



# HEALTH AND SAFETY GUIDELINES FOR EVENTS WITH FOOD

To begin, please remember that we have a contracted food service provider on campus that has the exclusive right to provide all food service for all events on campus. Country Gentleman is also the exclusive holder of permits to be a licensed food provider. To be in compliance with this contract, Country Gentleman must be given the opportunity to cater your event. While Country Gentleman has made the decision to no longer contract pizza events, they still have to approve pizza from an off campus provider. All events must be entered into 25LIVE for approval. If your intention is to serve any food item, your plan for serving food must be clear on the event wizard in 25LIVE, including who has current food handler cards, how food will be served, where food is coming from, food permit from the county (if needed) and your assurance that Country Gentleman has agreed to your request to waive service. Please avoid using phrases such as “just like last year” or “we always get the okay”. This includes any “giveaways” such as muffins, hot cocoa, scooped ice cream, pizza, etc., planned club pizza events, or any item that may be sold by Country Gentleman in the Hawk’s Nest. When your event is finalized in 25LIVE, you will receive a confirmation with your food plan approved. Purchasing will request that information before processing your food purchasing requests using either a purchase order or pcard.

Benton Franklin Health Department has provided the information below, and will appear on campus to check compliance with food handler cards, hand wash stations, safe food handling and permits. The following information addresses the food health and safety issues only if Country Gentleman waives serving your event; if Country Gentleman is catering your event, your health and safety compliance has been met. Please note not all events will be waived by our contracted food service provider. Please do not make the assumption that it will be waived. These health and safety guidelines are for use with two groups:

1. Closed group is defined as an event not open to the general public or students; and is usually a small group such as co-workers or department. Students and student groups are always considered “the public” and do not constitute a closed group.
2. General campus or public event is defined as open to students, staff and the general public. Any off-campus user of CBC space for an event fits into this category. Again, the College considers any student or student group “the public” – this includes invited student groups such as FYI, MESA, STEM or other visiting groups attending events on campus.

## **Closed Group Meetings (not open)**

- Any serving of food for immediate consumption for a closed group meeting such as a CBC office group, etc., is allowable without a temporary food service permit or the hand wash station. This is for food that is catered or purchased from an approved food vendor for a closed group for immediate consumption. When serving any open food item such as cake, unwrapped cookies, pizza, salad, etc., the use of plastic gloves and a serving utensil is required, along with a food handler card. Participants may not serve themselves.
- Potlucks may be approved for small closed groups only and require at least one person having a food handler card. Potlucks are defined as small closed groups, i.e. department staff or office group not involving students, student workers or the public. Potlucks must be approved by the office of VP of Administrative Services.

## **General Campus or Public Event (open)**

Any serving of any open food (not pre-packaged) to the general campus, students and/or at a public event will require:

- Documentation that Country Gentleman has waived service of the event (if it is a pizza event, you still must have CG’s approval).
- To be in compliance with Health Department rules, permits may be required from Benton Franklin District Health Department for the operation of a temporary food service. The College reserves the right to require you to obtain a health department temporary food service permit if your event is serving food to a large group. Your event will be inspected and monitored by the Health Department. The permits range

from \$25 - \$75 depending on the food risk factor. A copy of the Temporary Food Service Permit must be attached to your requisition at the time of arranging your food purchase. Applications can be obtained on the Health Department website: [www.bfhd.wa.gov](http://www.bfhd.wa.gov)

- Any serving of open foods to the general campus, large groups or public requires the use of plastic gloves and tongs, a temporary food service permit, a hand wash station and food handler cards.
- ANY Open Foods being served requires a hand wash station at the immediate site of the serving table. This means a hand wash station table (Please see the following hand wash station requirements). Restrooms located near the area do not meet this requirement.
  - o Hand Wash Station Requirements
  - o Hand washing facilities must be provided in food preparation and service areas. If a plumbed sink is not available, set up a temporary hand washing arrangement. It must provide:
    - a spigoted container with a minimum quantity of 5 gallons of warm water.
    - pump soap dispenser
    - paper towels
    - a bucket for waste water
    - a waste receptacle for soiled paper towels.

### **HEALTH DEPARTMENT FOOD SERVICE PERMIT EXEMPTIONS:**

There are certain food items that can be served without payment of permits, but may need to be cleared through the Health Department. Exemption from permit payment does not mean exemption from the food handling rules, or College rules which must be observed. Any pre-packaged, non-temperature controlled items such as candy bars, canned pop, etc., do not require permits. Hand wash station not required for pre-packaged food items.

Traveling athletic or performing arts groups that purchase snack items for consumption during travel must avoid purchasing items that need refrigeration such as lunch meat, cheese, mayo, etc., and avoid purchasing bulk container items that would require serving using gloves and tongs. Please purchase single serve snack items that are individually wrapped and do not require refrigeration.

Further questions regarding food service at events, and catering can be directed to the Office of the VP for Administrative Services at ext. 2346