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:
     - 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