

Food Handling Guidelines

Student Life Office

Bluefield State College

2020

Purpose

- The purpose of this presentation is to help student organizations that are selling or giving food away as part of a fundraising or promotional activity to avoid selling or distributing products that might be considered hazardous and dangerous to those who consume the food items.

Examples

- Cooked foods: Hamburgers, Hotdogs, Chicken, Steaks, Seafood, etc.
- Chilled Foods: Hard-boiled eggs, Salads
- Prepped Foods: Pizza, Take-Out

Prior To Food Event

- Before holding an event where prepared food is served (cooked or cold), the organization should secure a Space Application and check appropriate box indicating food will be served.
- Prior to the start of the event a representative from the Student Life Office will meet with the event organizer or lead person to review the food safety checklist. Once completed, the event may commence.

Handwashing

- **Always** wash hands and fingernails thoroughly before handling food.
- **Use hand sanitizer frequently!**
- Wear gloves whenever serving cooked or ready-to-eat foods.
- Gloves can be secured from the Student Life Office.
- Gloves **should** be changed as needed.
- **Do NOT** reuse gloves if torn/contaminated, or if you take them off.

Utensils

- Make sure that all equipment has been thoroughly cleaned and sanitized.
- Should a serving piece fall to the ground or otherwise become contaminated, it should be washed thoroughly in hot, soapy water, rinsed and immersed in hot water (140° F) that contains ½ tablespoon of chlorine bleach per gallon of water.
- **If you are not able to wash utensils, they cannot be used.**

Food Preparation

- Obtain food **only** from reliable sources. **Never** accept donated food if you do not know how it has been prepared or handled beforehand.
- **Wash** all fresh food items thoroughly to remove soil, manure, bacteria and pesticide residue.
- Foods should be **protected** from contamination during distribution by being kept in covered serving dishes or containers.
- Keep raw foods **separate** from cooked and ready-to-eat foods. This helps to **avoid transfer of bacteria and cross contamination**.

Food Temperature

- All processed meats (for example: ground beef, hot dogs) must be cooked to a temperature of **165°F** (**180°F for poultry**) to kill bacteria. No rare hamburgers may be served.
- Student organizations **may borrow** thermometers from the Student Life Office for this purpose; should they be lost or broken, the organization will have to pay for their replacement.
- Cold foods **must** be kept below **40° F** in ice-filled coolers.
- Hot foods **must** be kept above **140° F**.
- **Never** leave prepared food standing at room temperature!

Serving

- Have hand sanitizer available for **all** guests and event workers.
- Food should be served **immediately** following preparation.
- Foods **should not** be served for longer than **2 hours** after which, regardless of their temperature, **they should be disposed of**.
- Paper plates, cups and other serving items should be kept clean. Should any of these fall to the ground or otherwise become contaminated, **they should be thrown away**.

Clean Up

- All trash should be placed into bagged trash receptacles. Bags should be tied closed when full. Do not leave bags open, it will attract vermin.
- Trash around area should be picked up and thrown away.
- **Charcoal grills:** coals should be extinguished; after **cooled**, they should be placed in a separate trash receptacle.
- Maintenance Office should be notified **in advance** that a cookout is taking place on campus. This is accomplished through the **Space Application**.
- Failure to clean up **will result in loss of privilege** for future events

Have a safe and fun event

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