

# CHARITABLE FOOD DONATION GUIDELINES

## FOOD SAFETY REQUIREMENTS

MUST FOLLOW HEALTH DEPARTMENT AND FOOD SAFETY GUIDELINES FOR FOOD PREPARATION.

ALL FOOD MUST BE PREPARED IN A COMMERCIAL KITCHEN.

ALL FOOD MUST BE INDIVIDUALLY PACKAGED AND ALL BEVERAGES MUST BE IN INDIVIDUAL, SEALED CONTAINERS. NO BUFFET SERVICE OR PACKAGING.

ALL PERISHABLE FOOD ITEMS MUST BE LABELED WITH PRODUCT NAME AND TIME OF PREPARATION.

TEAM MEMBERS PREPARING FOOD MUST SHOW NO SIGNS OF ILLNESS.

## DELIVERY REQUIREMENTS

NO VENDORS ARE ALLOWED INTO THE HOSPITAL AT THIS TIME. FOOD DELIVERIES WILL BE OUTSIDE OF THE HOSPITAL (SPECIFIC LOCATION TBD) AND UTMCK REPRESENTATIVE WILL TRANSPORT FOOD INTO HOSPITAL.

A CONFIRMED DELIVERY TIME WILL BE ESTABLISHED AND VENDORS SHOULD COMMUNICATE IF THEY WILL ARRIVE BEFORE OR AFTER THE CONFIRMED TIME.

DELIVERY REPRESENTATIVE MUST SHOW NO SIGNS OF ILLNESS AND SHOULD WEAR DISPOSABLE GLOVES TO HANDLE FOOD DURING DELIVERY.

ALL FOODS MUST BE PACKAGED FOR EASY TRANSPORTATION THROUGH THE HOSPITAL.

IF ANY WARMING BAGS ARE UTILIZED, UTMCK STAFF TO RETURN WARMING BAGS AT AGREEABLE TIME.

**ALL DELIVERIES MUST BE CONFIRMED AND SCHEDULED WITH  
UT MEDICAL CENTER. CONTACT THE DEVELOPMENT OFFICE AT  
DEVELOPMENT@UTMCK.EDU OR 865-305-6611**

**WE ARE GRATEFUL FOR YOUR KINDNESS AND  
SUPPORT.**