Food Handling Guidelines

Student Life Office
Bluefield State College
2020
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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