

Austin ISD School Garden to Café Program
GARDEN HARVEST RECEIPT

School Name _____ **Harvest Date** _____

Produce must be delivered to kitchens **pre-washed, whole and uncut** on the harvest day or morning after harvest if café is closed at time of harvest with a receipt.

For large deliveries, please try to plan in advance. Talk with your café manager about their produce order and delivery days. If the café knows a week to two in advance what items the garden will deliver they can adjust their produce order to avoid waste.

Fruits & Vegetables: Kitchen staff will either replace a line item with the same color vegetable or serve a tasting portion in a 2 ounce cup as a bonus to the reimbursable meal. If harvest should be served to a particular class or grade, please discuss with the Café Manager at or before time of delivery. Only produce that can be eaten raw will be accepted without advance notice and planning.

Herbs: Kitchen staff will substitute garden herbs for purchased herbs in a standard recipe or add garden herbs as makes sense to an existing recipe or use as a salad garnish.

INSTRUCTIONS FOR GARDEN RECEIPT:

1. Garden Leader picks up food grade garden harvest container (i.e. stainless steel bowl) from cafeteria.
2. Garden Leader fills out a Garden Harvest Receipt.
Weight = the number of ounces or pounds of a food item harvested
Food Item Description = type (name) of each food harvested
 Pre-washed produce may be weighed by the Garden Leader using cafeteria kitchen scale outside of the kitchen with clearance from Café Manager.
3. Garden Leader initials receipt to indicate the information is correct.
4. Garden Leader brings pre-washed, whole, un-cut produce in harvest container with receipt to the kitchen.
5. Café Manager must initial receipt indicating the garden produce was received as described.
6. Café Manager makes two copy of receipt, files one copy on site and gives one copy to the Garden Leader, and sends the original to Food Service Accounts Payable Clerks via campus mail.
7. Produce is re-washed in food prep sink by Food Service staff. Garden harvest container is washed in dish machine or 3 compartment sink by Food Service staff.

Weight	Food Item Description

Initials: Garden Leader* _____ **Student Volunteer** _____ **Café Manager*** _____

*required