Powell River Action Centre Society Food Bank
Food Operations and Safety
Policy 2024

Food Safety – Leadership – Communication

In a food bank, the risk level of food is determined by how likely it is to cause foodborne illness. The following is the policy related to Internal Communication between the Food Bank Manger and the staff and volunteers of the organization. This includes board members, and the reports presented by the Manager at Regular Board Meetings.
The organization should be able to present dated copies of Internal Communication between the Manager and the staff/volunteers of the organization regarding the policy of food safety expectations and outcomes over the past 12 months. This would include but not be limited to texts, emails, written memos, reports, and postings.

The following food categories are from the BC Centre for Disease Control:

- **Low risk**

Foods that are unlikely to cause foodborne illness or support the growth of pathogenic microorganisms. Examples include baked goods, candies, whole fresh produce, and some canned goods.

- **Medium risk**

Foods that are less likely to cause foodborne illness but may contain microorganisms. Examples include baked goods, certain processed foods, and fermented products.

- **High risk**

Foods that are at the highest risk of causing foodborne illness. Examples include:

  - Home-processed foods
  - Unsealed or partially used foods
  - Raw and cooked meat
  - Dairy products
  - Eggs and egg products
  - Smallgoods

Food bank managers use these risk categories to decide which foods to accept and distribute, and what precautions to take.

It is the Policy of the Powell River Action Centre Society Food Bank that Internal Communication be frequent and ongoing when dealing with Food Safety.
Further, a Communication Bonder should be set up in the Staff area of the Food Bank where employees and volunteers can read any new information regarding the Food Safety of the Society.
The Manager will take the Leadership Role in creating and distributing the information, and in ensuring that everyone is familiar with the policy and the communications are dated and when appropriate, signed.