

## Guidelines for Temporary Food Service on Campus

1. Foods are to be obtained only from approved sources, such as grocery stores and restaurants which are licensed by the health department. No **home-canned or home processed** foods are to be used, except as noted below regarding baked goods. **ANY PRE-PREPARATION OF FOODS MUST BE DONE IN A LICENSED FOOD SERVICE KITCHEN, except that foods that are not “potentially hazardous foods”\* (such as cookies, cakes, other baked goods that do not require temperature control) can be prepared in unlicensed kitchens for sale or service at a function like a charitable organization’s bake sale. This exception requires signage at the event that indicates “foods were prepared in a kitchen not subject to regulation or inspection”.**

2. Keep potentially hazardous foods (PHF)\* **cold** (below 41°F) or **hot** (above 135°F) as appropriate.

Sufficient **refrigerated or iced units and electrically-heated or Sterno-type holding units** must be provided to maintain proper temperature of all stored and displayed PHF. Foods must be transported in insulated containers to maintain acceptable hot or cold temperatures during delivery and set-up. **Thermometers must be available** or installed on the units to monitor temperatures as noted above.

Preparation of meat dishes or other potentially hazardous foods a day ahead of time is discouraged because such procedures have frequently contributed to “*foodborne illness*”. If this is unavoidable for certain food items, **immediate, quick chilling** is necessary after preparation. This must be done in **small-quantity, shallow portions** with stirring of the food or placement in shallow layers to ensure fast cooling. Advise placing containers in a freezer, briefly, for faster, more effective pre-chilling. **THESE FOODS MUST BE COOLED TO BELOW 41°F IN A MAXIMUM OF 6 HOURS.**

Thawing of foods **must not be done at room temperature**. Thaw under refrigeration, in a microwave oven, or as part of the cooking process.

**Foods** which are to be **reheated** prior to service must be **HEATED QUICKLY TO A MINIMUM 165°F AND HELD ABOVE 135°F UNTIL SERVED**. Do not reheat foods in a Sterno-heated pan (these are not designed to reheat foods, only to hold foods hot); only oven, stove top, microwave oven, or other cooking equipment are to be used for reheating.

Heat these meats or foods containing them to the indicated **minimum internal temperatures**:

Pork	145°F
Poultry	165°F
Ground beef, meats, fish	155°F

3. Keep all **food** items **protected** from contamination at all times of **transportation, storage, display and service**.

Food items must be covered with plastic or foil wrap or lid placed on containers to prevent contamination from dust, insects, unclean surfaces, unnecessary handling, coughing or sneezing, toxic materials, etc.

Where possible, foods should be individually pre-portioned and placed in plastic wrap or sealable bags to eliminate handling at the service site.

If needed, multi-use (non-disposable) serving utensils for hot or cold items must be stored **in** the hot or cold food or **in** the temperature-holding unit between servings to prevent inoculating the food with ambient temperature food residue from the serving utensil. **Disposable plastic, paper, or aluminum utensils should be used whenever possible.**

Ice, if it must be used as a food ingredient, is to be considered a food item, provided from an approved source, and protected from contamination.

**\*Potentially hazardous food (PHF) means** any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, rice, fish, shellfish, edible crustacea, raw seed sprouts, heat-treated vegetables and vegetable products and other ingredients in a form capable of supporting rapid and progressive growth of microorganisms.

4. Keep all **utensils**, both single service or multi-use, protected from contamination at all times of transportation, storage, display, service.

Single-service plasticware (forks, knives, spoons, straws, etc.) must be provided individually wrapped or from a dispensing device that prevents customer contamination. If dispensed unwrapped, forks, knives and spoons should be placed in an upright cylindrical container with only the handles available to the customer. Do not place these unwrapped utensils in a flat, open tray which can allow handling by patrons of the utensil's eating surfaces.

Other single service materials such as cups, plates, bowls, etc., must be dispensed from a clean dispenser or surface and protected from contamination by keeping the food contact surfaces inverted on a clean table, tray, or non-absorbent surface.

All food utensils must be stored off the ground or floor on clean surfaces. That means providing sufficient tables, counters, or cabinets to accommodate all such items to be maintained at the service location. Tables and counters must be kept clean by using disposable paper towels and a disinfectant sanitizer such as a bleach and water solution (1 tablespoon of bleach per gallon of water), or commercially packaged single-use disinfectant cloths. Tables must be smooth and non-absorbent or covered with clean table covers.

Any multi-use utensils that must be used are to be washed and sanitized in a licensed kitchen with an appropriate detergent, clean water rinse and immersion in a sanitizing solution for 1 minute; or washed mechanically in a dishwashing machine.

5. **Good personal hygiene must be followed** by those handling or serving foods including **clean hands; hair properly restrained; clean clothing; clean, well-groomed appearance; no use of tobacco or eating while handling or serving foods, and no wearing of jewelry which will contaminate food.** Those handling foods must be free of infected cuts, sores, or communicable diseases which can allow transmission of illness through food.

**Hand washing capability must be provided and used by those preparing and handling food** for any operations other than those where only commercially pre-packaged or wrapped food items are served. If permanent handwashing facilities supplied with soap and disposable towels are available nearby **and convenient for use**, such as in restroom facilities, this will be acceptable handwashing provision. An alternative for **outside events** is to have one or more water containers (such as insulated beverage coolers) with dispensing valves that can remain open while allowing water to flow over hands being washed and rinsed. These handwashing stations need to be set up at locations convenient to where food is handled and must include pump-dispensed hand soap, paper towel supply, and waste container to collect the wash water. Sufficient clean water must be on site to accommodate handwashing needs during the food service event. The person in charge at the event will need to demonstrate proper handwashing at the time of any regulatory inspection of the food service operation.

**Disposable plastic gloves must be provided and worn** when direct food handling is involved. Gloves will, however, become soiled and must be changed when contaminated, soiled, or torn.

Hair must be restrained or under control to prevent handling of hair or allowing it to fall into or contact food or utensils. This can be done by clean hats, headbands, hairnets, scarves, or appropriately tying the hair back.

6. Waste containers must be provided for both the use of the operation personnel and the patrons. Sufficient number of waste containers, lined with disposable plastic bags, must be provided for convenient access by those intended to use them and to accommodate the expected waste.

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