

PARTNER RESPONSIBILITIES

1. Retail food rescue product received from local retailers are items that are no longer sellable. Items may have a short shelf life remaining or be damage. Quantity and type of product cannot be guaranteed. Partners are required to accept the product available from the retailer as long as it meets food safety and donation standards.
2. Partners are required to inspect all food upon delivery to ensure proper food safety has been maintained. Any food with open packaging or in unsafe temperature ranges should be disposed of. See PARC for shelf life guide to reference dates.
3. Partners are required to check and document temperatures at pick up, maintain safe temperature ranges for all items during transport, and check and document temperatures at upon return. If safe temperatures are not maintained, product should be discarded. Thermal blankets and temperature guns will be made available to partners upon start up. If replacements or additional equipment is needed, contact the Program and Agency Services team. Fees may be applied.
4. Partners are required to complete GPFB paper receipts. See PARC for template. The temperatures, at pick up and return need to be documented as well as the weights of each product category. Paper or digital copies should be retained for one year.
5. Partners are required to report retail food rescue receipt weights to GPFB weekly via PWW. Failure to report in an accurate or timely manner could result in a corrective action or suspension.
6. Partners who cannot make a scheduled pick up should reach out to another GPFB retail food rescue enabled partner if possible. If no partners are available, the donor(s) should be contacted and informed of the situation.
7. Partners should immediately notify the Food Resource Manager if they have any questions or concerns about product or the donor.
8. Partner must adequately train those responsible for conducting retail rescue pick ups on procedures, receipting, and food safety standards.
9. If a partner wishes to discontinue a retail food rescue pick up, they are responsible for providing GPFB with a one month's notice.

GPFB RESPONSIBILITIES

1. GPFB will report pounds donated to the retailers at a corporate and national level.
2. GPFB will conduct monthly receipt audits and inform partners of missing receipts.
3. GPFB will follow up on all product or donor concerns within 10 business days.
4. GPFB will provide replacement equipment as needed. Replacement equipment may have a fee.
5. GPFB will provide training and resources on the PARC.

Signature of Partner Representative

Date

Signature of Program & Agency Services Staff

Date