APPENDIX A

CAMPUS EVENTS INVOLVING THE SALE OR OFFERING OF FOOD

GUIDELINES FOR THE SERVICE OF FOOD ITEMS

FOOD SOURCES:

- Food served at Fundraisers is to be limited to commercially-prepared, precooked pizza, hot dogs and precooked sausage, nachos, cotton candy and popcorn.

FOOD HANDLING:

- Ensure that all utensils and equipment used in the preparation or serving of food items have been adequately washed and sanitized prior to use.

- Foods must be protected with a covering to prevent contamination during transportation.

- Food products must be shielded or covered to protect from consumer contamination.

- NOTE: THIS IS A REQUIREMENT FOR LICENSURE BY THE MARION COUNTY HEALTH DEPARTMENT. Potentially hazardous foods as referenced herein intended for immediate consumption, including pizza, must be maintained at a temperature above 135 °F by mechanical means (electric hot box) or managed by a concept known as “time in lieu of temperature control”.

  Time in Lieu of Temperature: Fully-cooked potentially hazardous foods 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 a 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.

• NOTE: ON-SITE HANDWASHING IS A REQUIREMENT FOR LICENSURE BY THE MARION COUNTY HEALTH DEPARTMENT. It is the sole responsibility of the event organizer to provide suitable hand washing facilities for the event. Hand washing facilities must be provided at the point of food sale. Refer to the following link for additional guidelines for acceptable hand washing facilities: http://www.mchd.com/pdf/ftpfaq.pdf

• Volunteers must wash hands at frequent intervals while serving food and immediately following activities such as eating, drinking, smoking or the use of 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 can not be used for consumption.

Please refrain from participating in the Fundraiser/Food Service event if you or any of your family members have experienced 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 food service event, food contributors and food handlers agree to abide by the provisions of these guidelines.