



STUDENT ORGANIZATION FOOD SALE GUIDELINES

Organization: _____

Event Date: _____ Hours: _____ Location: _____

Food Sales:

- May be held by a recognized student organization, for the purpose of raising funds for club activities.
- Must **only** sell goods purchased from a retail establishment (Dried bakery items, muffins, cakes, pastries, cupcakes, etc).
- Must be registered with and approved by the Campus Life Office prior to the event happening.
- Must be held in an approved location and only between the specified hours.
- Must have organization supervisory personnel present throughout the activity and hold responsibility for set up and clean up along with removal of food sale items.
- Must turn in all funds collected, including donations, at the conclusion of the sale to the Office of Campus Life for deposit.
- Food sales are limited to two (2) per month per organization.
- Furthermore, the organization must agree to abide by the attached Township of Randolph Recommendations for Food Handling.
- It is required that two organizational representatives be present throughout the food sale, one to handle money, and one to have contact with food items (sanitary/sterile gloves required).

Event Information:

Type of food to be served: _____

Where will food be purchased? _____

Staffing: Supervisory Personnel for this event:

Provide a list of all Food Handlers for this event. _____ Yes _____ No

Name of Supervisor

Date

Signature of Supervisor

Recommendations for Food Handling

The Randolph Township Health Department requests that you study the following recommendations for handling food and insure that all persons connected with the food handling process also study the list and follow the suggestions.

Proper Cooling Practices

- All solid and semi-solid cooked foods stored in refrigerators in containers that are no more than 4 inches in depth.
- All cooked foods cooled rapidly so that they are cooled to below 70°F within 2 hours.
- All foods stored in refrigerators to be at 45°F within 8 hours after removal from cooking or hot-holding devices.

Proper Hot-Holding Practices

- Food put into hot-holding devices at temperature at or above 140°F, unless hot-holding is an integral part of post-heating temperature rise of the food.
- Foods held in hot-holding devices at temperatures above 140°F.

Adequate Reheating of Cooked Foods

- Foods cooked on preceding days, several hours before serving the same day, or left over from previous meals, are reheated to a temperature at the geometric center of at least 165°F if the quantity of food is greater than 3 lbs.
- These foods are reheated to a temperature at the geometric center of at least 165°F if less than 3 lbs.

Adequate Cooking of Certain Potentially Hazardous Foods

- All poultry products, foods containing poultry (or poultry dressing) cooked to an internal (geometric center) temperature of at least 165°F.
- Pork, pork products, and foods containing pork heated to an internal (geometric center) temperature of at least 160°F.
- Foods properly thawed before cooking. (Foods of less than 3 lbs. can be cooked while still in the frozen state but others should be thawed first.)

Foods Obtained from Safe Sources

- No raw milk purchased or used.
- Water from safe, protected and approved sources.
- Shellfish from officially approved sources.
- Canned goods purchased or otherwise obtained from only approved commercial sources. (No home-canned foods.)
- Mushrooms from approved sources; not gathered from fields or woods.
- Meat and meat products from officially inspected sources.
- No cracked or broken eggs purchased other than the small percentage that might normally be expected to be in cartons.
- Only pasteurized, dry, liquid or frozen eggs purchased or used.

Prevention of Cross Contamination

- No direct contact of raw foods of animal origin with cooked foods or no drip or aerosols from these raw foods onto cooked foods.
- No cooked foods processed on the same equipment or stored in the same containers that have been used for raw foods, or contaminated by raw water or aerosols without cleaning

thoroughly and sanitizing between such usages, or use separated equipment for cooked and raw foods.

- No worker handling foods that are cooked or that will receive no further heating after touching raw foods of animal origin unless the worker thoroughly washes (generates lather) his hands between the operations.
- No grinding of raw pork and then of beef, lamb or other meats in the same grinder without washing and sanitizing between uses.

Prevention of Contamination by Workers

- Managers trained and demonstrate proficiency in knowledge of foodborne disease prevention.
- Workers who have diseases that can be transmitted by foods or who have symptoms (diarrhea, fever, minorities, jaundice, sore throat) or diseases (cold or sinusitis) that promote the spread of foodborne pathogens or who are infected with certain pathogens (*Shigella* spp., *Salmonella typhi*, or others designated by the Health Officer) that can be transmitted by foods, are either sent home or restricted to non-food-contact activities, depending upon the nature of the disease or infection.
- No infected lesions (bols and other pus-containing lesions) on workers who touch foods which will not be subsequently heated.
- Workers wash hands thoroughly (generate lather) after visiting the toilet, smoking, coughing, sneezing, blowing or picking nose, or touching sores or bandages.
- Workers do not touch cooked foods with hands.
- Adequate facilities (sundry with hot water, soap and single service towels) in food preparation area for hand washing.
- Adequate toilet facilities for workers & approved sewage disposal.

Prevention of Contamination from Other Sources

- Kitchen equipment (such as slicers, grinders, cutting boards, preparation and carving knives, storage pots, or containers) and preparation utensils effectively washed, rinsed and disinfected.
- No cross-connections between sewer lines or auxiliary (unapproved) water lines and drinking or food-preparation water lines.
- No storing of high-acid (pH 4.5 or lower) foods in containers or conveying them in pipes or alleys that contain toxic materials such as antimony, cadmium, copper, lead or zinc.
- No packaging of foods in materials through which toxic materials could migrate to the foods.
- No addition of chemicals or food ingredients that produce toxic reactions in man to foods to levels exceeding culinary requirements during preparation or in known hazardous levels.
- All poisonous substances properly labeled.
- No poisonous substances stored in the same room as foods.
- Approved pesticides used and applied in a manner that precludes contamination of foods.
- Stored foods not subjected to sewage drippage, overflow, or backflow, or other exposure to water or moisture.