	Food Pantry Member Agency **FOOD SAFETY TRAINED PERSON** ***Role & Responsibilities***

Thank you for the role that you have agreed to take on in the food distribution process at the food pantry. This guide was created to help you understand your role and responsibilities and to share with other staff and volunteers at the food pantry. Your role as the trained food safety point person for your agency is to be the main point of contact for any food safety questions, issues, or concerns that occur at the agency level.

Why do Food Bank members need someone trained in food safety?
The Food Bank gives member agencies access to millions of pounds of perishable products every year. These products include, but are not limited to, frozen meats, dairy, and fresh produce. Having a food business license and someone who is professionally food safety trained is a requirement of all Food Bank member agencies. This requirement keeps us all operating at a high food safety standard and assures our donors and guests that we take food safety seriously. It ensures our state-wide network of food pantry members provide safe and healthy food to people who need it.

What do I need to know?
1. The food safety policies in the Food Bank's current **Basic Agreement** (found in the Agency Portal).
2. The information and policies in our **Food Safety Standard** document (found in the Agency Portal).

What do I need to do?
1. Ensure that the policies in the Basic Agreement and Food Safety Standard are in place and upheld at the agency level.
2. Review the Food Bank's **recall emails**. The Food Bank requires 2 recall contact emails, including yours as the person food safety certified for your program.
3. Train volunteers and staff on basic food practices – you may use this outline as a guide to train.

QUESTIONS?
We are here to help! Contact Johanny Sanchez, Agency Programs Manager
at 401-230-1703 or jsanchez@rifoodbank.org with questions or concerns.

References:
Food Licenses: www.health.ri.gov/food
Agency Portal: www.rifoodbank.org/agency-resources/agency-portal

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