

# FOOD DONATIONS



In order to ensure the best use of food donations and minimise disruptions and distractions during the day, please note the following.

1. All food baskets will be brought directly into the kitchen\*.
2. Kitchen staff will then store/refrigerate items for student lunches.
3. All remaining food will be left for students on the table opposite the kitchen *after* students' lunches are finished - *not* before then.
4. Staff members are welcome to take any food that remains *after* students have left for the day.
5. Any food that remains on the table at 3.20pm each day will be removed.
6. Food and baskets are not to be left anywhere else in the building.

June 2017

\*Where an excessive amount of certain items (like bread) are collected from donors and unlikely to be used here, it may be brought to other organisations.