



# Food Guidelines Planning

This packet can be found at:

<http://www.mesacc.edu/students/life/forms.html>

Fiscal 2011-12

# Food Guidelines Planning Packet

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## **Safe Food Approval Process**

Mesa Community College (MCC) values the health of its students, faculty, staff and the general public who visit our campuses. The college recognizes safety as a priority and accepts the responsibility to adequately manage the risks associated with food consumption for those who participate on campus. The below guidelines are designed to provide your event / activity with the framework in which to distribute food in safe manner.

- Step 1:** Review **Food Guidelines** (see food service contact list for questions)
  
- Step 2:** Submit **Acknowledgement Form** (two weeks prior to event to insure approval)
  
- Step 3:** If event involves fundraising submit **Fundraising Form** to Student Life two weeks prior.
  
- Step 4:** If funds are involved (e.g. purchase of food) submit OFF, and any other necessary documents.
  
- Step 5:** If food distribution is approved **Dining Services, the Office of Risk Management, etc will be notified** of the event. Additionally, you should be prepared for an **un-announced informal inspection / visit** to insure compliance (inspection form available upon request).

## Policies and Procedures

- **Catered Events:** All catered events (regardless if food is sold or given away), excluding events contracted with Chartwells, require proof of insurance (e.g., liability) and a current catering license from the supplier prior to the issuance of a purchase order from MCC. The event must also abide by the checklist steps 1-4.
- **Food Preparation:** All food preparation must take place on-site and inside the temporary food establishment or another *approved* facility with a current Food Service license.
- **Maricopa Health Code:** All food handling requirements set forth by the Maricopa County Environment Health Code are compulsory for any campus food handling activity.
- **Food for Private Consumption:** Food intended for private consumption is exempt from these requirements.
- **Unlicensed / Home Environment:** Food canned or prepared at an unlicensed or home environment **cannot** be served on campus and is **not** allowed. Food intended for private consumption is exempt from this requirement
- **Grills:** Grills or other cooking equipment may be located outside with a fire extinguisher close by in addition to complying to all local fire codes
- **Food Service Worker:** Food Service Worker cards are required for any person who handles, prepares, serves, sells or gives away food for human consumption, including those whose duties are restricted to busing or washing dishes. The rule does not apply to workers in facilities that handle food or beverages exclusively in a closed package or container. For information on how to obtain a card please visit:

<http://www.maricopa.gov/EnvSvc/EnvHealth/SpecProg/FoodWorker/TestSchedule.aspx>



- **Volunteer Card:** If you volunteer your time and do not get paid for your services, you can obtain a volunteer card at no charge. Volunteer cards are required for any person who handles, prepares, serves, sells or gives away food for human consumption, including those whose duties are restricted to bussing or washing dishes. The rule does not apply to workers in facilities that handle food or beverages exclusively in a closed package or container. . For Information on how to obtain a card please visit:

- <http://www.maricopa.gov/EnvSvc/EnvHealth/SpecProg/FoodWorker/TestSchedule.aspx>



- **Pre-packaged Food:** Pre-packaged food may be consumed or sold at any campus location without the requirement of a food handler’s permit. However, a “Fund-raising Form” is required if pre-packaged food is sold.
- **Altered Pre-packaged Food:** Please keep in mind that pre-packaged food cannot be altered or re-prepared at an unapproved facility. For example, purchasing potato salad at Bashas and then altering it at home, re-packing and then distributing that food is not allowed.
- **Bake Sales:** Bake sale activity are permitted while observing the following:
  - Only non-potentially hazardous food items may be made. Non-potentially hazardous food items generally mean food items that do not need refrigeration.
  - You are limited to the sale at religious or charitable organizations bake sale events only.
  - You must disclose at the sale, to the public that ***“The food is prepared in a kitchen that is not under regulation and inspection by the Environmental Services Department.”*** This can be accomplished through a sign.
- **Transporting Food:** All prepared food served on campus must be transported per the required food transportation guidelines and must be maintained in a secure, climate controlled kitchen location prior to consumption. During transportation, cold food must be held at a temperature of 41° or colder and hot food at 135° or hotter. If an appropriate secure, climate controlled kitchen location is not available food service cannot be provided (***Chartwells, our food service contractor, cannot store food for us or you.***)
- **Food for Fundraising:** If the event involves food for fundraising a separate “Fundraising Activity Proposal/Request Form” is required and can be obtained at the Student Life Office

(480 461-7285) or online at: <http://www.mesacc.edu/students/life/forms.html> for approval.

- **Food Distribution Approval:** Please allow *two weeks* prior to event for approval.
- **Popcorn, Cotton Candy or Snow Cone Machines:** If you are using the MCC Popcorn, Cotton Candy, or Snow-Cone Machines please use hand gloves if serving and review the information on proper booth design, hygiene and sanitization, etc., as necessary under the below Food Distribution Requirements
- **CAMPUS CONTACTS:** Please be aware that in effort to comply with MCCD Risk Management, the Maricopa Environmental Services Department and to prevent and remove health risk as it relates to food distribution, MCC may initiate unannounced informal inspections. Therefore, all below contacts are not only consultants to insure safe and proper food distribution but also informal inspectors.

- **Office of Student Life and Leadership**

Director

KSC Bldg. 35 • (480) 461-7285

*Primary:* Campus contact for all club and student life activities with food *handling components*.

*Secondary:* Consultant / Advisor for all other events / activities involving food.

- **MCC Office of Risk Management**

Coordinator

Bldg. 11 • (480) 461-7360

*Primary:* Campus contact, consultant and advisor for all other food handling activities.

- **Chartwells**

Director (Barbara Bruno)

KSC Bldg. 35 • (480) 461-7275

*Primary:* Campus contact, consultant and advisor for all Dining and catered food handling activities on campus.

*Secondary:* Consultant and advisor for all non-MCC Dining or catered events and activities

# FOOD CHECKLIST

The following checklist emulates the areas that are evaluated as part of a non-scheduled “Food Inspection” and are provided to help insure that your event operates within the prescribed campus health requirements. For each and all scenarios involving food the “Food Checklist Acknowledgment Form” must be filled out and approved.

- Bake Sale:** See requirements on policies and procedures page 4 – 5
- Food is Prepackaged and Given Away:** Contact the appropriate office for scheduling a location / site and view procedures and policies on page 4 – 5.
- Food is Prepackaged and Sold:** Complete fund-raising form at <http://www.mesacc.edu/students/life/forms.html> and requirements on policies and procedures pg. 4 - 5)
- Food is Prepared Off-Campus and Served On-Campus:**
  - If food is purchased you must contact Chartwell (480 461-7275) for the “**First Right of Refusal,**” obtain a catering quote and complete an Official Function Form.
  - See the below distribution requirements items 1-4.
  - Provide confirmation of vendor Food Handlers License, Catering License, etc.
  - Provide copy of approved vendor “Certificate of Insurance and Liability” (see: [http://www.maricopa.edu/legal/rmi/coi\\_require.htm](http://www.maricopa.edu/legal/rmi/coi_require.htm) for approved levels).
- Food is Donated:** Food that is donated for use beyond *personal consumption*, regardless of sold or given-a-way, must be approved using the “Food Checklist Acknowledgment Form.” Chartwells must be informed and preparation, transportation, set up, etc. must be assessed for any risk and/or health requirements.

## Food Distribution Requirements

1. **Food Temperature:** Potentially hazardous food – meats, fish, poultry, eggs, milk, and dairy products must be stored and displayed at safe temperatures  
**Hot Food:**
  - Reheat quickly to 165°F and **hold** at 135°F or more
  - Keep hot at 135°F or hotter**Cold Food:**
  - Keep cold food kept at 41°F or colder
2. **Equipment:**
  - **Cold Holding:** Use Mechanical Refrigeration, Freezer, Ice Chest, etc.
  - **Hot Holding:** These devices are not to be used for re-heating: Steam table, Crockpot, Chafing dishes and hot holding cabinets
  - **Cooking / Reheating:** Store all food, utensils and paper/ plastic service items at least six (6) inches off of the ground. When using a Grill, Fryer, Stove, etc. please insure that the equipment is a minimum of 10ft. from students / public and that you have a fire extinguisher close by.

3. **Booth Construction:** Must have; three (3) Full Sides, water-resistant roof and a cleanable sturdy floor

- A) Booth cannot be placed over dirt or grass without plywood or trapped floor
- B) Booth must be enclosed from bottom of the front service counter to the ground
- C) Front of the booth used for food service only
- D) Sneeze guard for food placed in front
- E) Condiments served in squeeze bottles, pumps or self-closing lids preferred.

4. **Hygiene and Sanitization:**

**A. Hand Wash:** *If you have a bathroom within twenty-five feet. please disregard if not see below.*

- 5 gallon container of hot water with a spout
- Container for waste water
- Soap and Hand Sanitizer dispensers for patrons.
- Paper towels
- Container for trash / paper towels

**B. Utensil Washing:** If you are using plastic utensil users please disregard if not please comply with the following:

- All utensils and equipment used with food washed and sanitized
- First container for washing with hot water and dish soap
- Second container for rinsing with hot rinse water
- Third container for sanitizing with cool water and 50-100 ppm chlorine bleach
- Space for utensils and equipment to air dry
- Thermometers to check food temperatures

**Note:** Enough potable water must be available for food preparation, cleaning and sanitizing utensils, equipment and hand washing.





Southern and Dobson Campus  
1833 West Southern Ave  
Mesa, AZ 85202  
www.mesacc.edu

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# FOOD CHECKLIST ACKNOWLEDGEMENT FORM

## Acknowledgement

I have read the before mentioned provisions and agree to abide by them for the entire duration of the event. Failure to follow the above guidelines may result in immediate termination of the event to include suspension of any activities surrounding the sale or distribution of food on all MCC Campuses.

## Event Information

Event Name: \_\_\_\_\_  
Event Location: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Club, Dept, and/or Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

## Signatures

Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Club President: \_\_\_\_\_ Date: \_\_\_\_\_  
Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean: \_\_\_\_\_ Date: \_\_\_\_\_

## Office Use Only

Approved: **YES NO** (Circle one) Name of Authorizer: \_\_\_\_\_  
Position: \_\_\_\_\_ Approval Date: \_\_\_\_\_

## **Definitions**

- **Catering** – a food establishment where food is prepared at one permitted premise for immediate service and consumption at another location.
- **Concessions** – The act of selling prepared or prepackaged food.
- **Food Consumption /Private** – food consumed on campus by students, faculty and staff during personal time – before/after work hours, lunchtime, breaks
- **Food Consumption /Public** – food consumed on campus by students, faculty and staff during non-personal time.
- **Food Establishment** – an operation that stores, prepares packages, serves, vends, or otherwise provides food for human consumption.
- **Food Handler’s License**– a written permit to operate a food establishment, issued by the Maricopa County Environmental Services Department.
- **Food Service Worker** – any person who handles, prepares, serves, sells or gives away food for consumption by persons other than his/her immediate family.
- **Food Service Worker Card** – a document issued by the Department of Health certifying that an individual has fulfilled the requirements to work as a Food Service Worker.
- **Pre-Packaged Food** – bottled, canned, and securely bagged/wrapped, whether packaged in a food establishment or a food processing plant. Does not include a wrapper, carry-out box, or other nondurable container used to contain food for the purpose of facilitating food protection during service and receipt of the food by the consumer.
- **Prepared Food** – to process commercially for human consumption by manufacturing, packaging, labeling, cooking or assembling.
- **Potluck Food** – food prepared in a non-licensed kitchen
- **Temporary Food Establishment** – a food establishment that operates in conjunction with a fair, rodeo, exhibition or similar public event for not more that fourteen (14) days within any permit year provided it is the same permit, at the same location and same event.
- **Volunteer Food Service Worker License**– a document issued by the Department of Health certifying that an individual has fulfilled the requirements to work as a Food Service Worker as a volunteer of their time and for whom no payment for services is rendered.



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<http://www.mesacc.edu>

# Temporary Food Establishment Inspection Report

Updated 05.03.2011

**Facility/Concession Name:** \_\_\_\_\_

Event Name, Description, Location: \_\_\_\_\_

**Owner/Contact Person:** Name (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Phone # 1 (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ hm/ofc/mbi Phone # 2 (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ hm/ofc/mbi

Email \_\_\_\_\_

**Correct violations marked below with an X.**

- 1. Cold food held at proper temperatures (below 41 °F).
- 2. Hot food held at proper temperatures (above 135 °F).
- 3. Foods cooked to proper temperatures with thermometers available for temperature verification.
- 4. Potentially hazardous food cooled properly.
- 5. Equipment functioning to maintain temperature.
- 6. Good hygienic practices; hands cleaned, gloves used properly and hand wash station properly prepared.
- 7. Water source safe and hot and cold water available.
- 8. Sewage and/or wastewater properly disposed.
- 9. Food contact surfaces of equipment/utensils clean and sanitized properly.
- 10. Food protected during storage, preparation, display and service.
- 11. Certificate of Insurance up-to-date, if necessary.
- 12. Food handlers, peddler, catering, etc card / license documented.
- 13. Other critical and non-critical violations.

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

*Failure to comply with any or all of these directives could result in the termination of this event and future privileges on the Mesa Community College (MCC) campuses.*

Southern & Dobson, SLL  
 480.461.7285, 480.844.3293 Fax

Red Mountain, SLL  
 .480.654.7759, 480.654.7201 Fax

Chartwells  
 480.461.7275

Occupational Health & Safety  
 480.461.7360

