

## CONGREGATE FEEDING GUIDELINES

1. There must be adequate space available to serve clients.
2. Establish regular hours and days of service. It is important that the feeding site maintain regular hours.
3. Your feeding site should be adequately staffed. The estimated number of meals served per day should determine how many people should staff the feeding site.
4. Serve Safe certification is required as well as an inspection by the Health Department.
5. All personnel involved in preparing or serving meals should wear gloves and hairnets.
6. All meals should be served and consumed onsite, meals should not be taken off site.
7. No screening process for clients is required.
8. Food must not be stored on the floor. It should be stored on shelves or pallets. Shelves must be six to 12 inches off the floor.
9. Food must be stored away from cleaning supplies or other non-food items.
10. The storage area must be dry and clean. It should be locked to insure that the food is used only for food boxes. All doors and windows must close securely, leaving less than ¼ inch of space.
11. Refrigerators and freezers should have thermometers in place and a temp log on each appliance where the temps are recorded daily. Proper temps for refrigerators should be 41 degrees or below and for freezers, the proper temp should be 0 degrees or below.
12. Kitchen and dining area should be kept clean and orderly.
13. Maintain proper temperatures while serving, i.e. hot foods should be 135 degrees or above, cold foods should be maintained at 41 degrees or below.

***For additional information, call Cassandra Mobley, Director of Agency Relations and Programs, at 601-973-7085.***