

Food Safety Requirements for Organizations Utilizing University Facilities

Rutgers University has set the following criteria and parameters for groups and organizations utilizing University facilities that incorporate food and beverage as part of their meetings, assembly's, festivals, or other like gatherings. These criteria are established to provide for the safe service of food when the menu includes foods potentially hazardous in nature. The type of menu selected, the number of attendees expected, and the timing of the foodservice, will determine what parameters are necessary for the safe service of the menu. These parameters are established for gatherings of **50 attendees or less**, when the food is purchased from an approved source, and self-provided by the group or organization.

"Potentially Hazardous Foods" are any foods whole or in part that consist of milk, eggs, meat, fish poultry, shellfish, deli salads, cooked rice, cut melons that require strict temperature control during transport, storage, and service.

Food Temperature Requirements:

Hot Foods- 140 degrees F and higher

Cold Foods- 40 degrees F and lower

The group or organization may only purchase food from a licensed, regulated foodservice facility. Proof of recent inspection by the local health authority having jurisdiction shall be provided at time of request to utilize the facility.

Foods prepared for the organization shall be "ready to eat" requiring no preparation. Hot foods picked up for transport shall exceed 140 degrees F. Cold foods shall not exceed 40 degrees F.

Foods shall be transported directly to the site of service, protected during transport from potential contamination.

Adequate equipment/provisions shall be in place to ensure temperature control of food at site of service, i.e., cold pans with ice and water, chafing stands with sterno. Where there are no provisions available to maintain temperature control, food service shall take place immediately, and be completed within 2 hours time.

Potentially Hazardous Foods left out for service with no provision for temperature control must be discarded after 2 hours time.

Individuals responsible for transport and set up are obligated to practice proper personal hygiene to prevent contamination of food. Hand washing, proper dress, hair restraints are required of these individuals similar to that of a worker in a food facility.

Suitable disposable utensils shall be provided to reduce/minimize manual contact with food.

Portions of potentially hazardous foods once served shall not be served again. Foods exposed during service are considered potentially contaminated at conclusion of service and shall not be distributed for take home use.

Leftover pans of food not exposed for service, whose temperature has been maintained by on site equipment should be refrigerated or frozen immediately for later use.