



SANDWICH PREPARATION, STORAGE, & DELIVERY For Volunteers

Deli meat **MUST always be kept below 40° F** (refrigerator temperature) and never at 80° or above. Recipients may be immunocompromised, children, or elderly and are more likely to become ill from mishandled food. You can't always tell by the taste or smell . . . **WHEN IN DOUBT THROW IT OUT!**

Shopping for Ingredients:

- Transport meat and cheese in **coolers with ice**. Then, go directly home or to the office and **immediately put the items in the refrigerator**.
- Purchase the same quality ingredients that you would feed your own family!
- Do not use over-the-counter deli sliced meats - use **packaged meat only** (with preservatives).
- The “**use by**” date for all ingredients must be at least **10 days after** sandwich delivery drop off..

Making and Storing Sandwiches:

- Tie back hair, including bangs, or wear hairnets.
- Wash your hands with soap and warm water; **do not use hand sanitizer**. Put on **food-safe gloves** and change them if you touch anything other than food.
- Keep nut-containing products away from the deli prep area.
- Sanitize counters with food-safe cleaning products, then cover with food-safe table coverings once participants are at the table and ready to prepare sandwiches.
- Remove **one package of meat and cheese** per table at a time. All other packages must remain unopened and refrigerated until ready for use.
- Place each sandwich into a ziploc bag and remove excess air before sealing. Stack 10-13 bagged sandwiches back inside the loaf bag.
- When printing labels at home, use the correct Deli or PBJ version. **Complete all fields:** meat type, quantity, date, glove/fridge confirmation, and your initials.
- *Immediately* return completed loaves to the refrigerator before starting another loaf. *All loaves must be at refrigerator temperature before packing in coolers.*
- *NEVER fully freeze sandwiches.*
- Never overpack the refrigerator. Air must circulate to cool properly.

Transporting Sandwiches:

- Make sure you leave time to chill all loaves in the refrigerator or *briefly* in a freezer to below 40° before placing in coolers for delivery.
- *Never* put warm sandwiches into a cooler. Sandwiches do *NOT* get colder in a cooler.
- Close coolers immediately to keep sandwiches below **40° F**.
- If you didn't print labels at home, be sure to grab some when you drop off at your host home, fill them out completely and place on each loaf of sandwiches. Labels are mandatory.
- Always transport finished sandwiches to host homes in coolers with ice packs. This extra step ensures a safe meal for the recipient of your food.

Reference:

1. USDA - click [HERE](#)
2. FDA - click [HERE](#)
3. Additional information at www.thesandwichproject.org