



**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
CAMPUS FOOD PANTRY REGISTRATION FORM**

Child Nutrition Services (210) 554-2290
Robin Balanciere: rbalanciere1@saisd.net
Kimber Dillon: kdillon1@saisd.net

REGISTRATION DATE ____/____/____

CAMPUS NAME _____

Name of Person(s) in Charge of Food Pantry

Contact Person & Title _____

Contact Phone# _____ Food Handler Certification ____/____/____

E-mail Address _____

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Food Pantry Food Safety Recommendations

Site Inspection and Checklist of Standards & Readiness

The following items are the primary aspects that the food pantry staff will check/verify. You may use this form as your own checklist to complete. These items are important, as they pertain to the condition and readiness of your facility. Food safety, cleanliness and appearance of your facility are of utmost importance. Although these items are primary, this list/form may not include every item a staff may need to review or inspect upon his/her visit. If problems are found with the condition, cleanliness, safety or readiness of the facility, the food pantry may not be approved until conditions are met.

Dry Food Storage Area/s:

- ___ Size & Description (general acceptability for pantry needs)
- ___ Basic Food Safety Standards:
 - ___ Cleanliness
 - ___ Food stored 4-6 inches off floor
 - ___ FIFO practiced in all areas
 - ___ Cleaning supplies and chemicals separated from food
 - ___ Trash receptacles – in appropriate areas, clean and with lids

Miscellaneous:

- ___ Overall condition of the facility clean, neat and orderly
- ___ All food storage areas under lock and key
- ___ Sufficient lighting throughout the facility
- ___ Pest Control procedure or contract
- ___ Food is only distributed by designated campus staff or volunteers

Primary Contact Information will be confirmed during Site Visit:

- ___ Name and Title of Person in Charge
- ___ Name and Title of Alternative Person in Charge
- ___ Two appropriate Phone Numbers (site and persons in charge)