



<b>Policy</b>	<b>O-3.4</b>
<b>Approved By:</b>	<b>College Executive Team</b>
<b>Approval Date:</b>	<b>June 27, 2007</b>
<b>Amendment Date:</b>	
<b>Policy Holder:</b>	<b>VP Administration &amp; CFO</b>

## SERVING AND SELLING FOOD SAFELY ON CAMPUS

### Purpose / Rationale

This policy is intended to outline appropriate processes and responsibilities to ensure food is being served safely on campus and for Camosun College sanctioned activities off site.

### Scope / Limits

The kinds of activities that this policy is intended to address include the following:

- any food that is for sale on Camosun property, such as for staff and/or student barbecues, and bake sales, etc. or for Camosun events off campus,
- any food that is served on Camosun property, such as for open houses (department or college wide), or for Camosun events off campus,

The kinds of activities that are not affected by this policy include:

- food that is under the total control (purchase, storage, preparation, display, serving and sale) of Camosun's contracted food suppliers, the Bookstore, the Cook Training Program or the Restaurant and Hospitality Management Program. They have quality assurance programs and external audit processes in place to ensure the safe serving and selling of food.

### Principles

1. All activities that take place on Camosun property are the legal responsibility of the College.
2. Camosun College will take advantage of and support regulations and guidelines already developed. VIHA through its Health Protection and Environmental Services department has established guidelines and regulations for the types of activities that are described in this policy. Their resources form the basis of our policy, our information brochures and the application form.
3. The contract that the College has with a Food Service Provider will be honoured; this policy does not provide permission to act outside of it.
4. The College will take the approach of assisting groups to understand what safe food practices are and how to comply with them, with support and assistance from VIHA.
5. Student Society fundraising activities such as bake sales and pizza sales are generally supported by the college. These activities will continue to be allowed subject to submitting appropriate applications and following guidelines as identified in this policy.

6. Social activities on campus, such as employee and student Christmas and welcome back/Camfest events are desirable and supported on campus. These activities will continue subject to submitting appropriate applications and following procedures as identified in this policy.
7. Potlucks occur on campus. Information and guidelines about safe practices in organizing potlucks will be made available in every work area.

#### A. DEFINITIONS

1. **Special Events:** events for specific occasions beyond regularly scheduled classes and meetings.
1. **Serving food:** involving any handling, storing or preparation of food.

#### B. PROCEDURES

1. Information about Serving and Selling Food Safely on Campus is available in the Student Records department, the Ancillary Services department and on appropriate intranet sites. See link
2. The College needs to know who is serving food on campus, as well as where, what and how.
  - a) All who intend to serve and/or sell food for a special event must submit an application, *Application for Catered Function or Bake Sale* (see link) in advance of the event to allow for all approval times. Timelines are outlined in the application form and brochure. If for whatever reason, an application is not approved, the Ancillary Services department will ensure that all affected are informed.
  - b) All wishing to organize potlucks must review the guidelines in *Organizing Potlucks on Campus* (see link), and designate one person who will be responsible for sharing the information with all who are providing the food.
3. To ensure food being served is done so safely, the following must be demonstrated with the application:
  - a) Agreement that food for sale or service at special events will be stored and displayed according to VIHA food protection standards.
  - b) For serving and/or selling food at special events, at least one person (to be named on the application) must have Food Safe certification.
  - c) One person will be identified as responsible for the safe food preparation, display and serving for the event. It is that person's responsibility to ensure all who are preparing, displaying, serving and selling food are made aware of safe food practices.

## C. RESPONSIBILITIES

### 1. Processing Application Forms

- a. Student Records in the Student Services division is the central point on campus for obtaining and submitting forms for special events and for serving/selling food on campus.
- b. Forms for events relating to serving/selling food will be forwarded by Student Records to the Ancillary Services department. Ancillary Services will ensure all necessary information is received, and final approval relating to serving/selling food is provided to the event organizer within three days of receiving all information.
- c. Ancillary Services will ensure the Application for Catered Function or Bake Sale is forwarded to the VIHA Environmental Officer.

### 2. Ensuring Compliance with VIHA food protection standards, as outlined in the Brochures and on the Application form

- a. Food sales and service are subject to audits from Camosun College Ancillary Services department and/or VIHA Environmental Health Officer.
- b. When an infraction is noticed, the opportunity will be taken to work with the event organizer to discuss/suggest a way to comply.
- c. If the event organizer continues serving or selling food without addressing the noted infraction, the organizer may be fined or asked to stop serving/selling that food.
- d. The final decision on serving/not serving food rests with the VIHA Environmental Health Officer.

## D. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

### Related Policies

[0-3.2 Use of College Facilities and Grounds](#)

### Supporting Forms, Documents

[Application for Catered Function or Bake Sale](#)  
[Bake Sales and Food Concessions at Camosun College](#)  
[Food Safe Course, Camosun College](#)  
[Food Service at a Special Event at Camosun College](#)  
[Holding "Potlucks" at Camosun College](#)  
[Facility Rental Forms](#)