

## Guidelines for Food Distribution on Campus

*Revised 15 November 2017*

1. Pre-packaged/Pre-sold food distribution will be allowed in the Ross building foyer and Pigott Commons foyer. (Outdoor areas are also available when weather permits – Smith Family Hall patio, Piggott Commons patio, Rau patio.
2. Because of food handler restrictions, student groups are not permitted to distribute hot food at any location on their own unless they have a current food handler card and have copies of it on file with Tim, Student Life, and Cheryl Wrzesinski. Electronic sharing of these copies is encouraged to ensure an easy to follow trail of when they were sent/received.
  - a. If a student group does in fact have a current food handler card then they can distribute food in the Pigott Commons Foyer by reserving that space one week in advance – this time frame will be adhered to so please plan accordingly. Hot food distribution at other physically outside locations is permitted if students possess a current food handler card, and it is on file with Tim, Student Life and Cheryl.
  - b. Cheryl will use her files to approve or decline any request to distribute hot food so again, please make certain Tim, Student Life, and Cheryl all have current copies of your food handler certifications.
  - c. In addition, students with food handler certifications that choose to distribute hot food are expected to follow all the guidelines outlined in their training (including having the proper tools for distribution) and they are assuming sole responsibility for distribution of food to consumers and any outcomes from those distributions. Please ensure you follow the training you received for the food handler certification.
3. Student groups without current food handler cards that do want to distribute hot food will need to visit with Tim and coordinate what options exist for him to help distribute food with them under his food handler certification.
  - a. Keep in mind that any partnerships that Tim is willing to honor regarding hot food distribution in the Pigott Commons will still need to be arranged at least one week in advance.

4. Students can email events to request the library foyer anytime it is available. The Pigott Commons foyer needs to be requested at least one full week in advance for menu and traffic planning by the food services director.
5. Cheryl will have total control over processing requests and would handle them on a first come first served basis (while honoring the week in advance requirement for the Pigott Commons foyer).
6. Event requests in the Pigott Commons foyer will require a person in a leadership position for contacting Tim in the cafeteria on event day (this person will be responsible for logistics, sanitization and food safety and designating a cleaning crew from their student group). This is somewhat similar to a one-day banquet permit in real life and the point person from the student group should also be in contact with Tim days before the event happens to ensure all supplies they need are in order.
7. Groups are responsible for their own tools, utensils, cleaning supplies and food service containers for all products.
8. It is also important that any student group that distributes in the Library foyer or Pigott Commons foyer leave the area clean, so please ensure this is a priority for your group/event.