Outside Food Safety Guidelines

These guidelines pertain to departments or student organizations planning to serve approved outside food and beverages on campus. Belmont University requires that food purchased or donated for events must be provided by a licensed food provider, and served in compliance with the policy outlined below. Food prepared by college community members (employees and students) and served to college community members for any purpose must be prepared and served in compliance with the policy outlined below.

Groups are solely responsible for food safety at the respective events. Belmont University does not warrant or certify the safety of any food served by groups in accordance with these guidelines. Under no circumstances shall Belmont University or its trustees, employees or agents assume liability for any food provided by groups at their events.

All groups serving or providing food at events should:

- **Keep the food menu simple.** Avoid potentially hazardous foods (meats, eggs, dairy products, potato salad, cut fruits, and vegetables, etc).

- **Wash Hands.** Hands should be washed before preparing and serving food for at least 20 seconds with hot soapy water. Hands should always be washed after using the restroom, handling money, after eating, drinking, coughing, sneezing, using the telephone, handling garbage, and between handling raw food and ready to eat food. Hand sanitizer should be provided at food serving stations.

- **Use disposable gloves, tongs, napkins, deli tissues or other tools to handle food.** Food servers should not touch food with their bare hands. Only healthy workers can prepare and serve food. Appoint a “person in charge” to be available at all times to monitor the food operation.

- **Have extra utensils on hand.** You may not have the ability to wash or rinse items used to serve food. Be prepared with extra utensils in case items fall on the floor. Wash equipment and utensils before use in hot, soapy water, rinse in hot water, and sanitize in a bleach/water solution of one capful of bleach per gallon of water. Utensils and dishes should be air dried.

- **Keep hot foods hot and cold foods cold.** Hot food must be held at a minimum of 140º F and cold foods must held below 40º F. Potentially hazardous food such as cheese, meat, and dairy need to be handled appropriately.

- **Avoid cross-contamination.** Always use one utensil per item. Do not taste food with the utensil used for serving. Do not use the same tasting utensil more than once.

- **Keep preparation and service areas clean.** Use hot soapy water and a food safe disinfectant to keep all food preparation and service surfaces clean.

- **Store ice used for drinks separately.** Ice used to cool cans and bottles should not be used in drink cups. Use a scoop to serve ice, not the hands or cup.

- **Keep foods covered to protect from insects.**

- **Work restrictions.** Anyone with the following symptoms cannot prepare or serve food: fever, diarrhea, vomiting, jaundice, sore throat with fever, or lesions containing pus on the hands, wrists, or an exposed body part (such as boils or infected wounds, however small).

- **Dispose of trash.** Tidy up the area after the event and dispose of all garbage in the proper location.

- **Determine an action plan for the food operation when there is bad weather or power outage.**

- **Display a disclaimer at the event that the University is not responsible for the safety of the food or food preparation.**
Food prepared and served at this event was prepared by:

Belmont University assumes no liability for the food provided at this event. Individuals purchasing or consuming this food do so at their own risk.