

Meal Sorting Station Guide

For Cafeteria and Outdoor Meals

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

*check with your hauler to know if milk cartons are recyclable

Best Practices:

- 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