

SOUTH MOUNTAIN COMMUNITY COLLEGE

SPECIAL EVENTS GUIDELINES & CHECKLIST

Time: _____ Organization: _____ Location: _____ Date: _____

Dear Student Leader,

As you begin to plan your club fund-raiser involving food, please review this checklist and guidelines. The Maricopa County Health Department has deemed our food service provider (Aramark here at SMCC) as the responsible party for any food service on campus that is not provided by a separately licensed organization.

The College and Aramark take this responsibility for food safety and sanitation very seriously. We ask that you do the same to protect our campus's health. The College and Food Service management and supervisory staff are available to answer any questions that you may have and to assist you in making your event successful and safe.

GUIDELINES FOR SERVING FOOD IN PUBLIC

There are four major areas of focus of any food service safety and sanitation review. These are personal and service area sanitation, which includes the actions of the volunteers or food service staff and the environment they are working in; temperature control, which includes minimum requirements for heating, cooling and maintaining the temperatures of food; food handling and customer service, which outlines how we serve and protect the food; and the ban on providing food that has been prepared in a non-licensed kitchen.

Personal and Service Area Sanitation

These are the major guidelines to follow and the types of equipment needed to ensure the correct personal and serving area sanitation:

___ You must provide a complete hand wash station, which can be an insulated five-gallon container with hot water (95-105°F), a container to catch the water, hand soap, and paper towels. Everyone involved with serving or transporting food must wash their hands for at least 20 seconds before starting work or after touching non-sanitary surfaces.

___ If you are cleaning your own utensils and food containers, you must use an approved sanitizing solution (bleach, quaternary ammonia, or iodine), and test strips to check the concentration of the sanitizers in your washtub or sink. The wash tub or sink must accommodate the largest cooking or storage container.

___ Wastewater from the hand wash station and washtub or sink must be disposed of into an approved sewer or holding tank.

___ Anyone serving or transporting food must have lids and straws on their personal drinks to prevent hand-to-mouth contamination. These drinks need to be properly stored away from food service or preparation areas. Remember never to eat or smoke in the food service areas at any time.

Temperature Control

Foods that are normally served either hot or cold, have very strict guidelines associated with them to ensure the safety of the food. Packaged baked goods and snacks, as well as some other foods and beverages are not subject to as many of these guidelines.

___ The food service area must have equipment that is able to hold cold food at 41°F or less at all times.

___ Any food service area used for cooking and hot holding of food, must have equipment that is able to prepare the food according to standards and to hold it at 130°F or above.

___ You must use approved commercial thermometers for areas in which food is kept cold or is kept heated and you must check those temperatures periodically.

___ All prepared food must be cooked fresh daily, you may not cool cooked foods for re-heating and serving later.

To assist you, Food Service (or Student Services) will provide latex gloves and a metal – steam or digital thermometer (for loan with a student ID) to check cooking, hot-holding, and cold-holding temperatures.

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Food Handling and Customer Service

All the care in preparing and keeping the food at the correct temperatures isn't enough, if you don't handle it properly when serving it.

___ You need to ensure that you have an adequate supply of utensils for the handling of all foods, including any ready-to-eat foods such as tortillas, breads, or chips.

___ If you are using any cooking equipment outside, it needs to have an adequate barrier around it to prevent customer customers from getting too close and possibly getting injured. Every location is different, but we can share ideas of what will work for your event.

Home Made Food Prohibited

The Maricopa County Health Department is very firm on their ban on home-prepared foods. Home prepared food as a fundraiser has been a long-standing tradition for many of us and we understand how frustrating this may be. However, the incidents of food-borne illness from non-licensed (including home) kitchens have reinforced the Health Department's ruling against home-prepared foods.

Feel free to discuss the plans for your food related fundraising event with your Student Life representatives and with your food service manager. Use this checklist and guidelines to assist you. Together, we can make your event a success!

Signature- Office of Student Leadership Staff

Signature- Food Service Manager