

## Food Handling

Effective:

Last Updated: 05/17/2017

### PREAMBLE

Western has obligations to the collective agreements of its employees, contractual obligations with vendors, and stringent health and safety standards related to food handling, all of which must be considered when offering food at an event.

*Hazardous foods* are any type of meat or dairy product or any item that where rapid spoilage and bacterial growth can occur.

### POLICY

All students and student leaders living in Residence must adhere to all stipulations outlined under *procedure*.

### PROCEDURE

#### Barbeque Guidelines

Please contact Hospitality Services (Barry Russell [brussell@housing.uwo.ca](mailto:brussell@housing.uwo.ca)) or (if the event is held on concrete beach or the UCC) Mark Leonard, Chef of the Wave ([mleonar@uwo.ca](mailto:mleonar@uwo.ca)) if you would like to hold a BBQ on campus. Only these two sources can provide the food, BBQs and supervision for a BBQ to proceed on campus property. BBQ training will be provided through Housing.

#### Food Type Requirements

- Raw foods (ie. chicken) are not permitted to be cooked for safety reasons. BBQ's should only be serving pre-cooked hotdogs, hamburgers, and vegetarian alternatives.
- Ensure that vegetarian options are available and are cooked and handled separately from meat options.

#### Food Temperature Requirements

- Hazardous foods must be kept at an internal temperature lower than 4 degrees Celsius (40 degrees Fahrenheit) prior to being cooked.
- There are only two type of appropriate storage for hazardous foods: a refrigeration unit or a clean, insulated cooler with a sealed lid. Coolers should be half full of ice (or ice packs) and ice should cover the bottom of the cooler and the entirety of the food items. Replacement ice and ice packs must be kept in clean coolers and cannot come in contact with the ground or any other contamination.
- A food thermometer must be pushed into and left in a food item in the cooler and the temperature must be recorded every fifteen minutes (see attached temperature log form). Food thermometers can be purchased from dollar stores,

- grocery stores, or food equipment suppliers (i.e. Hendrix Food Equipment, Russell Food Equipment, etc.). Ideally, it would be better if there were two thermometers monitoring the temperature of two food items in different parts of the cooler.
- Food items that need to be cooked should have their own storage container separate from “ready to eat” food items being kept cool.
  - Tongs, knives, spatulas etc. used to separate or retrieve food should be kept separate. In other words, the utensils used for one type of food should not be used for another type of food. Ideally, buy tongs or utensils dedicated to each cooler. Steel tongs can be purchased inexpensively at dollar stores.
  - Hazardous foods being served must be cooked to 74 degrees Celsius (165 degrees Fahrenheit) and kept at (until service) an internal temperature higher than 60 degrees Celsius (140 degrees Fahrenheit).
  - A food thermometer must be regularly (approximately every five minutes) pushed into food items being served being to ensure that the food is appropriately held at 60 degrees Celsius. The temperature must be recorded every five minutes (see attached temperature log form). Food thermometers can be purchased from dollar stores, grocery stores, or food equipment suppliers (i.e. Hendrix Food Equip., Russell Food Equip. etc.).
  - If dishwashing sinks are not available for cleaning serving tongs being used to cook and serve food, buy many (10) sets of tongs (depending on expected number of persons to be fed) so that new clean tongs can be regularly introduced to the cooking process. These spare tongs will also be needed should tongs be dropped or contaminated in any way.
  - The same temperature protocols and requirements must be applied to foods when food items are being transported. Hazardous food items must be either transported at an internal temperature lower than 4 degrees Celsius (40 degrees Fahrenheit) or an internal temperature higher than 60 degrees Celsius (140 degrees Fahrenheit). Clean, sanitized storage containers must be used to transport the foods and food thermometers should be inserted into the food and regularly checked to ensure that the appropriate temperatures are being maintained.
  - All BBQ logs on campus must be submitted to Hospitality Services (Barry Russell [brussell@housing.uwo.ca](mailto:brussell@housing.uwo.ca)) or (if the event is held on concrete beach or the UCC) Mark Leonard, Chef of the Wave ([mleonar@uwo.ca](mailto:mleonar@uwo.ca)).

### **Food Handling Requirements**

- A hand washing station must be set up, including running hot water, liquid soap, paper towels, and a basin or bucket to catch the dirty water. If running hot water is not available at the venue, use an air void container to hold the hot water (available through Hospitality Services).
- All food handlers must wear clean clothing and aprons. All food handlers/servers must wear head gear regardless of hair length. Baseball caps will suffice. If a food handler/server has long hair, they must tie their hair back in a pony tail and wear head gear.
- There is no smoking permitted near the food preparation and service area.
- No one with the flu or a cold or with cuts or open sores on their hands should work preparing or serving food.

- Food handlers must wear vinyl or plastic gloves and change these gloves regularly (i.e. every ten minutes.)
- Should a food handler touch their face, nose, or anything other than the food or food utensils, they should change vinyl gloves immediately.
- Food handlers should keep a large supply of paper towels and wet knaps or any wet anti-bacteria towel/wipes close at hand. Food handlers should regularly clean their face, arms, and hands of sweat and dirt using the wipes and paper towels.

### **Food Service Equipment Requirements and Service Area Set Up**

- Accurate food thermometers must be provided in hot and cold serving units.
- Avoid unnecessary stacking of hazardous cooked foods.
- All food products must be stored at least 15 cm off the floor/ground. Use tables or racks etc.
- There should no glassware of any type used in the food preparation and service area. Should a glass (or glass item) be broken anywhere near where food is being stored, prepared, or service, all food items within five feet of the area not covered by plastic wrap or a container of some sort, must be thrown out.
- Garbage must be stored in containers of durable leak proof material (preferably with lids).
- “Wet naps” or wet anti-bacteria towel/wipes must be available to the patrons for use to clean their hands.
- Single service disposable containers shall be utilized for the service or sale of food i.e. paper plates, plastic cups, plastic knives, forks, spoons etc.
- Food preparation and service must be held on a non-absorbent and cleanable surface. NO GRASS SURFACES PERMITTED.
- Never should anyone handle money AND food. The cash handling function should be separated from food preparation and service

### **Food Event Checklist**

- All BBQ logs on campus must be submitted to Hospitality Services (Barry Russell brussell@housing.uwo.ca) or on concrete beach or the UCC, Mark Leonard, Chef of the Wave (mleonar@uwo.ca). Only these two sources can provide the food, BBQs and supervision for a BBQ to proceed on campus property.
- Hats/hair nets for everyone involved in food preparation and food service.
- A hand washing station must be set up. This includes running hot water, liquid soap, paper towels, and a basin or bucket to catch the dirty water. If running hot water is not available at the venue, use an air void to hold the hot water.
- One box of latex gloves for food handlers.
- A large supply of paper towels for food handlers to dry with when using wet towel wipes to remove dirt and sweat.
- Ten sets of tongs (or more) for food handlers.
- Food thermometers (advise two per cooler, one per BBQ or cooking area).
- Hot food/cold food holding containers. For cold items, clean, sanitized coolers with 1.5-2 bags of ice emptied over food items (more if large coolers) plus 3 bags of ice in storage in clean sanitized coolers; this ice is for refilling food coolers.
- Ice for drinks kept in clean sanitized coolers.
- Disposable plates, cups, knives, forks, spoons, napkins.
- Non-leaking garbage receptacles, preferably with lids.



**Cold Food Temperature Log**

Hazardous foods being stored prior to being cooked must be kept at an internal temperature lower than 4 degrees Celsius (40 degrees Fahrenheit).

Appropriate storage would either be a clean, refrigerated unit or a clean, insulated cooler with lids sealing the container. Coolers should be half full of ice (or ice packs) and should cover the bottom of the cooler and cover the food items. Replacement ice and ice packs must be kept in clean coolers or containers and not come in contact with the ground or any contamination.

A food thermometer must be pushed into and left in a food item in the cooler and the temperature must be recorded every fifteen minutes.

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Name of event: \_\_\_\_\_

Name of Organizer: \_\_\_\_\_

Type of Food Being Served: \_\_\_\_\_

Food Item	Time	Temperature	Signature