

Utensil Washing – (i.e. tongs, serving spoons) Use cafeteria kitchen to ensure cleaned and sanitized properly.

Non-latex Disposable Gloves - can be worn by food handlers but is not a substitute for hand washing. Wash hands prior to wearing gloves.

Leftovers – cover and store leftover cooked food in the refrigerator or cooler within 2 hours; and reheat leftovers to 74° C (165° F).

Pre-Prepared Food (i.e., Pizza) Recommendations from VIHA

Food Source – from an approved source (i.e., restaurant, deli).

Refrigeration –hazardous foods, such as meats and dairy items, to be kept in a refrigerator or in a cooler with ice packs.

Food Display – protected from customer contamination (i.e. covered).

Food Service – use clean utensils, waxies or napkins, not your hands, to handle cooked or ready-to-eat foods.

Condiment Display – condiments in squirt bottles or single use packages.

Handwashing – Provide a water container or jug with spigot – containing warm water. Provide liquid soap and paper towels. Also a pail or bus pan to collect waste water. Waste water to be disposed (i.e. into a janitorial sink or sewer). Hands should be washed thoroughly for at least 20 seconds before and after handling any raw food, when switching from one task to another, after eating, drinking, smoking, sneezing or coughing, handling cash or any other non-food contact that may contaminate the hands.

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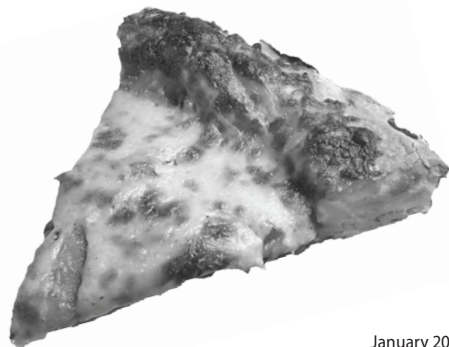
Non-latex Disposable Gloves – can be worn by foodhandlers but is not a substitute for hand washing. Wash hands prior to wearing gloves.



Consult an Environmental Health Officer at VIHA – Health Protection and Environmental Services at 250-475-1858.

This brochure supports the Serving and Selling Food Safely on Campus Policy, Camosun College, June 2007.

Please refer to other brochures also relating to this policy: *Bake Sales & Food Concessions at Camosun College* and *Holding Potlucks at Camosun College*, January 2011.



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For other information relating to serving food on campus at Camosun College, please contact Director, Ancillary Services at 370-3871.

Food Service at a Special Event at Camosun College



Camosun College wishes to ensure that only food prepared and served safely is available on campus to our community. For most functions and events at Camosun College, the contracted Food Service Supplier holds exclusive rights to cater. They have regulatory responsibility to ensure safe food practices. In special circumstances and for special events, food may be provided or prepared (for sale or otherwise) by volunteers or another caterer (please contact Director, Ancillary Services for those exceptions). In those circumstances, a temporary food service would be set up.

A temporary food service at a special event is considered to be a Food Service Establishment under the BC Health Act Food Premises Regulation and must comply with this regulation. Such events that occur at Camosun that would fit under this description would include the following: Camfest, Welcome Back Barbques, Departments hosting "Open Houses", Student Bake Sales (see related info brochure), Camosun Christmas Party, etc.

For special event circumstances, those individuals, departments, clubs or organizations that want to prepare or serve food for a special event on Camosun College property must:

1. Submit an "Application for Catered Function or Bake Sale". Application must be made through the Student Records Office in Student Services at least 10 days prior to the event. Once received and processed it will be forwarded to VIHA Environmental Health Officer for final approval.
 - a. A designated person will be named responsible of the food preparation and service. Responsibilities are outlined in this brochure.
 - b. The name of the person with a current Food Safe certificate will be provided along with a copy of the certificate with the application. If the person with certification is not on-site at any time during the event that at least one food handler who is on-site must have completed the FOODSAFE Program (or equivalent).
 - Note: The FOODSAFE Program is an 8-hour course (including an exam) which is available through Camosun College in a classroom setting as well as on-line for approximately \$80. Check out the website for upcoming dates. <http://www.FOODSAFE.ca>
 - c. Safe food practices for all food preparation and service done on-site during the event will be outlined on the application
2. The guidelines for preparing and selling food at Special Events as outlined in this brochure (provided by VIHA) will be followed.
3. Applications and permission for other aspects related to your event are to be through respective departments:
Special events – Student Records;
Rooms, space and furniture – Physical Resources;
AV equipment – AudioVisual Department

Responsibilities in the Preparation and Service of Food at Special Events

The designated person is to ensure:

1. The food is in good condition, and free from spoilage and contamination;
2. Foods are prepared in clean, well equipped kitchen(s);
3. Good personal hygiene is observed;
4. Hands are washed frequently and thoroughly;
5. Non-potentially hazardous foods are prepared, stored and displayed separately from potentially hazardous food to prevent cross-contamination;
6. Ensure that the food products have been produced under sanitary conditions;
7. Ensure that all food stored, displayed or served/offered for sale is protected from contamination at all times; i.e., food displayed must be covered (saran wrap). Keep hot foods hot (above 60°C/140°F), cold foods cold (below 4°C/40°F);
8. Is responsible for ensuring that all servers/volunteers are aware of all relevant policies and guidelines of the local Health Authority, FOODSAFE and the terms of the Serving Food Safely at Camosun Policy;
9. Ensure that no unapproved foods are served or offered for sale;
10. Ensure that a complete a list which details the types of food they intend to serve or sell is provided on the application form;
11. Maintain a written record of the foods served or sold;
12. Ensure all food products are labeled in accordance with Canadian Food Inspection Agency requirements. Generally, label information should include the common product name, date of preparation, and list of ingredients;
13. Ensure all display cases, counters, shelves, tables and other equipment used in connection with food preparation, service and sales are kept clean, sanitized and in good condition.

Following are some helpful guidelines for common special event type food service.

Barbeques (i.e., hamburgers & hot dogs)

Recommendations from VIHA and Health Canada

Food Source – from an approved source (i.e., store, food service supplier, restaurant).

Burgers – use precooked packaged frozen burgers if possible. If burgers are not precooked, burgers must be cooked until the centre of the patty is brown and the juices run clear, or until the internal temperature of the patty reaches 71°C. Use clean utensils and plates when removing cooked meats from the heat source. Preheat the gas barbecue before starting to cook. If using a charcoal barbecue, use enough charcoal and wait until it is glowing red before starting to cook.

Thermometers – if not using precooked burgers, only a probe thermometer can be used to determine if the internal patty reaches the right temperature (71° C). Oven-safe meat thermometers designed for testing whole poultry and roasts are not suitable for measuring the temperature of beef patties. Remember to wash and sanitize the thermometer in between temperature measurements. Take the temperature in several of the thickest patties.

FOODSAFE – a FOODSAFE trained supervisor be on site at all times during the event.

Refrigeration – hazardous foods ie meats, dairy items to be kept in a refrigerator or in a cooler with ice packs stored below 4°C/40°F.

Food Display – protected from customer contamination (i.e. covered). Do not let ready-to-eat foods like lettuce, tomatoes, cheese, salads etc contact raw meat or its juices. Keep these foods cold in containers which are sitting in a bed of ice.

Food Service – use clean utensils, waxies or napkins, not your hands, to handle cooked or ready-to-eat foods.

Condiment Display – condiments in squirt bottles or single use packages.

Handwashing – Provide a water container or jug with spigot – containing warm water. Provide liquid soap and paper towels and a hand wash sign available through Ancillary Services. Also a pail or bus pan to collect waste water. Waste water to be disposed (i.e. into a janitorial sink or sewer). Hands should be washed thoroughly for at least 20 seconds before and after handling any raw food when switching from one task to another, after eating, drinking, smoking, sneezing or coughing, handling cash or any other non-food contact that may contaminate the hands.