
Bake Sale and Food Sale Policy

Introduction

The following policy has been adopted by the University in order to ensure compliance with health regulations related to preparation, storage and serving of food items, to minimize potential liability and to ensure compliance with the food service contract which grants exclusivity to the food services contractor. This policy is subject to review and modifications as necessary to ensure compliance with the food services contractor and health regulations.

This policy applies to all recognized campus organizations interested in the sale of certain foods for the purpose of raising money.

Objectives

The food protection measures, as outlined in the **RULES GOVERNING FOOD SALES OR SERVICE**, are intended to accomplish the following objectives:

1. Allow for strict observance of personal hygiene by all food service participants.
2. Keep potentially hazardous food refrigerated and/or heated at all times to prevent the growth of any pathogenic organism which may be present.
3. Apply good sanitation practices in the storage, preparation, display and service of food in order to comply with the California Uniform Food Facilities Regulations.
4. Supervise cooking of certain foods of animal origin to insure the destruction of pathogenic organisms which may be present.
5. Provide for adequate equipment and facilities for the proper conduct of operations.

6. Protect against any accidental contamination of the food by any toxic substance.

7. Place responsibility for observing the rules and regulations with the advisor/sponsor for the organization.

8. Insure proper cleaning and sanitation of serving utensils, dishes and/or pans.

POLICY STATEMENT

Organizations which are interested in having a bake/food sale for the purpose of raising money may be allowed to sell food pending completion and approval of the Request for Bake/Food Sales On Campus form. Such activity may not take place without the approval of the Office of the Director of the Loker University Student Union and the Office of the Executive Director of the Foundation.

In order to ensure the same opportunity be given to all interested groups, organizations wishing to have regularly scheduled bake/food sales may do so no more than two (2) times per month. Depending upon the number of organizations, the Director of the University Student Union has the authority to further limit the number of or allow additional bake/food sales by an individual student group.

No more than two (2) bake/food sales will be permitted per day.

PROCEDURES

1. The rules and the appropriate form will be obtained at The Office of Activities in the Loker Student Union and space for your event can be reserved at that time.

2. The appropriate form will be completed in triplicate and signed by the advisor/sponsor prior to submission to the University Student Union according to the time frames stated on the form.

3. A permit to operate will be issued to the applicant after review by the University Student Union.

4. The permit must be available for display at the location of the sale or service.

5. The advisor/sponsor will be responsible for the organization's adherence to the rules in this policy.

6. The Environmental Health and Occupational Safety Office will make a spot-check of food sales to ensure that all health provisions are being followed.

7. No liability will be assumed by the University, the Loker University Student Union, the Foundation or the Dining Services Contractor for any food or drink the sponsoring organization provides.

8. Any damages related to the function are the responsibility of the sponsoring organization.

9. Food/bake sales will not be allowed in the University Student Union; exceptions will be considered on a case-by-case basis.

10. Off-campus organizations are prohibited from dispensing food or drink on the Dominguez Hills University campus.

ORGANIZATIONS PLANNING BAKE/FOOD SALES ARE ENCOURAGED TO CONTACT CAMPUS DINING (X3814) TO PURCHASE FOOD AND BEVERAGE ITEMS. SUCH ITEMS WILL BE MADE AVAILABLE AT COMPETITIVE PRICES.

California State University, Dominguez Hills

REQUEST FOR BAKE/FOOD SALES ON CAMPUS

THIS FORM MUST BE SUBMITTED TO THE OFFICE OF THE DIRECTOR OF THE UNIVERSITY STUDENT UNION AT LEAST TWO WEEKS (10 DAYS) PRIOR TO EVENT

Name of sponsoring organization: _____

Date of event: _____ ***Time:*** _____

Campus location of service or sale: _____

Food items including condiments (be specific): _____

Location where food will be prepared:

Storage of perishable food during transport: _____

Methods of keeping hot foods hot/cold foods cold during service:

All foods must be maintained at a temperature of below 45 F degrees for cold foods and 140 F degrees or above for hot foods.

Non-perishable foods are: Fruit pies, doughnuts, bread, cookies, candies, cakes without custard or whipped cream icing or filling, pretzels, soft drinks, punch, fresh or commercially canned fruit, and peanut butter. Any food high in protein, such as milk and meat, is considered perishable and potentially hazardous. **DO NOT store or serve acid base foods such as punch, canned fruit, or fruit juices in galvanized containers because a poisonous by-product will be formed.*

ORGANIZATION'S SPONSOR/ADVISOR:

Name: _____

Title: _____

Department: _____ Phone

Number: _____

AGREEMENT: For the privilege of selling foods on campus, the applicant organization agrees to comply with the rules governing food sales or service. Failure to comply with the rules may result in loss of food selling or serving privileges and/or disciplinary action. No liability will be assumed by the University, the Loker University Student Union, the Foundation or the Dining Services contractor for any food or drink the sponsoring organization provides.

Signature of Organization Chairperson

Date submitted

Signature of Advisor/Sponsor _____

Date approved Loker University Student Union

Date approved CSU, Dominguez Hills Foundation

This request when approved by University Student Union and the Foundation in conjunction with the approved vendor permit will serve as a permit to operate. Please keep this available at the sales location.

California State University, Dominguez Hills

RULES GOVERNING FOOD SALES OR SERVICE

1. **Temperature Control**

Adequate facilities must be provided for keeping cold foods below 45 F degrees and hot foods at 140 F degrees or hotter at all times.

2. **Food Protection**

Provisions must be made for protecting foods from dust or other contamination during transport, storage, and service by use of covers, plastic wrap, or other suitable utensils. Persons serving foods must have clean hands, clean outer garments, and not suffer from respiratory, gastrointestinal, or skin infections and are required to wear plastic disposable gloves. Plates, cups, and eating utensils must be single service. Soft drinks or punch must be served from original containers or dispensing equipment approved by the Environmental Health and Occupational Safety Office.

3. **Sanitation**

Adequate trash cans must be provided for disposal of waste materials. The area surrounding the food service must be kept clean at all times and left in a clean condition at the conclusion of each day's service.

4. **Sales or Service Period**

Food sales or service is limited to two (2) consecutive days. Unusual circumstances will be considered on an individual basis.

5. *All food permits approved by the University Student Union office must be maintained at the sale or service location.*
6. *Use of Dining Services kitchens or equipment is strictly prohibited*
7. *Cleanup of all food and drink and related items is the responsibility of the sponsoring organization. Failure to do so will result in appropriate cleanup charges.*