Requirements:

- The job requires a valid driver's license, a clean driving record, and comfort driving a van with cargo.
- Collect, transport, and dispose of waste and recyclable material from the pantry warehouse.
- The job involves picking up and transporting waste to disposal sites, landfills, or recycling centers.
- Strict safety protocols and regulations must be followed to ensure the waste is handled and disposed of safely for the environment and the public. Please review the Southwick Transfer Station Regulations on the town website and use them as a reference.
- Availability Tuesday, Wednesday.

Food Bank Pick-up Driver

The Food Pantry Driver is responsible for picking up food and supplies from The Food Bank of Western Massachusetts and delivering them to the pantry weekly.



Position Details & Requirements:

- The job requires a valid driver's license, a clean driving record, the ability to drive a van with cargo, and follow all applicable driving regulations as required by the State of Massachusetts.
- Drive the van, pick up the weekly order at the Food Bank of Western Massachusetts in Chicopee, and transport it to Our Community Food Pantry in Southwick, MA.
- Create and coordinate a food pick-up schedule by working with the pantry staff.
- Establish and maintain a good working relationship with the food bank and Our Community Food Pantry.
- A team will be waiting for you to return with the delivery. You may be asked to help unload the van.



Truck Team

Truck team members are responsible for safely unloading freight from a cargo van, truck or other vehicle and ensuring its proper distribution to the designated locations.



Position Details & Requirements:

- Unloading incoming trucks.
- Keeping track of incoming inventory.
- Report damaged items to staff.
- Frequently moves boxes weighing up to 50 pounds.

Food Safety Regulations

Food Safety

To ensure the safety of the food we distribute, all member agencies must comply with all applicable federal, state, and local food safety regulations.

ServSafe Food Handler for Food Banking

Every program must have at least one staff member or regular volunteer trained in basic food safety. The Food Bank recommends the ServSafe Food Handler for Food Banking certification, developed by Feeding America and the National Restaurant Association. The course and exam are available online for a small fee. Contact our Nutrition Department for further information.

If a program has only one staff member with food safety training and that individual leaves the organization, another individual must obtain this certification within 60 days to avoid loss of ordering privileges. It is recommended that multiple individuals obtain this training at especially large volume programs. **This certification must be renewed once every three years.**

ServSafe Certification

Programs where food is prepared to be served to participants or residents must have at least one staff member with current Food Protection Manager Certification (ServSafe Manager or equivalent). **Once obtained, the ServSafe Manager certificate is valid for 5 years.** The course and exam are available online for a fee, or The Food Bank can refer program staff/volunteers to local instructors and exam proctors. Contact our Nutrition Department for more information.

If a program has only one individual with this certification and that individual either leaves the organization or does not renew their certification before it expires, the program will have 60 days to submit a new certificate to The Food Bank. Failure to do so will result in suspension of ordering privileges until an active certificate is provided to The Food Bank.

Repacking Food

If a program chooses to repackage any food products other than fresh produce (for example bread, bakery products, rice, or beans), a staff member or volunteer who has attended the ServSafe Food Handler for Food Banking training must be present. In addition, Feeding America has strict regulations regarding the space and procedures required to repackage:

Clean Rooms

Each Member that repacks bulk product must have and utilize a Clean Room or provide isolation to ensure adequate food safety control and operating practices to prevent potential product contamination. A clean room is defined as: "a separate, enclosed room that is dedicated for bulk repacking which is designed to the highest standards of sanitation and prevents as many environmental contaminants as possible. It must be designed so that the interior surfaces are durable, non-absorbent and easily cleanable, built to commercial food service construction standards and meet local health regulations."

Repacking Meat

Meat cannot be repacked by any organization unless there is a USDA inspector onsite overseeing the process. A third party can be contracted to do the repacking if it is a USDA inspected facility with an inspector onsite during the repacking. There are critical food safety concerns with repacking meat that require the USDA inspector to be present. Agencies should not be repacking meat unless they have this oversight.

Transportation

When certain foods are kept at temperatures between 41°F and 135°F, bacteria grow quickly and easily. Foods must not be kept between these temperatures for more than four hours. This time limit applies to loading, transporting, and restoring food to a refrigerated or freezer space.

When transporting food from The Food Bank to a program site, agencies must ensure that perishable foods are kept at safe temperatures. Food that is frozen must remain frozen. Vehicles that are not refrigerated must provide a thermal blanket or cooler with ice packs to ensure food safety. Food Bank staff reserves the right to refuse to release cold-storage products to agencies that do not have proper equipment to maintain safe temperatures.

Staff and volunteers picking up food from The Food Bank or from retail partners must test the temperature of food upon arrival at their site, and move perishable foods into a refrigerator or freezer immediately.

Vehicles used for transporting food must be kept clean. The Food Bank reserves the right to refuse to give out food if a vehicle is not clean.



Loading & Transporting Food Safely

Keep food at safe temperatures in unrefrigerated vehicles.



Cover cold food with thermal blankets or use coolers with ice packs



Keep drive times to 30 minutes or less



Check food temperatures after arriving at the destination

Prevent contamination:



DON'T store raw food over ready-to-eat food



DON'T store allergens over other products



DON'T store chemicals with food products

Discard Cans With These Defects



Severe dent in seam



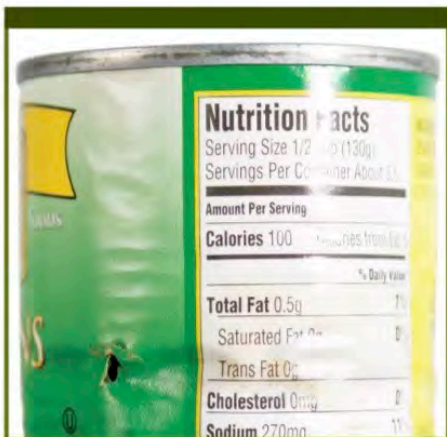
Deep dents in can body



Missing or unreadable labels



Swollen or bulging ends



Holes or signs of leaking



Rust that cannot be wiped off

Credit: ServSafe & Feeding America

Storing Food Safely



Store refrigerated food at 41°F (5°C) or lower



Keep frozen food frozen solid



Store food away from walls and at least six inches (15cm) off the floor



Store ready-to-eat food above raw meat, seafood, and poultry



Store food only in containers made for food



Store food only in designated storage areas

Credit: ServSafe & Feeding America

Refrigerator Storage Chart

Always store ready-to-eat foods on the top shelf! Arrange other shelves by cooking temperature (highest cooking temperature on the bottom).

Ready-to-Eat Foods (Top Shelf)

Lowest Cooking Temperature

135°F (57°C)

Any food that will be hot held that is not in other categories

145°F (63°C)

Whole seafood; beef, pork, veal, lamb (steaks and chops); roasts; eggs that will be served immediately

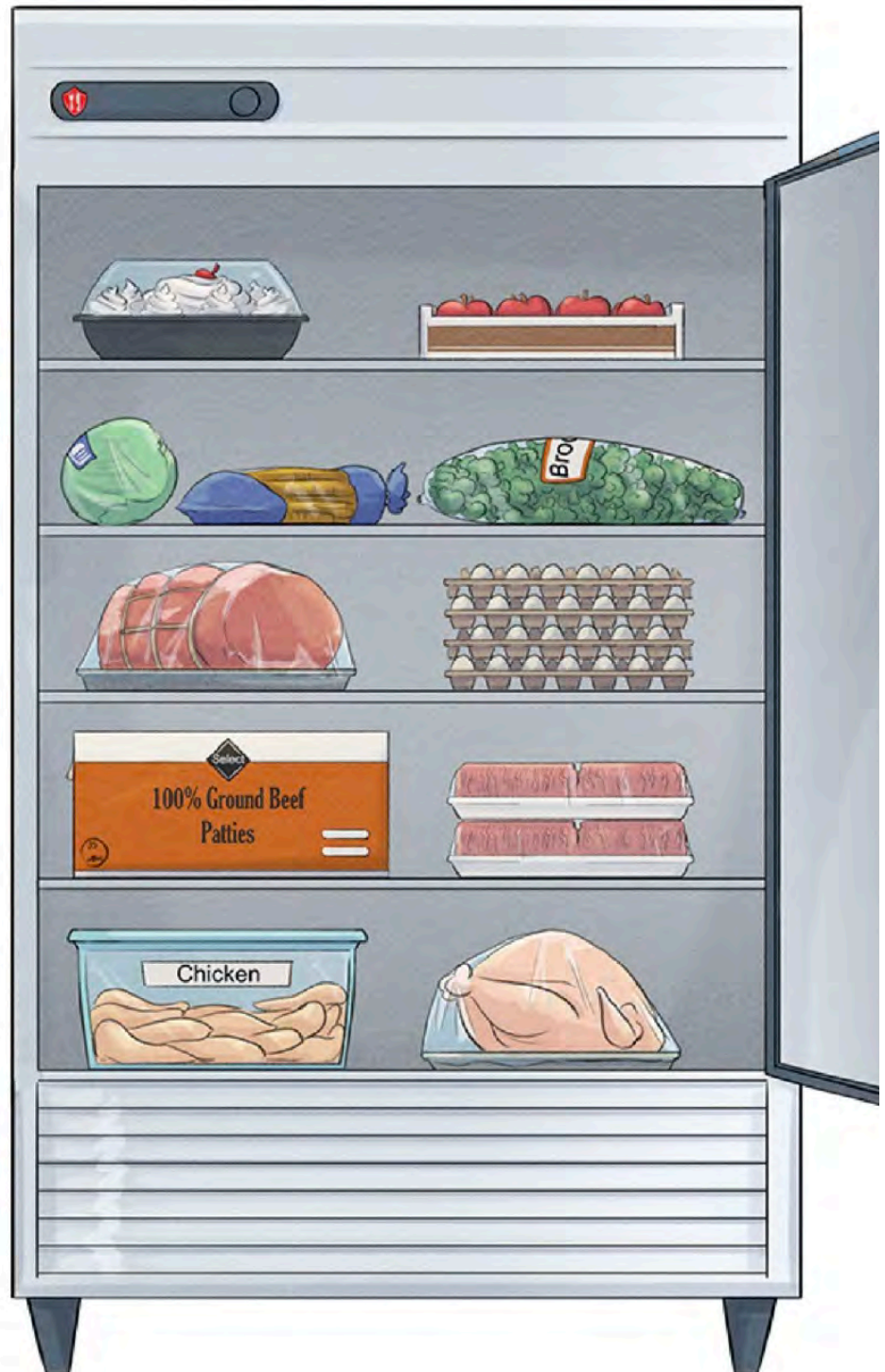
155°F (68°C)

Ground, injected, marinated, or tenderized meats; eggs that will be hot held

165°F (74°C)

All poultry (chicken, turkey, duck, fowl); stuffing made with foods that require temperature control; dishes with previously cooked foods (casseroles)

Highest Cooking Temperature



Credit: StateFoodSafety

Keep or Toss? Decoding Expiration Dates

There are several types of dates on packaged and canned goods that make it hard to tell when a product is no longer safe to eat. The date itself may have nothing to do with expiration of the actual food product. Some dates are indicators for grocery stores to remove the product and restock newer product on the shelves.

Consumers often misinterpret these dates, thinking the product has gone bad. This leads to lot of perfectly good food being wasted! It's not just the food that is being wasted, but money as well. Look at the following charts to see what certain dates mean and how long food lasts after opening. **Most foods (besides milk and eggs) can be frozen too, so consider freezing foods to extend the shelf-life of foods and prevent food waste.**

| Date | Examples | May Be Found On | What it Means | When to Dispose |
|------------------------|--|---|--|---|
| Expiration Date | "Expires" 12/5/18 "Do Not Use After" 12/11/18 | -Baby food -Baby formula -Medications -Medicine -Vitamins -Nutritional Supplements | The manufacturer cannot guarantee nutritional/medicinal value of the product after this date. | Dispose of product after specific date. |
| Pack Date | "Packed On" 7/25/18 Can also be a string of | -Canned foods -Spices -Dried herbs -Cookies | This is the date the food was packaged. Purpose of this date is it to assist retailers with arranging | Has a very long shelf life. Food does not need to be thrown out on this date! |
| Use By Date | "Best if Used By" 8/11/18 "Use Before" 8/3/18 | -Crackers & cookies -Soda & beverages -Cereal -Salad Mixes | This is the manufacturer's recommendation for when the food will be at peak quality. | Food does not need to be thrown out on this date! |
| Sell By Date | "Sell By" 7/16/18 "Pull Date" 9/8/18 | -Milk -Yogurt -Cheeses -Eggs -Deli Meats | Store must sell foods before the date listed; may donate the foods when they are close to these dates. | If food has been handled properly, and quality is still good, then it is safe to eat. |

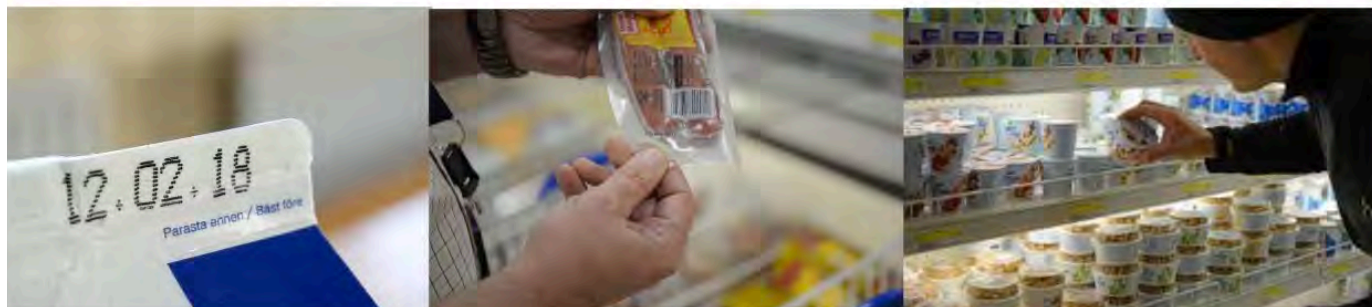
| Food | Fridge Life After Date | Freezer Life After Date |
|------------------------|---|-------------------------|
| Cheese | -Processed (American): cheese: 30 days -Shredded: 30 days -Hard (cheddar, parmesan): 6 months -Pre-sliced: 14 days | 6 months |
| Margarine | 6 months | 1 year |
| Yogurt | 1-2 weeks | 1-2 months |
| Butter | 1-2 months | 6-9 months |
| Raw Poultry | 2 days | 9-12 months |
| Beef & Pork | Ground: 2 days Steak/Chop: 3-5 days | 3-4 months |

| Food | Shelf Life <u>After CODE DATE</u> |
|---|-----------------------------------|
| BBQ Sauce, Bottled Salad Dressings, Evaporated/Condensed Milk | 1 year |
| Jam, Jelly, Preserves, Ketchup, Salsa, & Spaghetti Sauce | 6-18 months |
| Canned Fruit & Tomato-Based Products | 1-2 years |
| Canned Soups, Meat, & Vegetables | 2-3 years |
| Canned Beans & Fish (Tuna, Salmon, & Sardines) | 3 years |

| Food | Shelf Life <u>AFTER OPENING</u> |
|--|---------------------------------|
| Bread | 3-5 days |
| Boxed Juice | 4-6 months |
| Dried Fruit, Toaster Pastries, & Oils | 6 months |
| Pancake Mix | 9 months |
| Dry Beans, Bouillon, Cold Cereal, Macaroni & Cheese, Nuts, Oatmeal (Quick or Regular) & Instant Potatoes | 1 year |
| Peanut Butter | 18 months |
| Rice | Brown Rice: 1 year |
| Instant Coffee & Powdered Creamer | 2 years |
| Spices | 2 years |
| Dried Pasta | 2-3 years |
| Cocoa Mix | 3 years |

The Food and Drug Administration (FDA) has a website <https://foodsafety.gov/keep/foodkeeperapp/index.html> that has more food categories and their expiration and freezer dates.

There is also an app called **Food Keeper** which lists different foods' expiration dates and helps you understand food and beverages storage. It can help you maximize the freshness and quality of items and keep food fresh longer. Use these as references when trying to identify if a food has spoiled, and when in doubt, throw it out!





Thank you

Our Community Food Pantry appreciates your time and commitment to volunteering. We welcome you to the team and thank you for choosing to volunteer. Your help is crucial in our mission to alleviate food insecurity in our community.

Our Communiity Food Pantry
222 College Highway
Southwick, MA 01077
1-413-569-9876

Email: directors@admin.community-food-pantry.org
Website: ourcommunityfoodpantry.org
[FB.com/OurCommunityFoodPantry](https://www.facebook.com/OurCommunityFoodPantry)