



SCHOOL SHARE TABLE APPLICATION AND MANAGEMENT PLAN

A. SHARE TABLE STATUS

- Applying for initial implementation of School Share Table Program Updating School Share Table Management Plan
- Other: _____

B. SCHOOL INFORMATION

School Name: _____ Address: _____

District: _____ City: _____ Zip: _____

School Type: Elementary Middle High Public Private Approx. # of Students Enrolled: _____

C. CONTACT INFORMATION

Principal Name: _____ Email: _____ Phone: _____

Secondary Contact: _____ Email: _____ Phone: _____

D. SHARE TABLE STAFFING CAPACITY AND SUPPORT

- Review the [School Share Table website](#) and [School Share Table Guide](#)

Implementing a share table requires the support of many people to ensure food safety is maintained. Please indicate that this program has been discussed with the following school staff and that you have authorization to launch a share table:

- Yes No **District Nutrition Services Director and Supervisor**
- Yes No **Campus Nutrition and Custodial Staff**
- Yes No **School staff or student groups who will have a **daily** role with the share table. Fill out the table below to indicate who will be responsible for the following duties:**

E. ROLES	PERSON RESPONSIBLE	TITLE (STUDENT, TEACHER, ADMIN, ETC.)	EMAIL	ALTERNATE PERSON & CONTACT INFO
1. Before meal period: Set up table/cart				
2. Before meal period: Sanitize table/cart				
3. Before meal period: Put bins on table/cart				
4. During meal period: Monitor share table bins				
5. During/after meal period: Wash strainer fruit (optional)*				
6. After meal period: Manage leftovers**				
7. After meal period: Sanitize bins for next day				
8. After meal period: Put bins away				
9. After meal period: Sanitize table or cart				
10. After meal period: Put table/cart away				

*Whole fruit with an edible peel must be washed before another student can take it from the share table. Assigning a staff member to wash the strainer fruit periodically is one option to safely redistribute/share fruit with edible peels.

**Determine who will manage/what will be done with leftover cold and shelf stable food after the meal period. Hot food must be composted/ thrown away.

F. FOOD SAFETY

Please read the following share table food safety rules:

1. Only school cafeteria food is allowed on the share table. **Food from home is NOT allowed to be shared.**
2. Bitten, opened, or unsealed food is not allowed (e.g. spinach from a salad bar).
3. Fruit with an inedible peel (e.g. bananas and oranges) can be safely shared if they are not precut or prepeeled.
4. Fruit in sealed packaging (e.g. sliced apples) can be safely shared.
5. Whole fruit with edible peels (e.g. apples, peaches, plums, etc.) **must** be washed before another student can take it from the share table. This can be accomplished by using a strainer and washing the fruit periodically during the meal period, or by using a separate bin to place the fruit with edible peels in to be washed after the meal period for redistributing the next day.

How do you plan to manage whole fruit with edible peels on the share table? Mark all that apply.

- Strainer method Separate bin method Instruct students to compost/trash
6. Food left outside of safe temperature zones (hot food 135°F, cold food 41°F) for 4 hours or longer must be discarded.
 7. Students with allergies are advised to ask school staff before taking a share table item to eat.

G. SHARE TABLE FOOD AND TEMPERATURE CONTROL

Temperature control method for cold food on the share table? Ice bath Ice pack/sheet Specific refrigerator None

Do you plan to save any cold food leftovers after the meal periods are over? Yes No

Do you know which leftover food from the share table is safe and not safe to redistribute again? Yes No

Are there any specific cafeteria food items you have safety concerns about due to packaging or leftover management? _____

Cold (41°F) and hot (135°F) food must be composted/thrown away if outside of safe temperature zones for 4 hours or longer. Please indicate meal period start and end times including specific grade start and end times. _____

H. EQUIPMENT AND LOGISTICS

Do students eat lunch inside or outside the cafeteria? Inside Outside Both

Will you have a dedicated table or cart that can be used daily for the share table? Table Cart Other _____

What free equipment you would like provided for your share table? Thermometer Strainer Hand scale (weigh waste)

Food-safe sorting bins Signs (choose languages): English Spanish Tagalog Chinese Other _____

How will new staff be trained on the share table rules and procedures? (Annually in-house? Annually by EHS? As needed? etc.) _____

I. ADDITIONAL INFORMATION

Is composting food in the cafeteria currently implemented or planned to be implemented this school year? Yes No

Does this school have a club or student government who might want to assist with the share table? Yes No

Have you conducted a waste audit to determine the amount/types of food that could be shared? Yes No Interested

When will a share table be available to students? Breakfast Lunch Other: _____

If there is a significant amount of leftover food, are you interested in donating it to a non-profit? Yes No Unsure

Are utensils provided in a sealed plastic packet? Yes No

What is your target share table implementation date? _____

By signing below, I attest that all of the above information is accurate to the best of my knowledge. I commit to following California Retail Food Code when facilitating the share table at my school. I am aware that Environmental Health Services Food Program staff will visit my school at any time to ensure food safety requirements are followed.

District Nutrition Director Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____

OFFICE USE ONLY

Date Received: _____ P2 Review: _____ Inspector Review: _____

Additional Requirements/Follow Up: _____