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| <b>Administrative Policy 21:<br/>Dining Service Policy</b> | Issued:<br>Reviewed: 4/19/2012                                    | Reference:<br>Appendix A – Food Event Policy<br>Policy 4 Alcohol Use<br>Policy 18 Facilities Use<br>UWS FAP 20 Segregated Fee Expenditures<br>UWS FAP 6 Official Functions<br>UWS FAP 36 Travel Regulations<br>UWS FAP 37 Segregated Fee Determination<br>UWS Risk Management Policy & Procedure<br>Wisconsin Food Code DHS 196 |
|  | Institution Approval:   |   |
|  | Reviewers:<br>Director of Student Life<br>Parkside Student Center | Maintained By:<br>Student Center / D Casey  |

### 21.01 Background and Objectives

University Dining Service at UW-Parkside is provided through a service contract which is bid through the process as identified by UW System Purchasing and as required by state law. During the term of the contract, the successful contractor has exclusive rights of operation for all manual food and alcohol services campus-wide unless otherwise specifically designated within the contract or directly approved by the contractor. Manual food service includes, but is not limited to: all snack bars, dining rooms, pubs, delicatessens, restaurants, cafeterias, catering and conference facilities, and concessions operations. Campus-wide is defined as all buildings and lands assignable to the University.

The campus contract administrator of University Dining Service is the Parkside Student Center Assistant Director – Operations. Questions, complaints, waivers or exceptions should be forwarded to the contract administrator for consideration and follow-up with the Parkside Student Center Director and contractor. The contracted right of first refusal is rarely waived and should only be requested where circumstances would indicate University Dining Service would not be able to for valid reasons not want to provide the desired service.

The objectives of this policy are:

- a. To ensure that all food events on campus are both safe and enjoyable;
- b. To reduce and prevent the potential for food borne illnesses from food that is served, sold or given away at University event;
- c. To inform the campus community of the state and local health regulations concerning food safety (including preparation, storage, transporting, handling and serving);
- d. To inform the campus community of the financial and dining contractual exclusivity guidelines for purchasing food for events and meetings;
- e. To provide a decision-making tool for the proper provision of food for events and meetings;
- f. To maintain high quality dining facilities and service to ensure continued financial viability for both the campus and contractor.
- g. The University and University Dining Service contractor work in partnership to provide exemplary service to all guests and customers.

### 21.02 Waivers

If the contracted first right of refusal is waived by University Dining Service, to protect public health and limit liability, the University require that all food sold and/or served on campus be prepared in accordance with state and local health codes. All food sold and/or served on campus must be prepared by a licensed caterer/restaurateur or by a party that has obtained the proper food service permit from the Kenosha County Health Department.

## **21.03 Definitions and Special Situations**

### **21.03.01 Bake or Food Sales**

Internal groups are authorized to hold bake or food sales of Non-Potentially Hazardous Foods on campus in approved locations. Food that is sold or given away (e.g. Chili-Cook-off) requires approval from the Parkside Student Center Assistant Director – Operations and University Dining Service Director and must comply with all health and safety procedures. See Appendix A for additional guidelines.

### **21.03.02 Cultural Events**

UW-Parkside recognizes the importance of University and public cultural events, and understands the necessity to prepare and deliver truly authentic ethnic, international and multicultural foods to enhance cultural events. In an effort to ensure that the authenticity and cultural traditions are upheld while at the same time maintaining compliance with health and safety procedures and any other applicable campus policies, there is a continuum of options (e.g. recipe and menu development with customer, guest chef subcontracted through and supervised through University Dining Service) available to meet the food needs for cultural events.

### **21.03.03 Donations**

Any food that is donated for a University event must be in compliance with these policies and all health and safety procedures. Potentially hazardous foods will normally not be approved for acceptance. Approval will be given by the Parkside Student Center Assistant Director – Operations and University Dining Service Director.

### **21.03.04 Food Service Delivery**

Residence hall students may order food from off-campus delivery services for personal consumption within the residence halls (e.g. pizza delivery).

### **21.03.05 Internal Group**

Internal group is made up one or more of the following: administrative or academic units, University Recognized Student Organizations, or other recognized organizations that are directly related to the mission of the institution (e.g. Alumni Association, Parkside 200 Booster Club, UW-P Foundation Board, Governance groups).

### **21.03.06 Non-Potentially Hazardous Foods**

Foods that are not considered hazardous, and do not require heat or refrigeration to retard spoilage in normal serving times. Examples would include potato chips, bagels, non-dairy or non-cream filled brownies, cookies, donuts, cupcakes, and popcorn.

### **21.03.07 Off-Campus Caterers**

Off-campus caterers are any licensed food establishment or caterer not providing services under the University Dining Service contract. The service of off-campus caterers is permitted on campus for University events when approved by the University Dining Service Director and Parkside Student Center Assistant Director – Operations.

### **21.03.08 Personal "Brown Bag Lunch"**

A meal or snack purchased or prepared for the sole consumption of an individual. Not regulated by the University.

### **21.03.09 Potlucks**

University and groups shall be permitted to have infrequent "potlucks" in their areas for only their group members or employees provided no outside catering or group purchase of food is included and no university owned equipment is involved. All health and safety procedures will be adhered to and approval given by the University Dining Service Director.

### **21.03.10 Not-for Credit Food and Nutrition-related Classes**

Not-for credit food and nutrition-related classes may include cooking classes, nutritional science classes, or similar programs that include direct supervision by a qualified instructor. These programs must be in compliance with all health and safety procedures, and other applicable campus policies.

Permission must be granted by the Parkside Student Center Assistant Director – Operations and University Dining Service Director.

#### 21.03.11 University Sanctioned Events

These requirements apply only to officially sanctioned University events. Officially sanctioned events include events for which space reservations are required through the University, events that are advertised on and off campus, and events that may be attended by the general public. Additionally, sales from vending machines are exempt from this policy and are covered by separate contracts and other existing state health codes.

#### 21.03.12 University Events at Off-Campus Establishments

Any University event held at an off-campus location shall be in compliance with all health and safety procedures and other applicable campus policy as if the event were held on campus.

#### 21.03.13 Vending Services

The University, with representation from student, faculty and staff constituencies, has selected a contractor to provide University Vending services for the campus community and who has highly trained staff and proper equipment for the safe serving of vended food on campus.

### **21.04 Feedback and Evaluation Processes**

21.04.01 The University Dining Service Advisory Committee shall be comprised of representatives from the following areas:

- University Dining Service
- Parkside Student Center
- Parkside Student Government
- Residence Hall Association
- Sports & Activities Advisory Committee
- Student Center Advisory Committee

21.04.02 The University Dining Service Advisory Committee will be convened by the Parkside Student Center Assistant Director – Operations and shall meet at least once per semester to review pricing, services and marketing.

21.04.03 The University Dining Service shall complete a full assessment of product and services at least every two years. The assessment results shall be reviewed by the University Dining Service Advisory Committee.

### **21.05 Policy Review**

This policy will be reviewed annually by February and if appropriate recommendations will be forwarded to the Chancellor's Cabinet for approval no later than March 1<sup>st</sup>.

**Food Service Policy**  
**Appendix A:**  
**General Food Safety Guidelines for Bake Sales**  
**and Non-Potentially Hazardous Food Sales**

1. Sound sanitation practices, such as using clean equipment, must be followed when preparing, packaging, serving, transporting, displaying, and selling bake sale items.
2. The food handlers preparing, packaging, transporting, displaying, or selling bake sale items must be free of communicable diseases such as colds, the flu and hepatitis. Their hands and arms must be free of wounds, cuts and sores.
3. The food handlers contributing to or participating in the event must wash their hands with soap before working and after each break (e.g. restroom).
4. The food handlers should not handle the money exchange; a separate organization member should serve that role.
5. Organizers should maintain a list of everyone contributing food items to the sale or event. This list should include each contributor's name and contact information.
6. A disclaimer should be displayed indicating "Ingredients information is not available so if you have a food allergy, please make a safe purchase decision".
7. All food ingredients used must be pure, wholesome, free from contamination, and be obtained from a licensed and approved food source (e.g. grocery store).
8. All food items and plates or containers they are transported in, served on, and displayed in should be completely wrapped (e.g. plastic wrap, tin foil, container lid). It is encouraged that serving and selling portions are individually wrapped.
9. Any eating utensils provided should be single use and disposable, and wrapped to prevent contamination.

See also: "Conducting Safe and Successful Bakes Sales" from *Cooking from Crowds: A Volunteer's Guide to Safe Food Handling*, published by the College of Agricultural Sciences at Penn State University.