

CAMPUS EVENTS FOOD SERVICE POLICY

American University students, faculty, and staff host many programs and events on campus to enhance the sense of community. Food service at these gatherings is an integral part of the program.

The purpose of this policy is to assist program planners in the responsible management of food service at campus events. AU departments and registered student organizations hosting activities scheduled through University Event Scheduling (UES) are expected to serve food in accordance with the following guidelines.

- 1. **Food Service at Public Events.** Food served at events that are open to the general campus community must be pre-packaged or prepared by contracted, licensed vendors.
- 2. **Food Service at Private Events.** Liability for food service at events hosted for department or organization members and their guests rests with the organizers. Consequently, pre-packaged food or food service provided by contracted, licensed vendors is recommended, though not required. Food served at private events may be prepared and served by the event organizers.

The following food safety steps are recommended by the Food Safety and Inspection Service of the U.S. Department of Agriculture {http://www.cfsan.fda.gov}

7 Food Safety Steps for Successful Community Meals

- 1 Plan Ahead Make sure the location meets your needs.
 - Be sure you have enough oven, stovetop, refrigerator, freezer, and work space.
 - Find out if there's a source of clean water. If not, bring water for preparation and cleaning.
- 2 Store & Prepare Food Safely.
 - Refrigerate or freeze perishable food within 2 hours of shopping or preparing.
 - Find separate preparation areas for raw and cooked food in the work space.
 - Never placed cooked food back on the same plate or cutting board that held raw food.
 - Wash hands, cutting boards, dishes, utensils, and work surfaces frequently with hot, soapy water.
- 3 Cook Food to Safe Internal Temperatures It's the only way to tell if harmful bacteria are destroyed!
 - Use a food thermometer to check the internal temperature of meat, poultry, casseroles, and other ood. Check temperature in several places to be sure food is safely cooked.
 - Never partially cook food for finishing later because you increase the risk of bacterial growth.

- 1 Transport Food Safely Keep hot food HOT. Keep cold food COLD.
 - Keep hot food at or above 140 °F. Wrap well and place in an insulated container.
 - Keep cold food at or below 40 °F. Place in a cooler with a cold source such as ice or commercial freezing gels.
- Need to Reheat? Food must be hot and steamy for serving. Just "warmed up" is not good enough.
 - Use the stove, oven, or microwave to reheat food to 165 °F. Bring sauces, soups, and gravies to a boil.
- Keep Food Out of the "Danger Zone" (40-140 °F).
 - Keep cold food cold at or below 40 °F. Place food in containers on ice.
 - Keep hot food hot -- at or above 140 °F. Place cooked food in chafing dishes, preheated steam tables, warming trays, and/or slow cookers.
- When In Doubt, Throw it Out!
 - Discard food left out at room temperature for more than 2 hours.
 - Place leftovers in shallow containers. Refrigerate or freeze immediately.

Fight BAC!™

When preparing for your event, remember you have the power to fight BACTERIA and keep your food safe.

- Clean Wash hands and surfaces often.
- Separate Don't cross-contaminate.
- **Cook** Cook to proper temperatures.
- **Chill** Refrigerate promptly.

For more food safety information, call the toll-free USDA Meat and Poultry Hotline at **1-800-535-4555**; TTY: 1-800-256-7072; www.fsis.usda.gov.

The **Fight BAC!** web site is: www.fightbac.org Partnership for Food Safety Education 611 Pennsylvania Ave., SE Suite 140 Washington, DC 2003

For a copy of *Cooking for Groups: A Volunteer's Guide to Food Safety*, write: FCIC, Item #604H, Pueblo, CO 81009.