

# Food Sharing Table Guidelines



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Broward County Public Schools  
Food and Nutrition Services



# Food and Nutrition Services

## Share Table Responsibilities

1. Provides meal service in accordance with guidelines established by USDA for school meals.
2. Offer Versus Serve permits students at breakfast, lunch and supper program to decline food items they do not intend to eat. Students must take at least 3 components including 1 vegetable or fruit.
3. Maintain temperature logs as appropriate on food item **prior to sale**.
4. Provide class curriculum for teachers to teach students about offer versus serve.

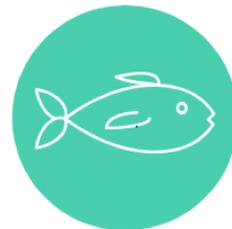
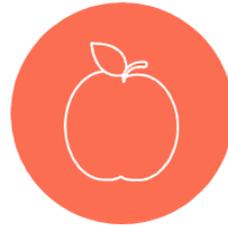
# School Staff

## Share Table Responsibilities

1. Set up, monitor, and clean sharing table.
2. Remove selected appropriate items at students request and place on the share table.
3. Monitor students getting up to select items from share table.
4. Maintain perishable items on ice in the share table and in the storage refrigerator with temperature log.
5. Complete paperwork for disposal of items to local food bank.

# Share Table Programs in Schools

- **Principals** must approve and sign acknowledgment form to initiate a share table program in a school.
- Each share table program must have a **designated point person** for the school.
  - **Foodservice staff are not permitted to be the point person**
- Those responsible for the share table must attend appropriate training to ensure proper implementation of the share table.



# Share Table Compliance

**All share table programs in schools must be in compliance with the Share Table Procedure.**

- Procedures were developed with the input of the Health Department to ensure food safety
- Share Table Programs that are observed to be out of compliance with the Share Table Procedure will have an opportunity for correction.
  - If share table continues to be out of compliance, the Share Table Program in that school will be terminated.



# Share Table Procedure

- **Share Table must be located just after the point of sale (cash register)**
  - Share table must be positioned in the cafeteria near the exit from the serving line.
  - Share tables may not be placed near disposal areas.



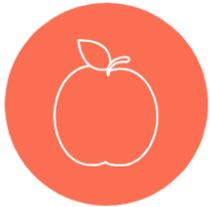
# Share Table Procedure

- **The students deposit food item(s) at the Share Table immediately after exiting the serving line.**
  - Due to safety concerns, food items cannot be placed on the share table once the student sits down to eat or once they are ready to dispose of their food.
  - All food items must be food that the student chooses on their own that they do not intend to eat.



# Offer vs. Serve

- The National School Lunch Program requires students to take 1 fruit or vegetable with breakfast and lunch with a total of 3 components per meal.
  - Students do NOT have to take every option offered
  - Students do NOT have to take milk



# Share Table Procedure

## Approved Food Items

- Prepackaged Fruit
- Prepackaged Vegetables
- Prepackaged grains (cereal, crackers, snack items)
- Fruit with inedible skin
- Juice
- Milk



# Share Table Procedure

## Food Items that are NOT approved:

- Fruit with edible skin
- Cupped fruits or vegetables that are not pre-packaged
- Any food wrapped or packaged by FNS staff (salads, sandwiches, etc.)



# Share Table Procedure

- Food items to be placed on the share table must be under constant supervision while on the customer's tray and on the share table.
  - Share table volunteers are responsible for supervision of share table.
  - **Foodservice staff may not provide supervision for share tables.**

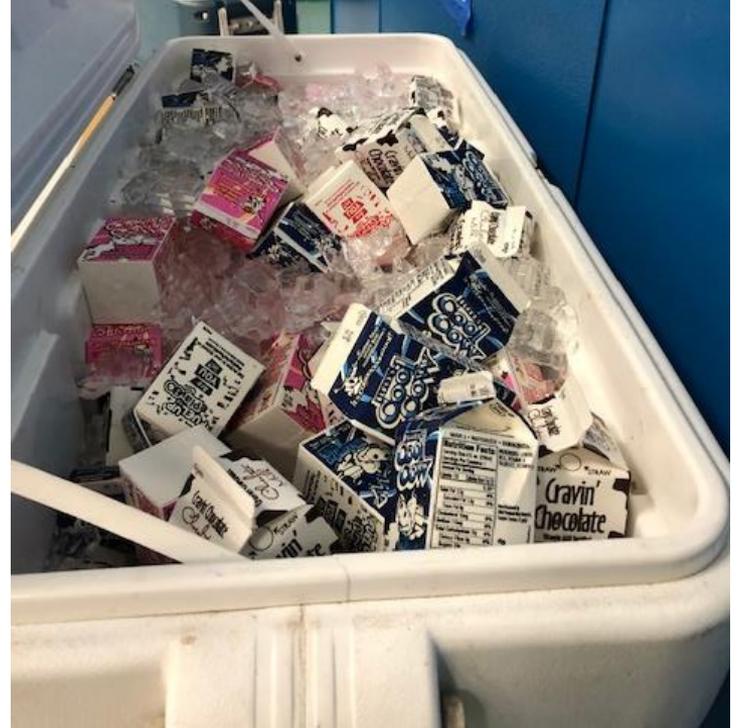


# Share Table Procedure

- **Non-shelf stable items must be placed in a temperature controlled environment immediately and a temperature log must be maintained.**
  - Principal will provide refrigeration for items.
  - Temperature log must be maintained by share table team.
    - ❖ **Foodservice staff may not be responsible for maintaining this temperature log.**



# Unacceptable Food Storage



# Share Table Procedure



- **Students who are still hungry may select items from the share table.**
  - **School staff, including foodservice staff, are not permitted to take food from the share table.**



# Share Table Procedure

- **Principal or their designee will coordinate food donations with Feeding South Florida.**



**For more information on Share  
Table Guidelines please contact:**

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