

POLICY REGARDING EVENTS SERVING FOOD ON CAMPUS

Background: Kansas State University has a long standing policy concerning special or temporary events serving food on campus.

A clear distinction is made between those that are a closed group event, i.e. members only, office only, department only; and those sponsored by a University group but inviting "**the public**" to participate (campus, city, etc.) Events fully catered by purveyors licensed by the State of Kansas will be approved.

Those who are sharing food among themselves know who is responsible for the food preparation and must make their decision to participate accordingly.

When a group sponsors an open event, "**the public**" *must reasonably expect that their health and safety will be protected*. Events open to the public with food prepared by individuals at individual locations will have a difficult time receiving approval.

Policy: Environmental Health & Safety would like to caution organizations about sponsoring open events involving the serving of food. Any event held on University grounds or in University buildings, whether admission is charged or not, is subject to the provisions of the Kansas Food Code, and must follow this policy and procedure. These regulations apply to **all** events.

Procedure:

A food preparation plan must be submitted to the Campus Sanitarian for approval. Criteria for approval include:

- a. the menu,
- b. who is preparing the food,
- c. how the food will be prepared,
- d. where it will be prepared,
- e. where it will be served and by whom,
- f. how it will be cleaned up,
- g. the time frame within which this will occur.

The Campus Sanitarian will review the food preparation plan and determine if it meets the provisions of the Kansas Food Code. Special attention is given to the hazard of the particular food, sanitation procedures during its preparation, transportation and serving and equipment available to maintain temperatures during preparation, transportation, and serving.

All events will proceed only if approval has been granted by the Campus Sanitarian.

Food may be served only in building or locations approved by the Division of Facilities.

NOTES FOR ICE CREAM SOCIALS

Usually we are concerned most about temperature, but ice cream is an exception. Before it gets too warm, it melts. Consequently, handling is the biggest concern. Scooping a lot of ice cream is A LOT of work. Much depends on how hard the ice cream is, so it should be tempered so it is soft enough to serve. Tempering will also allow it to melt faster, so there are some tradeoffs. Be sure to have enough personnel for the number of people served and the length of the event.

There are a couple of considerations if you haven't already thought of it. Call Hall ice cream usually comes in 3-gallon containers, but obviously ice cream can be purchased in many different sizes. If you are going to need multiple containers, while you are serving from the first group, where will the others be? They need to be kept frozen. Over how long a period of time you will be serving has something to do with the answer, so think it through and plan ahead. You may also need a way to keep the container you are using cold. Again, how many people and what length of time will determine that.

Depending on how much ice cream will be in each serving, you may use either cups or bowls. My experience says Styrofoam works best and actually cups are more convenient than bowls. The right size will hold just as much, insulate, and be easy to hold on to. They are also likely to be cheaper. It is something to consider. Whether you use bowls or cups, you should only handle the bottom while filling. Open the package such that the bottom is exposed and just remove them as you need them.

Individuals can be allowed to pick up their own spoon and napkin. A napkin dispenser would be best, but people can get their own out of a package that has been opened on one end to allow access. Spoons need to be placed such that the handle is readily accessible. It's the same thing with topping in squeeze bottles. Just let people serve themselves. Sprinkles can be purchased in shaker containers (best idea), but can also be done from small bowls with spoons. You'll need to watch the extras just to see that everything is going well.

It's always a good idea to have extra serving utensils (scoops) on hand. It's much easier to get a clean one than to have to find a way to wash one. You may also run into the problem of the ice cream sticking to the scoop. At the Dairy Bar they have a little cup sink that helps clean off the scoop (and warm it up) to prevent sticking. You won't have that convenience. Be prepared with a small spoon or something to aid getting the ice cream out of the scoop. You may also want some containers of water to place the scoops in when not being used. The water must be changed regularly. How often depends on the usage.

I'm never sure what to say about the use of gloves. Lots of people think they know how to properly use them, but they don't. Gloves are put on after the hands are properly washed. The objective is to prevent touching ready-to-eat food with bare hands. Using utensils will also accomplish the same goal. Gloves don't allow you to do anything you want. You still have to be careful to prevent contact of the gloves with non food contact surfaces. If contact occurs, the gloves must be changed. You actually start over with proper handwashing and then put on new gloves. I don't mean to say don't use gloves, just use them properly.

Questions? Contact Dr. Ronald Bridges, Campus Sanitarian, Environmental Health and Safety, Edwards Hall. Email ronbrid@ksu.edu and phone 532-5856.

GUIDELINES FOR SERVING PIZZA AT EVENTS

My usual advice is to plan for delivery (or pickup) as close to serving time as possible. Anything under 30 minutes is fine, but obviously the warmer the pizza the better (in all ways). If serving is over an extended time, having multiple delivery (or pickup) times, spaced throughout the event will be necessary, unless you have a way (oven) to maintain food temperature at a minimum of 140F. Serving (and consumption) must be finished within two hours from time of delivery (or pickup). After the two hour time limit, remaining food must be disposed. If serving over a longer period, you will need to keep track of the time on different batches.

Serving is simplest if everyone serves themselves straight from the box. You can fold the lids back and under to provide better access (or remove them entirely). Have utensils available so people can serve themselves. If the utensils are prominently displayed, people will use them. I think you need at least a spatula, fork and knife (or pizza cutter). If you have more people (or pizzas), or want to go faster, have more utensils. Of course plates, napkins, and plastic ware should be available (some people will want them). The longer the event is, the more likely it will be that utensils will need to be cleaned. If there is a good place to clean them, that's great. If not, have extra utensils available to use.

If you are looking for better control of the serving, everything above still applies except you now need someone designated to dish it up. The no-bare-hands contact rule applies (and it doesn't hurt to remind the servers). Only the consumer may touch the pizza with their bare hands. Servers can avoid bare hands contact with the use of utensils. Most everyone thinks you must wear gloves. Gloves are fine if you know their limitation and how to properly use them. Most people don't know the proper methods. Consequently, I stress the use of utensils. It accomplishes the same goal. If gloves are available, there is nothing wrong with using them as long as the servers understand the primary serving method is the utensils.

Questions? Contact, Ronald Bridges, Campus Sanitarian, Environmental Health & Safety & Safety, Edwards Hall, phone 532-5856, fax 532-1981, email ronbrid@ksu.edu .