



## Food Service Policy Appendix A

POLICY # IN-FIAD.EHS.06A

### *Recognized Student Organization Fundraiser Events Involving the Sale of Food*

#### **GUIDELINES FOR THE SERVICE OF FOOD ITEMS**

##### **FOOD SOURCES:**

- Only fresh food items from an approved commercial source such as a grocery store may be used in the preparation of food items to be served at the event. **The use of home-canned food products (including peppers, salsa and tomatoes) is strictly prohibited.** The resale of food items prepared at a licensed food service establishment (e.g., pizza) is acceptable.

##### **FOOD HANDLING:**

- Wash hands thoroughly with soap and water before food preparation begins.
- Ensure that no children or animals are in the kitchen area while preparing or handling food items.
- Ensure that all utensils and equipment used in the preparation or serving of food items have been adequately washed and sanitized prior to use.
- Baked goods are to be thoroughly cooked. The presence of raw dough in the finished product will be considered an unacceptable food item.
- Foods must be protected with a covering to prevent contamination during transportation.
- Food products must be shielded or covered to protect from consumer contamination. All baked items must be either covered in plastic wrap or enclosed in zip-lock baggies, and **must be labeled with the name of the individual donating the item.**
- Potentially hazardous food items as referenced herein intended for immediate consumption, including pizza, must be managed by a concept known as “time in lieu of temperature control.” Such items may be held for a period of up to four (4) hours outside of mechanical temperature control provided that the package containing the food item is marked with the time that it is removed from temperature control (e.g., the time that pizza is removed from the pizza oven). Event organizers must be able to demonstrate that a procedure is in place to monitor this time period. The food item **must** be discarded once the four (4) hour period has elapsed.

**FOOD SERVICE:**

- Food is to be served by means of tongs, spoons, spatulas, or gloves. Bare-hand contact with ready-to-eat foods is prohibited.
- Eating, drinking, and smoking by event volunteers during food service is prohibited.
- Volunteers must wash hands at frequent intervals while serving food and immediately following activities such as eating, drinking, smoking, or the use of the restroom facilities. Handwashing stations will be provided on-site by the event organizers and are also available in nearby campus building restrooms. The use of hand sanitizer is **not** an acceptable substitute for handwashing.
- Volunteers serving food items must wear a hat, hairnet, visor, or scarf.

**WATER/BEVERAGE HANDLING:**

- Potable (drinkable) water must be provided from an approved source.
- Ice used to chill food and packaged drinks cannot be used for consumption.

**Please refrain from participating in the Fundraiser event if you or any of your family members have experience gastrointestinal flu-like symptoms including nausea, vomiting or diarrhea within 48 hours prior to the event or if diagnosed with any of the following illnesses: Salmonellosis, Shigellosis, Shigella toxin-producing Escherichia coli, Hepatitis A, or Norovirus.**

By applying to be a participant in this approved Fundraiser event, food contributors and food handlers agree to abide by the provisions of these guidelines.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

Event Organizer

\_\_\_\_\_  
Printed or Typed Name