



Quick Guide: School Food Pantry Logistics

Now you've started the conversation about a School Food Pantry in your school(s), and maybe you're building lots of great support, too. Now how do you plan a School Food Pantry?

Here's a quick checklist to help you plan the pantry:

CHOOSE A CAMPUS REPRESENTATIVE

A designated campus staff member is responsible for the monitoring, distribution, and storage of the donated food items as well as distribution of food from the School Food Pantry. This can be a cafeteria manager or individual with a [food handler's license](#).

FIND A LOCATION

Secure a specific location where the donated food will be stored on campus (all food safety standards apply). There are two main types of School Food Pantries.

"Share tables" are where students can add nonperishable leftover food on one or more shared tables in the cafeteria or classrooms. Hungry students can access the food on these tables during specified times.

Food pantry or other storage space can be coordinated by using a specified space to serve as the place for food storage and distribution to students.

At San Antonio ISD, here is how they [organize](#) School Food Pantries.

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RECEIVE DONATIONS

Food collected on campus may include unopened, uneaten surplus food, from breakfast, lunch, snack and dinner programs, as well as food drives.

Foods that can be donated are unopened, shelf-stable, nutritious items. Some pantries expand this to provide fresh food and more items.

Some approved items accepted at [San Antonio ISD](#) School Food Pantries are:

- Unopened Breakfast Kits
- Unopened Cereal
- Uncut Fresh Fruit (apples, oranges, bananas, pears)
- Unopened Fruit Cups or Applesauce
- Unopened Dried Fruit
- Unopened Snack Packs (crackers, grahams, pretzels, Chex, cereal bars, etc.)

DISTRIBUTE DONATIONS

Determine the time and process of distribution for donated food on your campus

For example, for “shared tables,” students may visit the tables at designated times and select items. For the pantry, students may visit the pantry and select items.

[Logs](#) can be kept and maintained by the campus representative.

At San Antonio ISD:

- There is not a limit on how many items students can select.
- Students may consume items during the school day or keep items for later consumption.
- Campus faculty and staff are not responsible for policing when the students eat the selected items.

MANAGE MULTIPLE SCHOOL FOOD PANTRIES

If you're a district nutrition leader or food service director who will be starting School Food Pantries on multiple campuses, this “[registration form](#)” from San Antonio ISD can help you track and monitor each location.

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