

University Procedures: Food Served at Non-Catered Events Guidelines
Related Policy: Finance and Business
Subject: Food Services for Activities within University Facilities
Responsible Executive: CFO, Vice President and Treasurer
Office(s) Responsible for Review of this Policy: Office of Finance and Treasurer

I. When to Use This Guidance

This Guidance is intended when departments or affiliated organizations provide Food Service during Activities in University Facilities that are not served by an Approved Caterer because they are less than \$750 dollars. Examples include departmental potlucks, birthday celebrations, food ordered from takeaway providers (area restaurants, delivery service providers, and food trucks that will deliver prepared foods to University Facilities), etc.

II. Permitted Foods

Foods served should be able to be consumed safely at room temperature for up to 2 hours. Examples include cooked pasta or rice dishes, cut fruit, soft cheeses or dairy-based dips, cooked vegetables, cooked egg dishes, baked goods that do not require refrigeration, shelf-stable packaged foods, and whole, uncut fruits and vegetables.

III. Safety Requirements

- A. Stay Healthy:** Anyone who is sick should not prepare or handle food and events should remind participants to wash their hands before handling food. Any food served should use a clean utensil or other barrier when serving food to minimize bare-hand contact.
- B. Allergens:** Label dishes clearly, especially common allergens (milk, eggs, peanuts, tree nuts, soy, wheat, fish, shellfish, and sesame) and use separate utensils for each dish to avoid cross-contamination.
- C. Perishable Foods:** Anything labeled “keep refrigerated” must be kept cold (40°F or below) before serving and thrown away or refrigerated within 2 hours of serving. Preparers should use a cooler with ice packs or place dishes in a refrigerator until just before serving.
- D. Drinks:** Drinks must be individual servings, unless ordered through university catering. No alcohol may be served.
- E. Zero-Waste and Recycling:** Remember to request composting, recycling, and waste bins, plus waste removal, through the EMS system.

- F. Hot Foods:** If a dish must be kept hot, it must be served by an Approved Caterer. Devices intended to maintain food at hot temperatures, such as sternos or crockpots, may only be used under the supervision of a professional caterer due to fire and electrical risks.