

Food Safety Catering Requirements for Organizations and Catering Contractors

Rutgers University has established the following requirements and parameters for Organizations and Food Catering Contractors who arrange for, and provide foodservice to any group or association at meetings, assembly's, festivals, or other like gatherings on any premises or property, owned and operated by the University. The description "Catering Contractor" covers any individual, group, company, or other body supplying services that includes food and beverage, and the service of food and beverage to the University Community.

The type of menu selected, the number of guests to be served, the timing of the foodservice, will determine the necessity and involvement of the catering contractor onsite, at the function. An event, with **greater than 50 attendees**, offering potentially hazardous foods on the menu, with a food service time greater than 2 hours will require an onsite attendant monitoring the storage, temperature, and service of the food.

It shall be the responsibility of the catering contractor to ensure that all food and beverage brought onto University property complies with all Local, County, and State requirements, specifically that of the New Jersey State Sanitary Code, Chapter XII.

All premises where food and beverage is prepared must be licensed and inspected by the Health Authority having jurisdiction where the catering contractor operates.

All vehicles used in the transportation of food onto University premises shall be adequate in design, construction, and purpose in order to maintain food at appropriate temperature, and to prevent the risk of any contamination of food.

Adequate equipment/provisions must be in place to ensure temperature control of all "Potentially Hazardous Foods" for ice and water, chafing stands with heat supply.

Temperature Requirements

Cold Foods (Deli Meats, Salads, Dairy, Perishable Desserts)	40 Degrees F or Less
Hot Foods (Beef, Poultry, Pork, Eggs, Rice)	140 Degrees F or Greater

Food service shall be provided to offer quantities to allow for fast turnover and proper rotation. Portions of potentially hazardous foods once served shall not be served again, nor distributed to guests for take home use at conclusion of event.

Suitable utensils shall be provided for the guest to reduce/minimize manual contact with food.

A designated period of service shall be established for the service of potentially hazardous foods. Any potentially hazardous foods allowed to remain above 40 degrees or below 140 degrees for a period of 2 hours or more must be discarded. In outdoor events where the outside temperatures are 90 degrees and over, discard after 1 hours' time.