



Policies and Procedures
FOOD SERVICES

Provision of Food & Alcohol Services

1. For Formally Catered Events
2. For Informally Catered Events
3. For Bake Sales / Concessions

APPENDIX A: Food Safety Guidelines

AUTHORITY:	RESPONSIBILITY:	EFFECTIVE DATE:	RELATED POLICIES:
Board of Governors <u>Prior Approvals</u> GFC Nov. 3/03 Statutory Deans' Council Oct. 29/03 Pres. Executive Sept. 8/03	Vice-President (Finance & Admin)	Dec. 18, 2003 Editorial Revisions December 21, 2021 Supercedes Food Services Ordering Policy, Sept. 19, 1990 & External Caterers Policy, Oct. 18, 1990	-University Facilities, Use & Rental - Food Services Agreement - Alcohol Policy - Students' Union Ballroom Agreement -Zoo Pub Operating Guidelines -Exclusive Beverage Contract

University Policy requires that the provision of food and beverages on campus be in accordance with the following:

1. For Formally Catered Events:

“Formally Catered” refers to **food prepared and served by licensed food operations** at events often sponsored with University and/or Student Union Funds.

All food service operations, including external caterers, must be registered and licensed, meet industry and regulatory health and safety standards, and conform to the University’s insurance requirements as determined by Risk Services.

- 1.1 All formally catered events, EXCEPT in the Students’ Union Building and on the University of Lethbridge campus in Calgary and Edmonton, requiring food and/or beverage services must employ University Food Services, as directed under contractual obligation and the direction of the Board of Governors. If University Food Services, with a minimum notification of 10 working days, is unable or declines to provide the food and/or **non-alcoholic** beverage service, then the event organizer may secure a University approved external caterer.

Alcohol must only be provided by University Food Services and in accordance with the *University Alcohol Policy*.

- 1.2 All formally catered events in the Students’ Union Building, requiring food and/or beverage services may employ an authorized Students’ Union Building Food Services contractor. EXCEPT: at the University’s discretion, University sponsored events may employ University Food Services instead. If these contractors are unable or decline to provide the food and/or **non-alcoholic** beverage service, then the event organizer may secure a University approved external caterer.

Alcohol must only be provided by the Students’ Union Zoo Management OR University Food Services in accordance with the *University Alcohol Policy* and any Beverage Service Agreements.

- 1.3 All formally catered events at remote locations, such as the University of Lethbridge campus in Calgary, Edmonton, the Crowsnest Pass, etc. must secure a University approved caterer as described above (Section 1, paragraph 2).

The Manager, Hospitality Services or the Students’ Union General Manager will readily provide assistance in securing external caterers when necessary.

2. For Informally Catered Events:

“Informally Catered” refers to food that is **self-prepared** and served, such as potlucks, club concessions, and home baking.

The University recognizes that departments and groups, both university and non-university, occasionally host informally catered events where participants bring food for personal consumption that is donated or prepared at home (e.g. department Christmas potlucks, refreshments for officials at sporting events, birthdays celebrated with baking, etc.) Although these events provide positive opportunities for socialization and recreation, they expose participants to potential food-related risks¹ over which the University has little control. All guests, therefore, must be aware that they participate at their own risk.

Non-university groups hosting informally catered events on University premises, both local and remote, must have a written agreement that holds harmless and indemnifies the University from any and all claims, actions, judgments, including all costs of defense and attorney's fees incurred in defending against same, arising from the provision of food or beverage at such events.

Further, for the sake of participant safety, the University only permits informally-catered events where the following procedures/criteria are adhered to.

The department/group must:

- 2.1 Use non-university or personal funds to sponsor the informally catered event.
- 2.2 Not provide alcoholic beverages.
- 2.3 Only allow the participation of department / group members (i.e. the general public is not admitted) and shall not charge a fee to participants.
- 2.4 Where perishable food will be served, follow the Canadian Food Safety guidelines and the related links in Appendix A. The person(s) organizing the event are responsible for communicating these food safety guidelines to participants and for assuring their implementation at the event.
- 2.5 Be aware that participants may be hypersensitive to certain foods (e.g. nuts, sesame seeds, milk, eggs, fish, crustaceans, soy, wheat, sulphites etc.) and ingredient labels should be used if known food allergens are present.
- 2.6 Serve non-alcoholic beverages in accordance with the exclusive beverage contracts as they pertain to the University of Lethbridge Campus and the Students' Union Building.
- 2.7 Keep event size small enough (under 50 individuals) to effectively manage food safety issues. Large groups are strongly encouraged to have their events catered by an authorized Food Services Contractor in accordance with Section 1 of this policy.

¹ Please be advised that the Chinook Health Region, Health Protection Branch does not support Pot Luck Suppers as there is an overwhelming potential for food contamination, temperature abuse during preparation, transportation and storage as well as other factors that could increase the potential for pathogenic (disease causing) organisms to multiply to dangerous levels and cause a food borne illness.

- 2.8 In the case of Students' Union clubs/events, follow Students' Union Policy, which may be more restrictive.

The Manager, Hospitality Services or University Food Services will readily provide assistance in addressing the issue of size and feasibility or offer guidance about any of the requirements above.

3. For Bake Sales / Concessions

Bake Sales or Concessions selling self-prepared foods are generally allowed for fundraising purposes by non-profit groups providing they meet the following restrictions:

- 3.1 To ensure Canada Food Safety Guidelines, proper sanitary practices, and exclusivity contracts are implemented, all bake sales / concessions must be planned in consultation with the Manager, Hospitality Services or in the case of Students' Union Clubs the General Manager of the Students' Union, (See Appendix A for guidelines and requirements)
- 3.2 Sport or recreation groups must also have the consent of the Director, Sport and Recreation Services.
- 3.3 Alcoholic beverages may not be provided.

This policy supercedes the Food Services Ordering Policy (Sep-1990) and the External Caterers Policy (18-Oct-1990)

Food Safety Guidelines

GENERAL FOOD SAFETY TIPS.

You have a role in food safety! Bacteria multiply on food that is mishandled and some of these bacteria may cause disease. By making sure the food you buy and prepare remains safe, you can play an important role in reducing the risks of foodborne illness.

Buyer be aware! Examine food and its packaging at the store – if it leaks, have it repackaged – and again at home. Avoid swollen or leaking cans, or damaged packages – they may expose the contents to bacteria. Select perishable foods last and put those away first – surface bacteria begin to multiply as soon as food surfaces warm.

Store it right! Keep the refrigerator at 40°F (4°C) or less. Keep the freezer at 0°F (-18°C) or less.

Keep it clean! Always clean your hands, utensils and cooking surfaces thoroughly. Wash your hands with soap and hot water before you handle food, repeatedly while you prepare it, and again when you've finished. Clean (soap and hot water) and sanitize (5ml / 1 tsp. bleach per 750ml / 3 cups water) countertops, cutting boards and utensils after use to kill surface bacteria.

When in doubt throw it out! Examine food carefully immediately before you use it. Look for damaged packaging, obvious mould growth, discolouration, unusual odours, feel and texture.

Make sure it's thawed right! Thaw foods in the refrigerator. Thawing in cold running water or a microwave oven is also acceptable. Thawing at room temperature is unsafe because surface bacteria begin to multiply as soon as the surface warms.

Cook foods right! Prepare foods quickly, cook them thoroughly and serve them immediately. Don't let potentially unsafe foods linger at temperatures where bacteria can grow. The 'danger zone' is between 40°F (4°C) and 140°F (60°C).

Don't spread it around! Keep certain foods, like meats and their juices, separated from others during storage and preparation. Rinse and sanitize dish clothes often and use separate dishtowels for each part of the kitchen so as not to spread bacteria. Keep a separate cutting board for meat. Keep foods covered. Flies, other insects or accidental splashing during preparation of other foods can introduce bacteria.

SERVING BUFFETS & POTLUCKS.

- KEEP HOT FOODS HOT AND COLD FOODS COLD. Keep hot foods above 140°F (60°C) with warming trays, chafing dishes or crock-pots. Keep cold foods below 40°F (4°C) by placing serving dishes on crushed ice.
- Cold food (which is to be served hot at the event) will need to be quickly and thoroughly reheated to a temperature of 70°C for at least two minutes and then served
- "Potentially hazardous foods" are those containing milk or milk products, eggs, seafood, meat, or poultry and should be avoided at your event unless you are sure you have adequate temperature control.
- Remember the '2-hour rule' - don't let perishable foods linger for longer than two hours in the danger zone (between 40 & 140°F). Once fruits and vegetables are cut, it is safest to also limit their time at room temperature. The 2-hour limit includes preparation time as well as serving time.
- Keep replacement dishes of food hot in the oven or in insulated containers with hot packs or cold in the refrigerator or cooler with ice or freezer packs prior to serving.
- Do not add new food to a serving dish that has been sitting at room temperature for more than two hours.
- Refrigerate leftovers promptly and use them within two to three days.

REQUIREMENTS FOR BAKE SALES

- Proper sanitary practices should be followed when preparing, transporting, displaying and serving baked goods.
- Food ALLOWED (usually considered to be safe) include: breads, buns, biscuits, cakes, loaves, squares, cookies, muffins, fruit pies and tarts, and doughnuts.
- Food NOT ALLOWED (potentially hazardous) contains meat, dairy products and raw eggs. Cream or meat filled pies & pasteries; meringue & pumpkin pies; custards and puddings; icings containing raw eggs, and home-canned food **should not** be sold at bake sales.
- All food must be individually wrapped in new food-grade materials to protect from contamination. Eg. a new paper plate covered and sealed with plastic wrap. Dispensing of unwrapped food is not allowed. Foods packaged in used materials such as Styrofoam trays, plastic bags, cardboard boxes, etc. are not to be accepted for the bakesale.
- Consider labeling food items with a list of ingredients if known food allergens are used and with the date food was prepared.

FOR MORE INFORMATION: *Talk to the Manager, Hospitality Services (329-2209), University Food Services (329-2711) or the Public Health Inspector (382-6693) to help you plan your event safely.*

Check these Links for more information:

The Chinook Health Region ph (403) 382-6666 or www.chr.ab.ca/
Canadian Food Inspection Agency

<http://www.inspection.gc.ca/english/corpaffr/foodfacts/holidaye.shtml>

US Food Safety & Inspection

<http://www.fsis.usda.gov/OA/pubs/consumerpubs.htm>