

Food Preparation Guidelines

Office of Student Activities | Division of Student Life | Winthrop University

All food events held on-campus by student organizations must be approved and authorized by the Office of Student Activities. A list of all items to be served must be submitted at the time the reservation is requested. The sponsoring organization is responsible for compliance with the guidelines below.

For the purposes of these rules the following definitions apply:

- **Organizational Event:** a food event sponsored by a Winthrop University student organization and attended only by members of the sponsoring organization. Such events are normally smaller in scope than special events, and intended primarily for social purposes (e.g. cookouts)
- **Special Event:** a food event sponsored by an authorized Winthrop University organization where Aramark cannot provide the required food service (e.g. International/cultural festivals)

General Guidelines

The following guidelines for food service at organizational and special events have been developed from the *South Carolina Department of Health and Environmental Control Regulation 61-25*. For more information about DHEC guidelines related to food service, please visit <http://www.scdhec.gov/environment/envhealth/food/index.htm>.

Food Supplies

- 1.) All food items including ice must be obtained from sources considered satisfactory by local health authorities. Use of individual beverages in sealed containers is encouraged.

Food Handling

- 1.) Adequate methods must be taken to ensure proper handling of food during preparation and serving. The sponsoring organization shall request that all members who have any infectious disease refrain from participating in any activity associated with food handling.
- 2.) Hands will be clean at all times. Use of disposable food handling gloves is required. Hands will be washed and gloves changed whenever there is a change in food being handled.
- 3.) Appropriate hairnets or hats will be worn when preparing and serving food.

Food Preparation

- 1.) The use of prepackaged foods or food products prepared by a licensed food handler is highly encouraged.
- 2.) In the case of preparing raw or uncooked meat, meat and poultry products will be cooked to a minimum internal temperature of 165 degrees F., or until cooking juices run clear. Meat and poultry should be kept frozen until immediately prior to cooking. Use of fish or other seafood items at organizational or special events will be approved on a case-by-case basis.

3.) Raw fruits and vegetables shall be thoroughly washed with potable water before being cooked or served.

Food Protection

- 1.) All food items must be protected from contamination during storage, cooking, display, and service.
- 2.) Potentially hazardous food must be held at proper temperatures. Cold foods must be held at a temperature not to exceed 41 degrees F, and hot food must be held at a minimum temperature of 130 degrees F. An appropriate thermometer shall be used to ensure the proper temperatures are maintained.

Food Dispensing

- 1.) Serving utensils and containers shall be clean, protected during storage, and in sufficient quantities to conduct the event.
- 2.) Disposable plates, cups, glasses, and tableware will be provided by the sponsoring organization. Individual condiments, seasonings and dressings packets should be provided.
- 3.) Food service will terminate at the scheduled time. Any leftover food items will be immediately disposed of using approved disposal sites.

Cleanup

- 1.) Student organizations are responsible for cleaning up after their event and properly disposing of any food or preparation materials. If an organization does not properly clean up and/or causes damage to the space being used, they will be held responsible and may be subject to disciplinary action.

Additional Instructions

- 1.) Organizational events will minimize off-site food preparation. All cold products, such as salads, cold slaws, and raw vegetables will be purchased ready to eat from an approved source (ideally Aramark), as close to serving as reasonably possible. Canned and frozen foods should be properly cooked at the event and immediately served.
- 2.) Special events will be required to obtain a permit from the York County Department of Health and Environmental Control prior to the event being approved by the Office of Student Activities.
- 3.) Serving items, containers, coolers, grills, food thermometers, garage bags and containers, sterno, hairnets, disposable food-handling gloves, and disposable paper products to wipe up spills must be provided by the sponsoring organization.

I certify that I have read and understand the above guidelines and will communicate these policies and procedures to my organization.

Print Name / Office Held

Organization

Signature

Date