Cafeteria Sorting Station

1. **Food Share***
   - **Why Here?** Drop off heaviest items first to prevent spills
   - **Best Practices:**
     - Clean bins maintain food safety & appeal
     - Only items from the school meal program
     - Keep like items together

2. **Liquids**
   - **Why Here?** Pour liquids as they are not allowed in the recycle bin
   - **Best Practices:**
     - Don’t empty juice containers as they take longer to empty
     - Raise the bucket with a crate to prevent spills

3. **Recycle Bin**
   - **Why Here?** Milk cartons are captured immediately after liquids
   - **Best Practices:**
     - Check with your hauler to know if milk cartons are recyclable
     - Materials should be as empty and dry as possible

4. **Landfill Bin**
   - **Why Here?** Capture contaminants before the compost bin
   - **Best Practices:**
     - Capture landfill items at student tables throughout lunch
     - Squishy, flimsy plastic goes in the landfill bin

5. **Compost Bin**
   - **Why Here?** Capture compostables before stacking trays
   - **Best Practices:**
     - Tap trays against the inside of the bin to release stuck on food
     - No plastic wrapped food allowed

6. **Stack Trays**
   - **Why Here?** Neatly stack trays to save space in the compost bin
   - **Best Practices:**
     - Stage a small stack of trays to model nesting
     - Stack trays like a puzzle and push down on the stack of trays

**General Tips & Best Practices:**
- Clear signage above the opening of the bins prompts proper sorting behavior
- Keep space for students to access the sorting station on both sides
- Placement of sorting station should flow with tray stacking ending nearest the exit
- Wipe down the sorting station every day

*If Smart Cafeteria Initiative approved district, follow StopWaste’s Food Share Table Guide*