

Student Activities Office Student Organization Food Waiver Form

It is the policy of The College of New Jersey that all food which is served on campus is to be provided by Sodexo Dining Services. This waiver must be signed by the Sodexo Catering Director in order for any organization to bring in its own food for an event. The office of Sodexo Dining Services is located in the Brower Student Center, Room 133.

The group must obtain the proper signatures and return this form to the Office of Student Activities for the event at least one week before the date of the event. If Catering Services does NOT give permission, any violation of this policy may result in loss of scheduling privileges for the offending group.

ORGANIZATION INFORMATION:

Name of Organization: _____ **Organization Representative:** _____

Phone Number: _____ **Email:** _____

EVENT INFORMATION:

Location of Event: _____

Date of Event: _____

Time of Event: _____

Type of Food Being Brought to Campus:

The food provided at this event will served to: The public General membership ONLY Both

The food provided at this event will be: Pre-packaged, individually wrapped single servings
 NON pre-packaged, individually wrapped single servings

Food that is not pre-packaged and will be served to the general public (defined as individuals not affiliated with your organization) requires the organization to obtain and provide proof of liability insurance. This proof of insurance must be provided to the Student Activities Office prior to the approval of the event. Failure to provide this insurance will prevent the organization from serving food under these conditions. If you have any questions concerning food insurance please contact the Student Activities Office.

On the back of this waiver are guidelines to follow when preparing food for your guests. By signing below you are stating that you understand and will follow these guidelines and are taking full responsibility of any consequences that may arise for failure to follow these guidelines. Should you have any questions, Sodexo Dining Services will be happy to assist you.

Organization Event Coordinator: _____ **Date:** _____

Organization Faculty/Staff Advisor: _____ **Date:** _____

Sodexo Catering Director: _____ **Date:** _____

BSC Assistant Manager: _____ **Date:** _____

SANITATION CHECKLIST

When you are bringing food on campus for your event, please keep the following in mind in order to provide your guests with a safe and healthy environment to enjoy the food.

- Use gloves when handling ready to eat foods. Gloves must be changed when switching from raw food to ready to eat food.
- Provide serving utensils for self serve food lines. Provide separate utensils for each food items (during both cooking and serving times)
- If you choose to have someone hand out food, please provide gloves for that person
- During preparation time, food should be at room temperature for no more than 40 minutes
- Hold/serve cold foods at 40 degrees F/4 degrees C or below for no longer than two hours.
- Hot/serve hot foods at 140 degrees F/60 degrees C or above for no longer than two hours. If you plan on providing hot food you must have chafing racks and sterno (a candle waiver must be filled out and approved.)
- All frozen foods are thawed under refrigeration, not a room temperature.
- Raw foods are kept separate from ready to eat food during preparation
- All food contact surfaces and utensils and preparation areas are cleaned sanitized.
- Wash your hands frequently and correctly:
 - After using restroom facilities
 - Before preparing your food items
 - After handling raw meat, poultry, seafood and produce
 - Before working with ready to eat foods
 - Between handling different types of food
 - After coughing, sneezing or blowing notes
 - After touching hair, face, nose, other parts of body
 - After eating, drinking and smoking
 - After handling chemicals
 - After handling dirty equipment
 - After handling trash and other contaminated objects
- Make sure the person(s) preparing the food items are healthy:
 - No apparent illnesses (vomiting, diarrhea, fever, jaundice, sore throat with fever, infected open wounds, boils, etc)
 - No cuts, abrasions and burns on hands and exposed arms bandaged properly; hands also covered with a disposable glove.