



# Volunteer Orientation Package





# Mission

Mobilize community collaboration to provide emergency food relief, and poverty reduction strategies, for our neighbours in need.

# Vision

A community free from hunger.



# Core Values

- Service to others
- Excellence
- Respect
- Accountability
- Collaboration



# VOLUNTEER Roles and Responsibilities



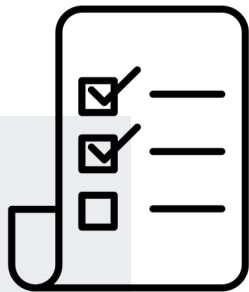
Thank you for volunteering for the Newmarket Community Fridge! A project by the community - for the community, located in front of the Newmarket Public Library. Food waste and food insecurity go hand in hand, and community fridges are one way we can work together toward achieving our vision of a community free from hunger. The concept is simple, take what you need, leave what you can! Everyone is welcome to help themselves and donate. No judgment. No registration. No monitoring. As a volunteer, you'll be an integral part in keeping the Community Fridge organized, clean, and properly stocked.

## Food Rescue Volunteer Drivers

Please follow the pick up details in Sign Up for your shift. Dispose of any items that do not meet the guidelines.

## Cleaning Shift Volunteers

Please contact Vanessa at the Newmarket Food Pantry, 1251 Gorham St, 905-895-6823 x130 or 416-894-7459 to pick up your cleaning supply kit!



1. Check temperature, located at the bottom right-hand corner, below the fridge door.
2. Remove all food items.
3. Dispose of expired food that doesn't meet the listed guidelines, see below. Green GFL bins are located in the parking lot (east side).
4. Remove all racks.
5. Wipe down high-use areas (fridge door handles) using gloves and clorox cleaner.
6. Wipe down food contact surfaces with food safe sanitizer (blue spray).
7. Put racks and food back into fridge.
8. Wipe down all the surfaces in the pantry.
9. Put pantry food items back on the shelves.
10. Check-in by completing the shift form via the QR code on the "Cleaning Guidelines" sign on the inside of the door.
11. Empty boxes can be disposed of in the Green GFL Bins in the parking lot, please break them down. If there are a lot, please take with you and bring to the Pantry or recycle at home.

**PLEASE  
NOTE:**

If you can't make your shift, it would be appreciated if you could try to find someone to cover it or reach out to the Newmarket Food Pantry at [information@newmarketfoodpantry.ca](mailto:information@newmarketfoodpantry.ca).



# FOODS ACCEPTED

- ✓ FRESH PRODUCE - CLEANED AND BAGGED IF FROM A GARDEN
- ✓ PACKAGED DELI MEATS
- ✓ DRY GOODS
- ✓ SEALED NON-ALCOHOLIC BEVERAGES
- ✓ NEW PERSONAL CARE ITEMS
- ✓ CLEANING PRODUCTS
- ✓ PET FOOD - UNOPENED
- ✓ MEALS PREPARED IN PUBLIC HEALTH-INSPECTED KITCHENS.

- labeled with ingredient list, location prepared, date prepared, and best before date.
- email [information@newmarketfoodpantry](mailto:information@newmarketfoodpantry) to book the Community Kitchen for food preparations.

- ✓ ALL ITEMS MUST BE UNOPENED AND UNUSED. PLEASE ENSURE THAT ALL FOOD HAS A BEST-BEFORE DATE AND INGREDIENT LIST.

**YES IF...**

Packaged with best before date

BREADS AND PASTERIES



EGGS



DAIRY





## FOODS NOT ACCEPTED

- ✗ RAW MEAT OR SEAFOOD: EVEN IF FROZEN
- ✗ HOMEMADE FOOD
- ✗ EXPIRED FOOD & MOLDY PRODUCE
- ✗ DENTED OR PUNCTURED CANS
- ✗ PREVIOUSLY EATEN FOODS
- ✗ OPENED PREPACKED GOODS
- ✗ FOOD WITHOUT LABELS
- ✗ MEDICATIONS & VITAMINS
- ✗ HOUSEHOLD ITEMS: APPLIANCES, CLOTHING, FURNISHINGS
- ✗ ALCOHOL
- ✗ FROZEN FOOD

**NOTE: anything donated from the above WILL BE THROWN OUT!**

Thank you for doing your part in keeping us all *safe and healthy!*

# CHECKLIST









## COMMUNITY FRIDGE CLEANING

- CHECK TEMPERATURE
- REMOVE OLD FOOD
- SANITIZE SHELVES
- DISINFECT HANDLES
- REMOVE GARBAGE/BOXES
- SWEEP UP ANY CRUMBS
- ORGANIZE DONATIONS
- USE QR CODE FOR REPORT
- ISSUES: TEXT VANESSA,  
416-894-7459



# BEST BEFORE GUIDELINES

	ROOM TEMPERATURE	REFRIDGERATED	FROZEN
 <p><b>Meat, seafood, &amp; Meat Alternatives</b></p>	<p>Dry Meats: 4-6 weeks Canned Meats: 1 - years</p>	<p>Raw Pieces: 3-4 days Raw Ground, Seafood &amp; Fish: 1-2 days. Deli Meats: 7 days</p>	<p>Raw Pieces: 6-12 months Raw Ground: 2-3 months Raw Fish: 2-6 months Deli/Sausage: 2-3 months</p>
 <p><b>Milk and Non-Dairy Alternatives</b></p>	<p>Fresh Milk: &lt; 2 Hours Canned: 1 year Powdered: 6 months Tetra pack: 1-6 month</p>	<p>Milk: 1-2 days Non-Dairy Alternatives: 3-5 days. Yogurt: 1-2 weeks</p>	<p>Milk &amp; Non-Dairy Alternatives: 6 months Yogurt: 1-3 months</p>
 <p><b>Bread and Bakery</b></p>	<p>Bakery: 2-3 days Packaged: 5-7 days</p>	<p>Bakery &amp; Packaged: 2 weeks</p>	<p>Bakery &amp; Packaged: 3 months</p>
 <p><b>General Groceries</b></p>	<p>Canned: 2 years Condiments: 6-12 months Juices: &lt;2 hours</p>	<p>Juices: 7-10 days</p>	<p>Juices: 1 year</p>
 <p><b>Shelf-Stable Grains and Legumes</b></p>	<p>White rice: 3 years Cereal: 6-12 months Crackers: 6-12 months Dried legumes: 3 years</p>	<p>N/A</p>	<p>N/A</p>
 <p><b>Baby Formula &amp; Nutritional Supplements</b></p>	<p>DO NOT USE PAST EXPIRY DATE</p>	<p>DO NOT USE PAST EXPIRY DATE</p>	<p>DO NOT USE PAST EXPIRY DATE</p>



# BEST BEFORE & EXPIRY DATES

## What's the difference?

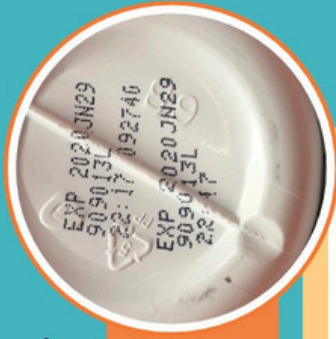
Based on Food Banks Canada Guidelines for the distribution of food.



### Best-Before

BB/MA = Best Before Date  
MA is meilleur avant, French for BB

A best-before date is an indication provided by the manufacturer regarding the period during which a food product is expected to be at its optimal quality in terms of taste, texture, and nutritional value. It does not imply that the product is unsafe to consume after this date, but its quality may decline.



### Expiry

EXP = Expiry Date  
MFG = Manufacturing Date

An expiry date is the date set by the manufacturer to signify the end of the period during which a product, especially perishable items and infant products, is expected to remain safe for consumption. Consuming the product after the expiry date may pose health risks, as the safety of the product cannot be guaranteed.

