

Starting a food rescue organisation in New Zealand

Setting up and running a food rescue service can be incredibly rewarding, but when you're starting out it can be hard to know where to begin and what will be involved.

We've put together this guide to help you work through the various aspects of starting a food rescue service in New Zealand.

The information provided here comes from our experience of starting Kaibosh in Wellington and keeping it running smoothly.

Think of this as a starting point rather than a blueprint for your own service. Each community has its own way of working, and what works in Wellington may be completely different to what works in your town or city.

As Kaibosh grows, we'll continue to update this guide. Please let us know if there's other information you'd like to see included.

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First things first

These questions were developed by City Harvest (the world's first food rescue service) and are helpful to consider as you get started.

You can find these on [City Harvest's website](#).

Assess the need for a food rescue service in your area

- Are there hungry people in your area? Who are they? Where do they live?
- Are there established programs that feed the hungry (e.g. soup kitchens, homeless shelters, senior citizen centres)? Where are they? Do they have enough food? Can they use extra food, especially if it's already prepared or not in top condition (e.g. stale bread)?
- Is there much food wasted? By whom or what kind of food establishments?
- Does your community have any laws that will protect food donors from liability if donated food makes someone ill? *(NB: New Zealand has the [Food Act 2014](#), including the 'good Samaritan' clause for food donations).*
- Is anyone else doing this, or something like it? Do they want help? If not, are they doing it well? Can you compete for support and funds? Should you even try, or will it polarise your community?

Identify support for starting such a programme

- Are there people willing to volunteer to pick up food and deliver it to where it's needed?
- Is anyone willing to take on the tasks of identifying potential food donors, of handling telephone calls, of arranging the schedules for pick-up and delivery of food donations? Does anyone in your community have experience with transportation that they'd be willing to share?
- Are any restaurants or food wholesalers or supermarkets or other food establishments willing to sign on at the beginning? Are they willing to let you use their name to try to bring in other food donors?

- Do you have a local health department or authority willing to work with you to set up safe food handling practices?
- Are there any people with money who would like to help start this, by covering costs for telephone, postage, supplies and other essential items?
- Do you need support from government authorities? Are they willing to provide financial as well as political support?
- What do you want to call your programme? Does any other group in the country have that name?
- What geographic area will you serve? Can that expand over time, or will it be limited?
- Decide how much food you can handle the first six months, first year, second year, etc. How fast do you want to grow? Where would you like to be in five years?
- Do you want to incorporate or not? Do you want to have non-profit status? Is there a volunteer lawyer in your community willing to help you do this work?
- Do you want to be an all-volunteer programme, have a small staff with mostly volunteers, or have an entirely paid staff? How will you develop along those lines? How will you train volunteers and / or staff? How will you raise funds? Who will run the operations, do the fundraising, and perform other tasks?
- How do you want to run the organisation? Do you want a small governing board, an advisory council, an administrator, or some combination of these? How will you make sure the community supports this program? In what ways can the community get involved?
- In what ways will you keep food donors involved and feeling "ownership" of the program?
- Where can you raise funds to support the program? Are there any prominent people in the community who will sign on as advisors or governing board members and take key responsibility for raising money?
- Is anyone in your community willing to provide you with free advertising space and advertising designs?

Food types

Setting guidelines around what types of food you'll rescue helps to make sure that your food rescue service supports services that are already established in your area – for example, food banks that focus on non-perishable foods.

What Kaibosh does

- We specialise in rescuing quality surplus perishable food as this is where we see a need. Food banks in our area already receive surplus dry, canned, and bulk goods so we focus on other foods that complement these non-perishable items.
- We very rarely accept catering and restaurant food because of the logistical complexities (see below). In the cases where we do accept it, we follow these criteria:
 - It must have been prepared in a commercial kitchen.
 - It must not have yet been served to customers / guests, (i.e. put out on a buffet table), as this carries significant risk of contamination.
- We don't deal in high-risk foods such as chicken and shellfish.

Things to consider

Perishable food

- Will you be able to pass it on before it's no longer good to eat?
- Are there certain types of high-risk foods you'd like to avoid? e.g. shellfish, chicken.

Non-perishable food

- Are there already organisations in your area dealing with these kinds of food?
- Is there a need for another provider of non-perishable food?

Catering and restaurant food

These types of food can be more complex to rescue, as food handling, safety and storage need to be more carefully managed.

Consider the following:

- Has the food been prepared in a commercial kitchen?
- Has the food been handled safely up until it was donated?

- Will the food donor supply containers for the food that don't need to be returned? If not, what will you store the food in?
- How will you provide the food to community groups?
- Will community groups be able to keep the containers that you give them the food in? If not, will they wash containers out and return them? Who will monitor this, and how much time will this take up?

Food donors

Before setting up your food rescue service, do some research about which businesses in your area are willing to donate food, and what types of food they can supply.

It's important to keep your relationships with food donors professional, so make sure you're well-prepared before you approach them.

What Kaibosh does

- We use donor sign-up forms to register new food donors and we consider their suitability before signing them on.
- When new food donors sign up with Kaibosh, they complete a Memorandum of Understanding which outlines the transfer of liability relating to donated food – it becomes our responsibility as soon as we pick it up, and then becomes the responsibility of the community group once it's passed on to them.
- Before bringing on a new food donor, we make sure that the type of food they can supply fits in with what we already receive and with what our recipient community groups can use.
- We set a regular pick-up schedule with our food donors, agreeing on a time that is convenient for everyone. Sticking to this schedule makes it easy for our food donors to work with Kaibosh, as they know that they can rely on us.
- We always check that we're not harming any relationships that businesses may already have with local community groups. If we aren't able to complement their existing relationships, we don't get involved.

Things to consider

- Who's going to donate food to you?
- How are you going to approach them?
- Do they want assurances about food safety? What assurances can you give them?

- Do the businesses you plan to approach already have relationships with local community groups? If so, avoid approaching them unless you can complement the arrangement they already have. For example, they may donate their non-perishable items to a food bank that's unable to accept perishable items. By offering a service for perishable items, you're adding value for the food donor and the community while also avoiding stepping on anyone's toes.
- There's nothing wrong with starting slowly. For a long time, Kaibosh only had a couple of food donors. It's better to work well with one or two food donors than to have too many and be struggling to cope. Make sure you have all your processes, procedures and resources in place and running smoothly before bringing on more food donors.
- Once you've committed to making food pick-ups at a specific time, it's vital that you meet these expectations. Being late for pick-ups or missing them altogether may put businesses off working with your service in future and cause reputational damage which can be difficult to recover from.

Transport

It's important to have a reliable form of transport for food pick-ups, as well as people who are committed to making sure all pick-ups happen at the scheduled time.

Without these things in place, it's more likely that you'll either be late for pick-ups or miss them altogether – which can put a food donor off working with your service in the future.

What Kaibosh does

- Although we now have chiller trucks and several part-time paid drivers working 7 days a week, Kaibosh started in 2008 with volunteers collecting food 2-3 times per week from a handful of stores, using their own cars.
- At some stages of Kaibosh's development we've also used couriers to make food pick-ups.
- In late 2011, we were able to purchase a chiller van and hire part-time drivers, which gave us a far greater level of flexibility and reliability with food pick-ups.

Things to consider

- Who's going to collect the food?
- Whose vehicle will they use? Will they be covered by their insurance or by your insurance?
- If they're using their own vehicle, will they be reimbursed for petrol costs?
- Will doing the food collections fit into their schedule? Consider both weekdays and weekends.
- Can they be on time, all the time?
- What's your back-up plan if the person who was meant to collect the food can't make it?
- What's the traffic like, peak and off-peak?

Premises

You may need premises to bring the food back to for sorting and storage. If you plan on having community groups pick up food (rather than it being delivered to them) you'll need to make sure that your premises are suitable for collections from an accessibility and security point of view.

What Kaibosh does

- Kaibosh started in 2008, but it wasn't until mid-2010 that we had enough funding to lease dedicated space. Once Kaibosh had this office space, we were able to grow and create a base for our operation.
- Having dedicated space has been vital in Kaibosh's operations as it provides:
 - Space for food sorting shifts
 - Premises to receive food, store food, and have food collected from
 - Working space for staff.

Things to consider

- **Interior space – is it large enough to accommodate all your equipment, with enough space left to allow for safe working?**
 - Chillers, fridges, freezers
 - Shelving for dry food
 - Storage space (e.g. for boxes in which to pack food)
 - Food sorting tables
 - Office desks and chairs.
- **Location and access**
 - Direct / flat street access for deliveries
 - Easy and safe after-hours access for volunteers
 - Ability to install own locks and security keypad if required
 - Centrally located and close to public transport (this is particularly important for volunteers).

- **Facilities**
 - Kitchenette with running hot water
 - Toilets
 - Suitable car parking for staff, volunteers and community groups collecting food.
- **Electrical layout:**
 - Are there enough power points for your equipment?
 - Will the circuits handle all your equipment running at the same time?
 - Can you change circuits and create new ones if necessary?
- **General**
 - Budget – how much can you spend on renting premises? Is buying premises an option?
 - Are the other tenants happy to have a food rescue service in their building? Make sure they understand that there'll often be volunteers and community group representatives coming in and out of the premises, and they won't usually be accompanied by a staff member.

Food safety

You'll need to consider how to make sure that all food that comes through your service is safely handled. This is important to safeguard against anyone becoming ill and also to provide assurance to food donors, community groups, funders and other supporters.

What Kaibosh does

- Kaibosh has food safety procedures in place that are clearly documented and followed by all staff and volunteers. These include the following:
 - Staff complete a food safety course at the beginning of their employment. This course is also offered to volunteers free of charge, as it is provided by an in-kind supporter.
 - Food safety documentation is given to all volunteers before they start.
 - The temperatures in our chillers, freezer and chiller truck are regularly monitored to make sure they remain at a food-safe level.
 - Food sorting surfaces are cleaned before and after each food sorting shift.
 - Staff and volunteers thoroughly wash their hands (a guide to this is kept above the sink) and wear aprons before handling food.
 - Food grade plasters and disposable gloves are readily available for use if food sorting volunteers have cuts on their hands.
 - We have clear guidelines about what types of food we will and won't rescue.
 - All donated food is quality checked against clear guidelines to make sure it's still good for use (refer to Appendices 2-4).
- When new food donors and community groups sign up with Kaibosh, they complete a Memorandum of Understanding which outlines the transfer of liability relating to donated food – it becomes our responsibility as soon as we pick it up, and then becomes the responsibility of the recipient community group once it's passed on to them.

- Under New Zealand's [Food Act 2014](#), which came into effect on 1 March 2016, the 'good Samaritan' clause protects people who donate food that is safe at the time of donation, and meets any food composition, labelling and other suitability requirements that may apply to the food. These donors cannot be prosecuted under the Act if, for example, the food later makes people ill.

Things to consider

- How will you make sure your premises and processes are food safe? Do you know anyone who can help you with setting this up?
- What food safety training will you provide for staff and volunteers? Can you find an in-kind supporter to provide food safety certification free of charge?
- How will you document your food safety processes so that they're clear and easily accessible to staff and volunteers?
- What will be your guidelines around the types of food you will and won't rescue?
- How will you assure food donors that their donated food will be safely handled?
- How will you make sure that your food donors and community group recipients understand the transfer of liability relating to donated food? Will you need documentation (e.g. a Memorandum of Understanding) to cover this?
- Are you familiar with New Zealand's [Food Act 2014](#) and how it impacts food donor liability?

Food sorting & storage

Once the food has been picked up and brought back to your premises, it will need to be quality checked, weighed, and allocated to your recipient community groups. Weighing incoming and outgoing food and recording this data is important because it shows:

- How much food is being rescued
- What types of food are being rescued
- Where it's coming from
- Where it's going to

This information clearly demonstrates the value of food rescue services and is particularly helpful when reporting to funders and food donors, submitting grant applications and sharing your story with the public.

What Kaibosh does

- To begin with, Kaibosh volunteers stored food in their home fridges overnight. Once we secured dedicated space, food was stored in second-hand domestic fridge-freezers which were donated by a retail store.
- In late 2010, Kaibosh received funding to purchase two double-door commercial chillers – these were much bigger, easier to use and more reliable than the domestic fridge-freezers.
- In early 2011, we received funding to purchase a large chest freezer.
- In 2012, Kaibosh fundraised for a walk-in chiller which allows us to store much more food than we could accommodate before.
- Now, most of the floor space in each of our premises is taken up by food sorting tables, food storage space (including large walk-in chillers, double-door commercial chillers, shelves for unrefrigerated food, and chest freezers) and storage space for cardboard boxes (used for packing the food which goes to charities).
- We have two sets of scales at each branch to allow for weighing more than one lot of food at the same time.

- Our volunteers work to the following food sorting process:
 - Food is sorted for quality.
 - Anything which is no longer good for use (refer to Appendices 2-4) is weighed, then donated to an animal sanctuary or composted.
 - Food which is good for use is packed up for the community groups who are collecting the following day. We provide different types of food to different community groups depending on what their requirements are.
 - Food is weighed out and recorded by community group.
 - Food is safely stored (and refrigerated or frozen if required) overnight and picked up by community groups the following day.
- Our food sorting process is clearly documented and shared with our volunteers before they start. Volunteers are also encouraged to do a food safety course (provided by an in-kind supporter).
- Initially, Kaibosh recorded all of our food statistics on paper. In 2013 we moved to a Microsoft Excel-based system which allows for much more efficient and accurate data tracking.

Things to consider

- What will be your criteria for deciding if food is good for use? (refer to Appendices 2-4)
- How will you deal with food that isn't good for use? Is donating it to an animal sanctuary, composting it or putting it in a worm farm an option, or will it need to be disposed of into landfill?
- How much table-top space will you need for food sorting?
- Will you separate donated food into different food categories? (refer to Appendix 1)
- How much storage space will you need for food – both before and after it's been sorted and allocated? You'll probably need to allow for space for foods that don't need refrigerating as well as those that do.
- Will you be able to safely refrigerate and freeze food as needed?
- How long will food be stored for before it's passed on?
- Who will monitor the internal temperatures of the fridges and freezers for food safety purposes? How regularly will this be done?
- What will your food sorting process be?

- Is your food sorting process straightforward enough for all volunteers to understand?
- Will you measure and record incoming and outgoing food?
If so, how?

Food provision

As obvious as it sounds, it's important to make sure that you have organisations ready, willing and able to take the food that's being rescued. This means checking what types of food the organisations in your area are in need of and making sure that you can match the supply to the demand.

It's a good idea to decide from the outset what kinds of organisations you want to support. Being clear about this makes it easier to determine if a given organisation meets your criteria, and allows you to politely and respectfully turn down a request for food if they don't.

What Kaibosh does

- Kaibosh supports community groups that serve people who are at-risk or struggling due to financial difficulties. Whenever we're approached with a request for food, we check that the organisation meets our criteria before agreeing to supply them.
- We recommend that you have a recorded policy about what types of organisations can or can't receive food from you. When we're approached by organisations that aren't within our remit, politely and respectfully turning down their request is much easier because we have clear criteria around the types of organisations we support.
- We provide community groups with a formal registration of interest form. This gives them an opportunity to provide us with details about themselves and what they need. This registration of interest doesn't commit the community group or Kaibosh to forming a relationship.
- Following this, we assess whether we're able to take the community group on board and in what capacity. Things we consider are:
 - Can we provide the types of food they need?
 - Can we do this without significantly reducing food available for other community groups?
 - Can they handle the volume of food donations (either by using the food immediately or by storing it safely)?

- From 2008 until mid-2010, Kaibosh supported two to three community groups. We now provide food to over 50 groups across the Wellington Region. This growth took place at a measured and sustainable pace and we adapted our systems and infrastructure to handle increased volumes as we grew.
- To begin with, Kaibosh directly approached community groups, but now most approach us – either because they’ve heard about us in media coverage or through word of mouth.
- When Kaibosh first started, food was dropped off to community groups by volunteers. Now, nearly all of the groups that we support send nominated staff or volunteers to collect food from our branches.

Things to consider

- Which types of organisation do you want to support?
- What criteria will you use to determine if an organisation is within your remit?
- Which organisations will you approach?
- How will you approach them? Who will take responsibility for this? How will you document the process?
- What kind of food do they need? How much food do they need? How often do they need it?
- What are their opening days and times?
- What services do they provide and how will this affect the types of food they need? Examples include:
 - Soup kitchens needing food that can be cooked into meals
 - Food banks needing food that can be easily packed up and given out
 - Drop-in centres needing food that can be eaten as is e.g. sandwiches, fruit, muffins.
- Do they have adequate storage facilities for the types of food you will be supplying them with?
- Can they use the food before it’s no longer good for use?
 - From a food safety point of view
 - So that it is not wasted.
- How will food be transported to the community groups?
- Can they come and collect it? When? How often?
- If they can’t collect it, can you drop it off to them?

Finances

Running a food rescue service costs money, so before you get started you'll need to realistically consider where your funding will come from.

What Kaibosh does

- Kaibosh's funding comes from a wide range of sources – donations, grants, contracts, fundraising appeals and events, and our supporters' programme. We're constantly fundraising!
- Our staff work within a predetermined budget and our accounts are managed by our treasurer. An independent accountant completes our year-end accounts and an external audit takes place annually.
- Kaibosh has a strict financial policy which guarantees complete financial transparency in all dealings related to funding and finances. This is of particular importance in establishing and maintaining credibility with funders and other supporters.

Things to consider

- Do you have time to search for and apply for grants? Grant applications can be very time-consuming, so it's important to be realistic about this.
- Do you have time to seek out sponsors?
- How can you fundraise? Do you have anyone to help organise fundraising? How will you establish a consistent approach and / or a fundraising plan?
- Who will manage your accounts?
- Who will track grants being spent appropriately? Grants are mostly tagged funding, which means that they'll come with a specification of what they can be spent on.

In-kind support

In-kind support (where businesses donate their services) can be a huge help to your organisation, not only in the value of the services provided but also in the sense of community that's fostered by working together with businesses in your area.

What Kaibosh does

- Kaibosh has several in-kind supporters who provide the following services:
 - Cleaning
 - Food safety certification
 - Legal support
 - Printing
 - Security

Things to consider

- What services will you need that could be supplied in-kind?
- Which local businesses do you already have relationships with?
- How will you approach local businesses? How will they benefit from providing you with in-kind support?

Volunteers

Ideally, you'll be able to run your food rescue service with a combination of paid staff and volunteers, but to begin with it's likely that much of the work will be done on an unpaid basis.

What Kaibosh does

- Much of Kaibosh's day-to-day food rescue, sorting and packing work is carried out by volunteers.
- Kaibosh began with only a few volunteers and now has over 125 regularly active ones.
- To begin with, most of our volunteers were referred to us through our local volunteer centre. Now that we're more established, volunteers usually approach us directly, but we still actively promote our volunteering programme.
- Volunteers are given job descriptions and are required to sign a volunteer agreement so they know exactly what to do and what's expected of them.
- We have a volunteer application and induction process, and appropriate paperwork and procedures in place for these.
- Kaibosh has a paid volunteer manager who spends 25 hours per week on the volunteer programme, including the following tasks:
 - Creating and amending rosters that cover every day of the month, involving a large group of people over two branches.
 - Sending out shift reminders.
 - Finding people to fill in when rostered volunteers can't make it.
 - Liaising with prospective and current volunteers.
 - Sending out volunteer induction packs.
 - Promoting the volunteer programme.
 - Organising volunteer events.
- Kaibosh communicates with volunteers via email and text message.
- We encourage volunteers to provide feedback about our processes and procedures – since they do the day-to-day work, they can offer valuable insights.
- Most Kaibosh volunteer shifts are self-managed by volunteers, without a staff member present.

Things to consider

- What will your volunteer roles be?
- What time commitment will volunteers need to make?
- Will they be supervised by staff or self-managed?
- What training will you provide?
- How will you recruit volunteers?
- How will you communicate with volunteers?
- Who will manage the volunteers and be their point of contact within the organisation?
- What will your volunteer application process be like?

Staff

Having paid staff will allow you to grow your food rescue service in a sustainable way. It will likely happen gradually as your funding allows, and is a worthwhile investment in the future success of your organisation.

What Kaibosh does

- Aside from the day-to-day work mentioned earlier, everything else at Kaibosh (funding, stakeholder management, operations, volunteer management, marketing, communications, food collections) is done by paid staff – this currently includes:
 - A full-time general manager
 - Two part-time operations managers (one at each of our branches)
 - A part-time volunteer manager
 - A part-time marketing and communications manager
 - A part-time fundraiser
 - Several part-time drivers.
- Kaibosh was initially run on an unpaid basis by its founders and other volunteers. They all had full-time jobs and reached a point where they needed to employ a staff member to focus solely on building the organisation.
- This resulted in the employment of a part-time operations manager. Further growth saw the recruitment of a part-time volunteer manager and eventually a general manager as funding allowed. The purchase of our chiller truck and continued growth of our service also meant we were able to hire paid part-time drivers and offer increased hours to existing staff.
- Paid staff have been key to Kaibosh's operations, growth and development, and a lot is expected of them despite the salary being below average.

Things to consider

- Can you hire staff? If you're not able to hire staff yet, at what point in your organisation's development will you be in a position to do so?
- How will you fund their salaries?

- Will you be able to offer staff permanent contracts or will you employ them on a fixed-term basis?
- Can you find staff who are committed to the cause and willing to work hard for a modest salary?

Marketing and communications

Throughout the development and running of your food rescue service, you'll need to consider how you talk to the public about your work. Over the last few years food rescue has become a more familiar concept, and in our experience people are very supportive and interested in how it works and what they can do to help.

Gaining the support of your community will help to make your service more robust and sustainable – so it's worth investing time and funds into engaging people with your work.

What Kaibosh does

- Our marketing and communications manager is responsible for all media relations – this includes writing press releases, organising media opportunities and speaking to the media.
- In 2013, Kaibosh allocated 5 to 10 hours per week for a staff member to manage our marketing and communications – this included writing email newsletters and website content, managing our social media channels, and doing graphic design work as needed. Prior to this, Kaibosh had very limited resources for marketing, communications and public relations, and relied on contributions from in-kind supporters, volunteers and board members.
- Towards the end of 2016, we established a dedicated part-time role for a marketing and communications manager, in order to keep pace with the organisation's growth.
- Kaibosh has an in-kind supporter who provides printing services for our annual fundraising appeal.
- Our website was designed by a staff member and developed by a volunteer.

Things to consider

- Do you have contacts that you can approach for in-kind support? Services to consider are marketing, public relations, graphic design, printing and web design.
- How will you design and produce your organisation's branding and promotional material?
- Can you find volunteers with marketing, design or public relations experience who'd be willing to contribute their skills?
- Will you create a marketing plan to help you determine a consistent approach to your marketing? How will you do this?

Other resources

Below are some resources from food rescue services based in other countries. They're full of helpful information, but keep in mind that things can operate differently in New Zealand than they do in Australia or the USA.

OzHarvest / Reap

Our friends at OzHarvest in Sydney, Australia have developed [Reap](#), a regional food rescue toolkit. Reap provides the know-how to rescue food and feed people on a small scale in the Australian community.

City Harvest

City Harvest is based in New York City, USA. It was the world's first food rescue organisation and is now a massive operation. As included at the start of this document, they've developed [a useful set of questions](#) to run through if you're thinking of starting a food rescue programme in your community.

Appendix 1:

Kaibosh food categories

Bread

Loaves, Unfilled Rolls, Twists, Sticks, Buns

Bakery

Muffins, Cakes, Slices, Biscuits, Cupcakes, Puddings, Scones, Donuts, Pastries, Croissants

Sandwiches

Sandwiches, Filled Rolls, Filled Croissants

Produce

Fresh Fruit and Vegetables

Beverages

Juices, Smoothies, Milk or Yoghurt Drinks, Iced Coffees / Teas

Ready Meals

Boxed Heat & Eat meals, Prepared Pasta, Prepared Risotto, Soup, Hot Wraps, Fresh Salads (Fruit, Pasta, Rice, Potato, Orzo, Meat, Vegetables), Custard / Yoghurt, Muesli, Prepared Porridge

Dairy

Milk, Cheese, Yoghurts, Eggs

Meat

Uncooked Meat, Cold Meats (Ham, Salami)

Other

Dried Fruit, Nuts, Chocolate, Sweets, Spreads, Chutneys, Canned Goods, Dried Goods, Other

Appendix 2:

Kaibosh 'best before' date guidelines

The guidelines on the following page cover foods commonly rescued by Kaibosh.

Our reference for these guidelines is www.eatbydate.com – please refer to this site if you need guidance on foods that aren't listed below.

Dairy	Don't pass on if
Fresh milk	Past 'best before' date
Yoghurt, cream, sour cream, cottage cheese	1 week after 'best before' date
Tofu	1 week after 'best before' date
Eggs	2 weeks after 'best before' date
Soft cheese – brie, camembert	2 weeks after 'best before' date
Dips (including hummus)	2 weeks after 'best before' date
Mayonnaise, hollandaise and tartare sauce (jars and bottles)	1 month after 'best before' date
Gelato and ice cream	2 months after 'best before' date
Hard cheese – cheddar, parmesan	2 months after 'best before' date
Meat	
Fresh meat – raw meat and sliced cold meats	Past 'best before' date
Meat – cured (bacon, salami etc)	Past 'best before' date
Bread	
Fresh bread	Past 'best before' date
Packaged breads (pita, turkish, crumpets)	1 week after 'best before' date
Beverages	
Juices	1 week after 'best before' date
Smoothies	2 days after 'best before' date
Fizzy drinks	6 months after 'best before' date
Ready meals	
Salads (bags and pottles)	Past 'best before' date
Bulk ready meals	Past 'best before' date
Fresh pies, pizzas and quiches	Past 'best before' date
Fresh soups (plastic pouches)	2 weeks after 'best before' date
Other	
Packaged chips, crackers and biscuits	1 month after 'best before' date
Chocolate and sweets	2 months after 'best before' date
Dried fruit and nuts	3 months after 'best before' date
Packaged cereals and muesli bars	6 months after 'best before' date
Spreads and chutneys	6 months after 'best before' date
Canned goods	1 year after 'best before' date
Dried bulk goods – flour, oats, sugar, baking staples	1 year after 'best before' date

Appendix 3:

What's the difference between 'Best before' dates and 'Use by' / 'Expiry' dates?

'Best before' dates

- These are about food quality.
- Food can be sold and eaten after its 'best before' date as long as it's been stored correctly. However, it may have lost quality and some nutritional value.

'Use by' / 'Expiry' dates

- These are about food safety.
- As long as the food is stored correctly and isn't opened, it should be safe to eat before its 'use by' or 'expiry' date. Food can't legally be sold and shouldn't be eaten after this date.

Appendix 4:

Kaibosh instant discard guidelines

These foods either don't meet Kaibosh's food safety requirements or aren't suitable to give to community groups.

We don't give these foods to community groups even if they meet our 'best before' date guidelines.

Instead, we compost them or put them in the rubbish, recycling packaging where possible.

- Food that's past its 'use by' or 'expiry' date (please note: this is different from 'best before')
- Rotten, mouldy or badly damaged produce.
- Unpackaged, loose or mouldy bread.
- Sprouts and mung beans.
- Fresh raw chicken.
- Fresh or frozen shellfish.
- Meat with broken seals.
- Food that's been served on a buffet or similar.
- Alcohol.